

**APPLICATION FOR CREDIT TRANSFER**

**Section A: Personal Details**

Title: (Prof/Dr/Mr./Mrs./Ms./Miss/Other)…………………………………...................

Gender (Male/Female/Other)……………………………………………………………………….

Surname: (As Per National Identity Card/Passport) ………………………………………

Other Name: (As Per National Identity Card/Passport) …………………………………

National Identity Card/Passport Number: ………………………………………

Date of Birth: (DD/MM/YYYY) ………………………………………………..

Contact Details: …………………………

Telephone Number: …………………. Work: ……………… Home :…………………

Cell Phone: …………………………….

Email: ……………………………………. Postal Address: ……….…………………………….

Postal Code: ………………………………

**Section B: Credit Transfer Details:**

National Qualification Framework registration number of qualification (if applicable): **………………………………………………………………………………………**

Applicants will be required to submit additional supporting documentation, course

|  |  |  |
| --- | --- | --- |
|  | **Previously program:** | **University program:** |
| **SN** | **Unit Code**  | **Unit Title**  | **Credit** | **Notional Hrs.** | **Unit Code** | **Unit title** | **Approved Credit** |
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**Section C: Credit Transfer Procedure**

**Please note:**

1. This Application must be accompanied by the Credit Transfer Application Fee.
2. Only modules completed during the preceding four (4) years of the date of the application may be considered for credit transfer;

3. The minimum pass rate must be attained for credit transfer to be considered;

4. The credit level of a module from another institution must be equal or more than the credits of the module with the National Qualification Framework.

5. The Approval for a Credit Transfer shall be valid for a specific course only.

6. The qualification intended from which the credit transfer is sought must registered in the National Qualifications Framework.

7. The Credit Transfer fee charged by the Authority shall be for each module and shall be determined annually

8. No credit transfers shall be approved for Postgraduate Programmes.

9. A foreign student must submit the syllabus of qualification intended from which the credit transfer is sought and for evaluation by the Authority.

12. The Authority shall not accept an incomplete form, even if full payment has been received.

**Section D: Student Declaration**

I have read the Credit Transfer Procedure in Section C of this Application Form and the credit transfer guidelines and agree to abide by the rules therein.

Student Signature: ……………………………. Date:…………………………………..

The Council reserves the right to decide whether applied modules for credit transfer of are acceptable to the Authority.