

TRANSFER CREDIT

IM-3

*Please fill in the sections using **BLOCK LETTERS** and **BLACK INK** only.*

① STUDENT DETAILS

Name of Student

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Identity Card No. /
Passport No.:

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Gender: Male Female

Student ID No.:

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Program of
Study:

Current Semester /
Year: Jan/Mac / May/July / Oct /

 /

Mobile Phone No:

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② DETAIL OF TRANSFER CREDIT

Check appropriate box: Preliminary Transfer Credit Evaluation Official Transfer Credit Evaluation

College or University you attended (*attach certified copy of transcript*): _____ Attendance from (month/year): _____ To (month/year): _____

Transfer Course Code & Description	Unit	Matching College Course Code & Description	Office Only:	OK Unit	OK Grade												
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Student may be called to see Program Coordinator / Evaluator with a copy of syllabi for the above courses. After approval is given and to confirm Transfer Credit, student must request transfer college / university to mail an original transcript in a sealed envelope to the Registrar, IM, Submission by hand will not confirm.

③ DECLARATION AND AGREEMENT

I agree to:

- adhere to the Transfer Credit Policy, briefly explained on the overleaf;
- attach supporting documentation and that all documentations are true and accurate.
- make a copy of this form for my record and reference.

I understand that:

- misrepresentation(s) of fact and/or circumstance(s) may give rise to a complaint as well as possible filing of police report by IM;
- I must return this form to the Academic Division by hand.

I hereby declare that I have read and understand the information on this form and that the information provided by me in this form is true and complete in every particular. My signature certifies the accuracy and completeness of the information provided.

Signature of Student
Date
Place

RETURN THIS FORM TO ACADEMIC DIVISION

OFFICE USE ONLY

Received by / Date:	<input style="width: 90%;" type="text"/>	Data entry by / Date:	<input style="width: 90%;" type="text"/>
Evaluate d and Approved by / Date:	Official Stamp	Remark	

Any docs
enclosed? Yes
 No

Remark:

SUMMATION OF THE TRANSFER CREDIT POLICY

Students who want to apply courses taken at another college or university toward their College program of study should follow the College transfer credit policy which states that academic work completed at another institution can be considered for credit if it meets all of the following conditions:

- it is completed at a MQA- or Malaysian Qualifications Agency
- it is substantially similar to College courses
- it is completed with a grade of C or better (grade of 'C-' (1.7) or below will not transfer)
- 'Pass' courses can be considered for transfer if the institution where the credit was earned can document that the grade of 'Pass' is equal to a 'C' or better
- it does not duplicate, overlap, or regress previous work
- the university or college offering the courses allows these courses to be used for credit towards its own degree or diploma
- Official transcripts (those received in sealed envelopes from the institution by courier service) are submitted before a decision is confirmed (unofficial transcripts, however, can be submitted for a preliminary transfer evaluation)
- Grading System from the institution is appended

A transfer credit evaluator determines which courses are transferable; the evaluator will contact you if your assistance is required with the transfer credit evaluation process. The transfer credit will appear on both your College unofficial and official transcripts generally within four weeks after the Registrar's Office has received both your petition and your transfer school's official transcript. Pre-approval notification will generally be emailed within four weeks.

SPM-Level Credit Evaluation: Students may not request evaluation of credit for course work that counted toward SPM Certificate or 'O' Level equivalent.

General Requirement: In order to meet requirements through transfer work, the course must match a specific College course that fulfills the same requirement, be a minimum of three semester units, and be taken for a letter grade.

Instructions

1. Complete this form to request preliminary or official transfer credit evaluation. If more than one institution was attended, use a separate form for each.
2. Review the College's transfer credit policies at Admission & Records Office.
3. Match your transfer course(s) with what you believe to be an equivalent College course or courses, if applicable.
4. Attach a course description or syllabus for every transfer course.
5. Have an official transcript from each transfer institution mailed directly to the Registrar, Institut Mentari, by the transfer institution once this request is approved. They should mail the transcripts to the address below:

The Registrar
Kolej Mentari,
16-2, Metro Centre, Jalan 4/146 Bandar Tasik Selatan
57000 Kuala Lumpur, Malaysia
