

Credit Transfer/ Waiver Form

Semester: _____

Transfer of credits to East Delta University

Credit transfer may be considered after admission. Candidates applying for credit transfer from an educational institution with a system similar to EDU must attach transcript and syllabus of the courses to be transferred. Credit transfer is subject to credit transfer rules of EDU. The total credits transferred by a student from another institution in undergraduate programs cannot exceed 50% of the courses required for degree completion at EDU. The details of courses transferred from other universities will be mentioned in academic transcript of EDU as Transferred (TR). Only the number of credits will be mentioned not the grades.

Submission of application

This application form with supporting documentation must be submitted to the Dean/Head/Chairperson for review. All the applications with comments from Dean/Chairman/Coordinator for credit/exemption.

After academic approval, transfer of credits form will be forwarded to Finance & Accounts department for the payments, then submit TR form to Registrar's Office to enter into the academic records of the student personal file and in Blackbox.

Personal Information

Student ID Student ID in the Institute/University from where the credits are transferred Mark the program you are enrolled in Undergraduate Graduate

Full name (in BLOCK letters) _____ Female Male Contact Number/Mobile: _____

Program at EDU _____ Program at respective University/Institute _____

Details of Credit Transfer

Courses successfully completed at other university for which equivalence is sought					Equivalent Courses in East Delta University			Equivalence exam required	Approval Write Y for approval/ N for denial & Sign (official use only)	
University/ Institution	Course Number	Course Title	Credits	Grade Obtained	Course Number	Course Title	Credits	Yes/No (official use only)	Dean/ Chairman/Coordinator	Remarks

Courses successfully completed at other university for which equivalence is sought					Equivalent Courses in East Delta University			Equivalence exam required	Approval Write Y for approval/ N for denial & Sign (official use only)	
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I declare that the information I have supplied on this form and in any supporting documents submitted with the application is, to the best of my knowledge, complete and correct.

I acknowledge that the University may cancel my admission if I have misrepresented or failed to fully and completely state my academic record and my attendance at other tertiary educational institutions attended by me, and that this cancellation may take place at any stage during the course of my study at EDU. I authorize the University to obtain official records with respect to me from each of the tertiary educational institutions attended by me and to seek other relevant information about me. If the institution charges any fee for providing such records, I undertake to pay the requisite fees

Applicant's Signature

Signature of the Chairman/Coordinator

Date

OFFICE USE ONLY

Total number of Credit(s) Recommended by the School/Department for transfer: _____

Approved by

Signature of the Dean

Date