



APPLICATION FOR CREDIT OF COURSES (TRANSFER CREDITS)

NB: ORIGINAL PROOF IN RESPECT OF COURSES PASSED ELSEWHERE MUST ACCOMPANY THIS APPLICATION.
THIS FORM MUST BE SUBMITTED TO THE STUDENT ADMINISTRATION OF THE FACULTY CONCERNED.

Last name, Initials, title		Student number	
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Acad. Programme		Term	20....	Acad. year	
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Code(s) for which credit it required

Code of course	Corresponding course passed	Year in which course was passed & %		Tertiary institution where module (subject) was passed	Recommendation: Head of Dept. or Program Manager
		Year	%		

Do you have full Matriculation exemption? YES / NO Year obtained:

Did you complete the degree for which the above course(s) were needed? YES / NO

STUDENT SIGNATURE

DATE

FOR OFFICE USE:

for DEAN:

Date

CREDITS ON SYSTEM BY:

Date

NB: For more information about how the University uses personal information, please visit our [Privacy Notice](#).

**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.*