

APPLICATION FOR CREDIT TRANSFER/EXEMPTION

- Relevant Academic Transcript awarded by previous institution of study.
- Syllabus and/or UTAR Notification of Result for the course(s) concerned.
- Any other supporting documents (if relevant).
- To submit by week 2 of a particular trimester applied.



Payment of Processing Fees:

- Student has to make payment at Division of Finance with RM100 per course applied.
- Student to return the form to FGO with the receipt of payment.



Evaluation by relevant department:

- Respective lecturer assigned as evaluator will evaluate the credit transfer/exemption application.
- The Head of Department to confirm the credit transfer evaluation and the Dean to review and approve.
- The report will then be forwarded to Division of Admissions and Credit Evaluation.



Letter of Notification:

- The outcome of the application will be informed through letter to the student by FGO/ Division of Admissions and Credit Evaluation.