

**PROCEDURE: APPLICATION FOR CREDITS FOR COURSES
PASSED AT ANOTHER UNIVERSITY/INSTITUTION**

An application to transfer credits on the prescribed application form (see overleaf) must be accompanied by a photocopy of the syllabi of the subjects/modules for which candidates are applying for exemption.

It is the applicant's responsibility to:

- *obtain the relevant content of courses and submit them with the application form, without which the application for exemption will not be considered;*
- *personally submit the application form to the relevant academic Head(s) of Department(s) for written approval on the application form;*
- *submit the application form to the relevant faculty's student administration after it has been approved by the Head of Department(s)/Programme Manager(s).*

PLEASE NOTE:

A transcript of courses passed elsewhere must accompany the application form.

Such a transcript must:

- *be an **ORIGINAL**. Photocopies, whether they are certified or not, are not acceptable. Upon receipt of the original transcript and accompanying photocopies, the University will certify the photocopies and return the originals to the student;*
- *be **signed**. Unsigned computer printouts and other documents are not acceptable;*
- *be printed on the **official letterhead** of the institution issuing the transcript;*
- *fully indicate the **official names** of courses. Transcripts indicating courses by codes only are insufficient.*

*Credits awarded by Head of Departments/Programme Managers only become effective once approval has been granted by the **Dean** on the reverse side of this document.*