

 SOUTHERN UNIVERSITY COLLEGE 南方大學學院	ACADEMIC AFFAIRS, ADMISSION AND REGISTRATION OFFICE	Document No.:	AARO/F_CT/01/2025	
		Revision:	01	
	CREDIT TRANSFER APPLICATION FORM	Effective Date:	26-March-2025	
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Name: _____ New Student ID.No.: _____
 New Batch: _____ Contact No.: _____

Previous College / University (in full name):					Program of studies in Southern UC (in full name):		
Program of studies (in full name):							
MQA Code: _____					MQA Code: _____		
No	Subject Code	Subjects allowed credit transfer from previous University / College	Grade	Credits	Subject Code	Subjects granted credit transfer in Southern University College	Credits
Total credits					Total credits		

Applicant's Signature: _____ Date: _____

Approved by Head of Department: _____
 Name: _____ Date: _____

Endorsed by Dean of Faculty: _____
 Name: _____ Date: _____

FOR OFFICE USE ONLY
 Verified by Academic Affairs, Admission & Registration Office: _____
 Name: _____ Date: _____

Stamp of Account & Finance Office: _____ Receipt No.: _____
 Name: _____ Date: _____

- Note:** 1) For applications from other colleges/universities, each subject approved for transfer will be charged a fee of RM 150 for undergraduate programs and RM 250 for postgraduate programs
 2) Documents to be attached (previous institution) :
- i. Certificate / Letter of completion of studies / Offer Letter
 - ii. Transcript of academic record
 - iii. Course description / Syllabus
 - iv. MQA approved documents on the programs of studies
- 3) All photostat documents must be certified true copy.