



CREDIT TRANSFER / EXEMPTION FORM

INSTRUCTION

STEP 1: Fill out the form.

STEP 2: Submit the form to the Head of Academic for approval.

STEP 3: Please attach legible photocopies of any supporting documentation.

- i. Latest academic transcript (*if applicable*)
- ii. Letter from previous institution stating the subjects taken and the results obtained (*to be submitted in lieu of the absent of an academic transcript*)
- iii. Testimonial letter from trainer / employer (*for student intending to get an exemption from industrial placement*)
- iv. Description of the course contents of the subject(s) taken previously (*if applicable*)

STEP 4: Submit the form to Administration Department for processing.

**APPLICATION MUST BE SUBMITTED BEFORE THE COMMENCEMENT OF THE ACADEMIC SEMESTER.
INCOMPLETE FORM WILL NOT BE PROCESSED.**

STUDENT DETAILS

NAME

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NRIC / PASSPORT NO.

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STUDENT ID

	PROGRAM
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CONTACT NO.

	E-MAIL
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NO	SUBJECT(S)

SIGNATURE

DATE

FOR OFFICIAL USE ONLY

STATUS

APPROVED

NOT APPROVED

REMARKS

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NAME:

Head of Academic

DATE