

For Office Use Only

Collection of Completed Form by Faculty/Centre General Office / Department of Admissions and Credit Evaluation

Collected By: _____ Amount: RM20.00
In Order: _____ Date: _____

Approval by Dean/Director of "outgoing" Faculty/Centre

Approved Not Approved Remarks: _____

Signature: _____ Date: _____

Approval by Dean/Director of "receiving" Faculty/Centre

Approved Not Approved Remarks: _____

Signature: _____ Date: _____

**Maintenance by
(i) Department of Admissions and Credit Evaluation (New Students/Students proceed from Foundation); OR
(ii) "receiving" Faculty/Centre General Office (Existing Students)**

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

<input type="checkbox"/>	Course Transfer		
<input type="checkbox"/>	Internal Credit Transfer (if any)	No. of Internal Credit Transfer Unit(s):	<input type="text"/>
<input type="checkbox"/>	Exemption (if any)	No. of Exempted MQA unit(s):	<input type="text"/>
<input type="checkbox"/>		No. of Exempted Technical Unit(s):	<input type="text"/>
<input type="checkbox"/>	Destination Programme Structure Code		

Signature: _____ Date: _____

Issuance of Letter to Students by Department of Admissions and Credit Evaluation

Action Taken By: _____ Date: _____

Signature: _____