CREDIT TRANSFER APPLICATION

1. Apply
2. Compile
3. Recommend
4. Approved? Yes/No
5. Update the student status
6. View the result

FACULTY

DEAN OF FACULTY
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<th>Ref. No.</th>
<th>Description</th>
<th>Form/Report</th>
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| 1       | Announcement will be made during Faculty Briefing to the new students on the timeline and process of applying Credit Transfer online. The Credit Transfer timeline is normally within 2 weeks from the trimester commencement date. Students have to apply for credit transfer online via CamSys and uploading any supporting document | ▪ Student Transcript from the previous institution  
▪ Syllabus of the subject that student’s applying for credit transfer  
▪ Any other supporting document related |
| 2       | The faculty upon the submission of Credit Transfer online will receive a notification email and will generate the list of students with the uploaded supporting documents and compile it for Credit Transfer Committee/ LIFE Department for recommendation.  
For MPU subjects, Faculty will compile on behalf and send to LiFE office for process, normally in end of week 2 (for Long Tri), and end of Week 1 (for Short Trimester) to submit to LiFE office. Supporting documents must be complete, otherwise the form will NOT be processed. | - |
| 3       | Application with complete supporting documents will be evaluated by the Credit Transfer Committee OR Subject Coordinator at the Faculty and/or LIFE for Mata Pelajaran Umum (MPU) subjects particularly.                                        | - |
| 4       | Recommended credit transfer list will be submitted to the dean for approval.                                                                                                                                 | - |
| 5       | The credit transfer which has been approved and/ or disapproved will be updated in the CamSys student self-service. If the student has registered the subject for the current trimester then the subject will be automatically dropped.                                   | - |
| 6       | The student will need to check their Credit Transfer application whether approved and/or disapproved in 4th week of new trimester in the CamSys student self-service.  
Note: Student to perform add/drop subject *(manually add/drop if approval is released after week 2 of the Trimester)* | - |