



.....Student's Name  
(.....)  
...../...../.....

.....Student's Advisor  
(.....)  
...../...../.....

The credit transfer committee have approved the application for credit transfer and stated that :  
.....courses can be transferred , a total of .....credits.  
(number) (credit)

..... Committee Chairperson  
(.....)  
...../...../.....

..... General Education Head  
(.....)  
...../...../.....

### Condition for Credit Transfer

1. Students who ask for credit transfer have to have studied in the previous institute and not finished their study yet .The content of the previous courses have to cover at least three – fourth of the courses being asked to transfer.
2. The grades of the previous courses have to be at least “C” or “Satisfied”
3. All the courses to be transferred cover three – fourth of the total credits.
4. The application for credit transfer has to be made within the first six weeks of the first semester.
5. The students have to pay the service charge for credit transfer as VRU announcement.

.....  
Head of Office of Academic Promotion and Registration  
(.....)  
...../...../.....

**Remark :** The credit transfer committee have to be assigned by VRU.

## Steps for Credit Transfer and Course Exemption

