Credit Transfer / Exemption Application Form

Name: _____ IC No: _____

Programme : _____

Source Institution (s): _____

Course requested for Credit Transfer/Exemption				Course approved for Credit Transfer/Exemption			Office Use Only
Course Code	Course Name	Credit Hours	Grade	Equivalent MPI Course Code	Course Name	MPI Credit Hours	Exemption / Credit Transfer (EX / CT)

* Credit Transfer / Exemption fee: RM90 per subject must be paid together with this application.

Signature Of Applicant: _____   Date Of Application: _____

Approved by HOD : _____   Date Of Approval : _____

Payment : _____

ACP-05-F1
REV.00-01/2019

Application Procedure For Credit Transfer / Exemption

Who should complete this application
You should complete this application if you wish to apply for exemption or credit transfer towards your Methodist Pilley Institute courses for previously completed tertiary studies.

What to do before completing this application
A Department awards credit transfer/exemption in accordance with the Institute policy.
Please refer to the Student Handbook's credit transfer / exemption policy prior to completing your application to ensure that your request adheres to the policy. Here are some basic guidelines and definitions that apply across all Departments:
•	Credit for studies already completed at tertiary level may only be granted if previous studies are comparable in content, equivalent in standard, and suitable to be included as part of your course.

When to submit this application
If you are applying for admission via direct application to the Institute, you should submit
•	A certified copy of your academic transcript of results (for previous studies completed in other institution)
•	A certified copy of the grade legend to the results appearing on the academic transcript (for previous studies completed in other institution)
•	A detailed of the course(s) completed, as at the time of completion of the course(s). This will normally be an extract from the previous Institute's Handbook or a course outline, and should include the content, credit value, contact details and assessment details for the subject(s).

Application forms without all required supporting documentations will not be assessed and will be returned to you.

Where to submit this application form
Submit your application form and supporting documentations to the Department of Student Admission. The Head of Department will notify you of the outcome of your application in writing.

Fee to pay
RM 90 per subject must be paid together with this application in Academic office and Form (ACP-05-01) will be filed into student's file.