



APPLICATION FOR TRANSFER OF CREDIT FOR UNDERGRADUATE STUDENTS (EXTERNAL INSTITUTION)

Prepared By:-	Approved By:-
Signature: 	Signature: 
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Position : Senior Assistant Director Academic Management and Admission Division (AMAD)	Position : Director Academic Management and Admission Division (AMAD)
Date : 1 st May 2025	Date : 1 st May 2025

1.0 OBJECTIVE

The objective of this procedure is to guide and ensure the efficiency in the process of receiving, screening and approving the applications for transfer of credit from outside IIUM.

2.0 SCOPE

The procedure covers receiving application forms, screening, and approving the application for transfer of credit in line with the Policies and Procedures for the Transfer of Credit.

3.0 ACCOUNTABILITY

Deputy Dean (Academic Affairs) Office of COS
 Dean of COS

4.0 ABBREVIATION

DD (AA) Deputy Dean (Academic Affairs)
 HOD Head of Department
 COS Centre of Studie
 TOC Transfer of Credit

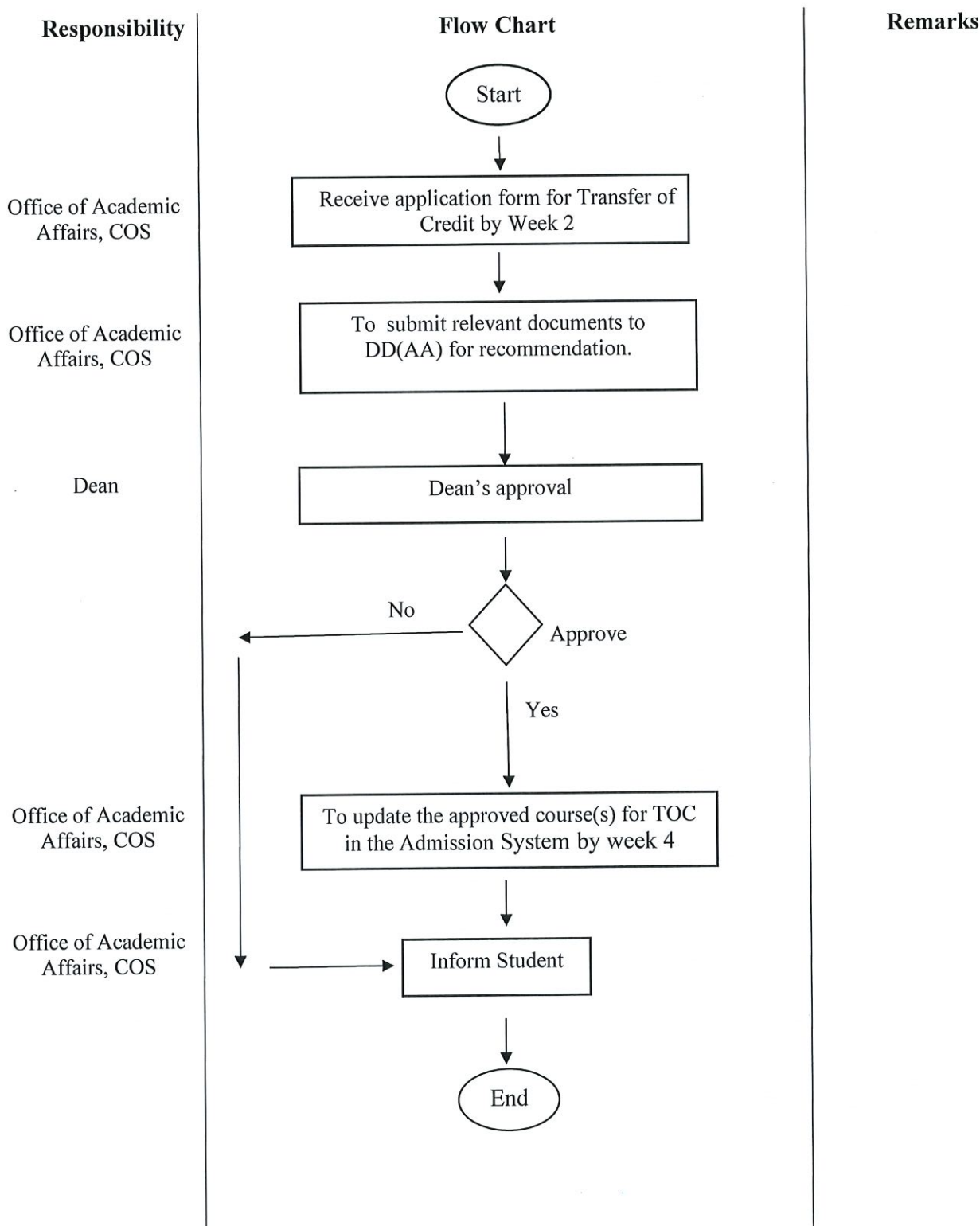
5.0 REFERENCE

Student Academic Performance Evaluation (Undergraduate) Regulations 2021

6.0 RECORD RETENTION PERIOD

NO.	QUALITY RECORDS	RETENTION PERIOD	LOCATION	RESPONSIBILITY
1.	Relevant Documents on TOC	As student graduated or terminated	COS	SAA/AA

7.0 PROCESS FLOW



8.0 ANNEXURE

Documents to be submitted to the Deputy Dean (AA) and Dean of COS:

- (i) Completed TOC form;
- (ii) A copy of Academic Transcript from the previous institutions or result slip (showing course code and grade);
- (iii) A copy of course outlines or course description or course curricular.