



**OPERASI PERKHIDMATAN SOKONGAN**  
**PUTRA INTERNATIONAL (BAHAGIAN ANTARABANGSA)**  
Kod Dokumen: OPR/BA/BR03/Transfer

**APPLICATION FORM FOR TRANSFER OF CREDIT BETWEEN  
INSTITUTIONS (OUTBOUND)**

**Attention:**

1. This form must be completed in two copies.
2. Please attach a copy of examination result slip for each previous and current semester.
3. Please include information on courses such as course outlines, synopsis and grading system which will be taken at the host university.
4. Please attach a copy of offer letter / letter of approval from host institution.
5. The completed form must be submitted to the relevant Faculty.

**PART A: APPLICANT INFORMATION**

*(to be completed by student)*

Name : \_\_\_\_\_  
Matric No. : \_\_\_\_\_  
Programme : \_\_\_\_\_  
Department : \_\_\_\_\_  
Faculty : \_\_\_\_\_  
Identity Card No. : \_\_\_\_\_ Passport No. : \_\_\_\_\_  
Host University Name : \_\_\_\_\_

**PART B: COURSE INFORMATION FOR TRANSFER OF CREDIT**

*(to be completed by student)*

Fill in the course of the Universiti Putra Malaysia to be taken in the space provided.

**COURSE IN UPM**

**COURSES IN HOST UNIVERSITY**

No	Course Code	Course Name	Credit	No	Course Code	Course Name	Credit

**Note:**

Please attach the host university approval letter to offer courses listed above.

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**PART C: INFORMATION ON UNIVERSITY ACADEMIC ADVISOR RECIPIENTS**  
*(to be completed by the Dean of the Faculty of UPM)*

Please fill in students' academic advisor at the host university.

Name : \_\_\_\_\_

Position : \_\_\_\_\_

Email Address : \_\_\_\_\_

**PART D: TO BE COMPLETED BY FACULTY DEAN**

I hereby support / not support the application for credit transfer to a program of study for students to meet program requirements.

**UNIVERSITI PUTRA MALAYSIA**

Dean's signature and stamp:

Date :

**PART E: RESULTS OF EQUALITY OF ACADEMIC ASSESSMENT COMMITTEE MEETING**  
*(To be completed by the Academic Division)*

Meeting Results:                      APPROVED                            Date of Meeting : \_\_\_\_\_

   REJECTED                            Meeting Minutes : \_\_\_\_\_

**SECTION F: LIST OF BANK OF COURSES**  
*(To be completed by the Academic Division)*

\* Please enclose a registration slip that was registered in the Bank Course.

Checked by	Approved By
Signature : .....	Signature : .....
Name : _____	Name : _____
Date : _____	Date : _____