



Universiti Tunku Abdul Rahman

CAMPUS TRANSFER (FOUNDATION)

Note: Students are advised to read the following information **CAREFULLY** before applying for campus transfer and to **KEEP** this Information Sheet for reference.

1. Applicants must have been offered a place before applying for a campus transfer.
2. A campus transfer occurs when a student wishes to apply for a change of his campus of study.
3. Applicants are required to submit the completed form to the **Department of Admissions and Credit Evaluation** by the stipulated deadline.
4. Applicants will be notified of their application results via the Centre for Foundation Studies Notice Boards/mail.
5. Successful applicants are **REQUIRED** to collect their letter of transfer at the Department of Admissions and Credit Evaluation. If they wish to accept the transfer, they are to **confirm acceptance** of transfer by completing the "Acceptance of Transfer Section" in the Letter of Offer for Campus Transfer otherwise the offer for the campus transfer lapses and becomes null and void and the student is deemed no longer interested in the approved campus transfer.
6. The student is only **allowed** to commence his study on the new campus upon official notification from the University to the effect that his application for Campus Transfer is successful.
7. The deadline for submission of application for campus transfer is **11 June 2010** Applications after the deadline will **NOT** be entertained.



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APPLICATION FOR CAMPUS TRANSFER
(FOUNDATION)

Students are required to complete the following and return the form to the **Department of Admissions and Credit Evaluation**.

Name: _____ Registration No: _____

IC No: _____ Current Contact No: _____

Month and Year of Admission: _____

Highest Qualification Obtained: _____

I wish to apply for a change of campus:

FROM

TO

Campus: _____

(as in the offer letter)

My original choices of campus in my application form are as follows:

Choice(s)	Campus
1 st Choice	
2 nd Choice	

(Please attach a certified photocopy of your Letter of Offer with this application form)

Reason(s) For Transfer: _____

Please specify any disability: _____

Signature of applicant

Date

For Office Use Only

A. Department of Admissions and Credit Evaluation

Collected By: _____

Date: _____

In Order: _____

B. Approved / Not Approved

Signature: _____

Date: _____