

Universiti Tunku Abdul Rahman			
Form Title: APPLICATION FOR PROGRAMME / STREAM TRANSFER			
Form Number: FM-DACE-018	Rev No.: 13	Effective Date: 21/11/2023	Page No: 1 of 6

Please read the following information carefully before fill up the form.

- i. Students must be a registered student by paying the programme fees as stated in the student bill and fulfill the **Minimum Entry Requirements** of the programme / stream which they intend to transfer.
- ii. New students are required to submit the completed form to Division of Admissions and Credit Evaluation.

Existing students are required to submit the completed form to the Faculty General Office of their respective Centre / Faculty / Institute.

A processing fee of RM20.00 is chargeable for this application. There will be a programme / stream transfer fee of RM200.00 payable upon approval by the University and acceptance by the student. All fees paid are non-refundable.

- iii. The submission deadline for application is by **Week 2 Day 5 of each academic trimester.** Students are encouraged to submit the application before the deadline. Please note that applications after the deadline will NOT be entertained.
- iv. Please attach a photocopy of the following documents with this application form:
 - (a) SPM / IGCSE / STPM / UEC or other qualification results
 - (b) Foundation / Undergraduate Trimester results
- v. UTAR reserves the right to reject any application or retract any decision if any information furnished in your application is found to be incorrect and / or inaccurate

SECTION I: To be completed by the student

Please tick (✓) in the appropriate box:

Student Status: New Student Existing Student Reinstated Student*
**Please provide the reinstatement letter as the supporting document if student is terminated from previous programme*

UTAR Scholarship Holder: Yes** No

*** If yes, please proceed to submit an appeal letter to carry forward the scholarship awarded from previous programme to new programme if your application for programme transfer is approved.
Please note that a successful application for programme transfer did not mean that the scholarship could be carried forward from previous programme to new programme automatically.*

Student Name: _____

Student ID No.: _____ I.C. No. / Passport No.: _____

Intake Joined: _____ Contact No.: _____

I hereby declare that:

- I am free from any of the physical / mental health difficulties / conditions
- I have a history of physical / mental health difficulties / conditions, please specify: _____

I wish to apply for a change of programme / stream effective from _____ trimester:

From _____

To _____

Reason(s) for transfer: _____

Student Signature: _____

Date: _____

**SECTION II: To be completed by the student and Head of Department of “Transferred-In”
Centre / Faculty / Institute**

External Credit Transfer based on qualification from previous institution

For *External Credit Transfer* from diploma or higher academic qualifications obtained from other institutions and from prior experiential learning, only credit hours will be transferred with no grade (also known as Credit Exemption status). The course grade will not be computed in the Grade Point Average (GPA) and Cumulative GPA (CGPA) of the study programme. The credits awarded will be counted towards the credit requirement for graduation.

Note: Students are required to seek advice from Head of Department (HOD) to fill up the following table.

Equivalent Course(s) Awarded by the Previous Institution (Course Code & Course Name as stated on the result slip / transcript)	Grade Obtained	UTAR Course(s) Applied for External Credit Transfer (Course Code & Course Name)	For Office Use	
			Recommended / Not Recommended	Checked and Verified by HOD (Name & Signature)

Total number of course(s) recommended for external credit transfer: _____ x RM100 = RM _____

Internal Credit Transfer based on UTAR result

For Internal Credit Transfer within UTAR programmes and mobility programmes with recognized UTAR MOU partners, credit hours will be transferred with grades. The course grade will be computed in the Grade Point Average (GPA) and Cumulative GPA of the study programme.

For UTAR graduated programme, credit hours will be transferred with no grade. The credits awarded will be counted towards the credit requirement for graduation.

Note: Students are required to seek advice from Head of Department (HOD) to fill up the following table.

Equivalent Course(s) Awarded by UTAR (Course Code & Course Name as stated on the result slip / transcript)	Grade Obtained	UTAR Course(s) Applied for Internal Credit Transfer (Course Code & Course Name)	For Office Use	
			Recommended / Not Recommended	Checked and Verified by HOD (Name & Signature)

Total number of course(s) recommended for internal credit transfer: ____ x RM100 = RM_____.

Note for Application of External Credit Transfer and Internal Credit Transfer:

- i. After obtaining a recommendation from the Head of Department (HOD), an application of credit transfer to pay RM100 per course applied to the Division of Finance (DFN) and submit the receipt to the Faculty General Office (FGO) for further processing. Fee waivers for application based on UTAR non-graded courses / UTAR graduated programme courses / TAR UMT results.
- ii. Application of credit transfer **must be made during the first academic trimester** upon enrolment at UTAR.
- iii. Approval of credit transfer **may NOT be granted** if students fill in the course code and course name incorrectly.
- iv. Not applicable to students who have failed or terminated from the previous study.
- v. The approval of the credit transfer is governed by UTAR’s Credit Transfer and Course Exemption Policy.
- vi. UTAR reserves the right to reject any application or retract any decision if it is found that the information given by the student is incorrect and / or inaccurate.

Application for Course(s) to be studied in First Trimester of Transferred-In Programme

Total number of credit hours or courses registered depends on the decision of the reinstatement letter if the student is terminated from the previous programme.

Note: Students are required to seek advice from Head of Department (HOD) to fill up the following table.

Course Code & Course Name	For Office Use	
	Recommended / Not Recommended	Checked and Verified by HOD (Name & Signature)
	Recommended Transferred-In Programme Structure Code: _____	

For Office Use

Division of Admissions and Credit Evaluation / FGO of Centre / Faculty / Institute (Transferred-Out)

Processing Fee: RM20.00; Payment Receipt No.: _____

Remarks: _____

Name: _____ Signature: _____ Date: _____

Division of Admissions and Credit Evaluation

Confirmation of meeting Minimum Entry Requirements (MER):

Meet MER Do not meet MER

Programme Transfer History: Yes, please specify: _____

No.

Remarks: _____

Name: _____ Signature: _____ Date: _____

Approval by Dean / Director of Centre / Faculty / Institute (Transferred-Out)

Approved Not Approved

Remarks: _____

Name & Signature: _____ Date: _____

Approval by Dean / Director of Centre / Faculty / Institute (Transferred-In)

Approved Not Approved

Remarks: _____

Name & Signature: _____ Date: _____

Maintenance by FGO of Centre / Faculty / Institute (Transferred-In) (For Existing Students with Credit Transfer)

Please tick (✓) in the relevant boxes below and indicate the number of course(s) as per maintenance in the system.

<input type="checkbox"/>	Internal Credit Transfer	No. of Internal Credit Transfer Course(s) approved:	() x RM100.00 = RM Receipt No.:
<input type="checkbox"/>	Credit Transfer (Course Evaluation Form attached)	No. of Courses(s) granted credit transfer:	() x RM100.00 = RM Receipt No.:
Destination Programme Structure Code:			

Division of Admissions and Credit Evaluation / FGO of Centre / Faculty / Institute (Transferred-In)

Issuance of Programme / Stream Transfer Approval Letter and Programme / Stream Transfer Bill by

Division of Admissions and Credit Evaluation to new students before commencement of the programme

"Transferred-In" Centre / Faculty / Institute to existing students on or after commencement of the programme

Name: _____ Signature: _____ Date: _____

Department of Scholarships and Financial Aid (DSFA) (For ALL UTAR Scholarship holder) [COMPULSORY]

A UTAR Scholars Not a UTAR Scholars (No further action required)

1st time programme transfer Not 1st time programme transfer Remark: _____

Submitted an appeal letter for the University's consideration to carry forward the scholarship to the new programme

Name: _____ Signature: _____ Date: _____

Important Note for Transferred-In FGO of Centre / Faculty / Institute:

The colour scanned copies of the programme / stream transfer acceptance letter by the student, the approved application (after verified by DSFA), and documents submitted must be forwarded by email to the Division of Admissions and Credit Evaluation (admission@utar.edu.my) for student record.