



**SOKONGAN
PENGURUSAN PELAJAR DAN STAF ANTARABANGSA**

**PUTRA INTERNATIONAL CENTRE
(PUSAT ANTARABANGSA)**

Kod Dokumen: SOK/INT/BR03/OUTBOUND

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

Attention:

1. This form must be completed.
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.

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: RECOMMENDATION BY FACULTY DEAN/DEPUTY 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/ Deputy Dean signature and stamp:

Date : _____

PART E: RESULTS OF EQUIVALENTS OF ACADEMIC ASSESSMENT COMMITTEE MEETING (JKPKA)*(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	: _____