

APPLICATION FOR CREDIT TRANSFER – DIPLOMA LEVEL PROGRAMMES

[Please read the 'Important Notes' before completing this Form]

IMPORTANT NOTES

- In processing and granting credit transfer, the following key conditions are adopted:
 - The credentials used to support the application for credit transfer should preferably be accredited by the Malaysian Qualifications Agency (MQA) or an equivalent National Accrediting Agency. However, Malaysian qualifications obtained prior to the setting up of Lembaga Akreditasi Negara (LAN) or qualifications offered by public institutions / recognised institutions / professional bodies may also be considered on a case-by-case basis;
 - Maximum credit transfer allowed:

Qualification Levels	Maximum Credit Transfer Allowed
MQF Level 3 (Certificate)	30% of the total credits for the diploma
MQF Level 4 (Diploma)	- No limit if the completed qualification is from the same institution - If the qualification is from another institution than it will be subjected to residential year requirement (ONE semester)
 - Credit hours of the presented course(s) should be the same as credit hours of the intended course or more (i.e. if the intended course is a 3-credit course, credit hours of the presented course(s) should at least be 3 credits);
 - There must be at least 80% match in both content and level between the presented course(s) and the intended course; and
 - Results of the presented courses should at least be grade C.
- All correspondence regarding credit transfer applications will be communicated via email. Please ensure that the personal email address given to the University is still valid and your WOU email account has been generated. Should you wish to update the University about your personal email address, please complete the Amendments of Personal Particulars form and submit it to your Regional Centre.
- Applications for credit transfer are allowed throughout the year. Credit Transfer / Advanced Standing results (for new cases) will be released four times a year (i.e. one week before the deadline of course adding and one week before the reenrolment period (January/July semester). Results for precedent cases are usually released faster as the presented credentials have previously been approved and evaluated. For Advanced Standing dates, please refer to Academic Calendar.
- If you are successful in obtaining an Offer Letter for Credit Transfer from the University, you must claim the courses by paying the Credit Transfer Claim Fee within three (3) months from the date of the offer letter. After the three (3) months period has passed, the offer / unclaimed courses have lapsed and re-application is necessary. The Credit Transfer Claim Fee is currently charged at RM150 per course and this is subject to review from time to time.
- Re-issuance of Offer Letter for Credit Transfer due to change of programme by the student is RM100. In addition, if the new credit transfer offers more or different courses and the student wishes to claim those courses, the similar Credit Transfer Claim Fee shall apply.
- Please be informed that the fulfillment of the criteria for credit transfer consideration does not guarantee the award of the credit transfer applied for. Authorisation for credit transfer is subject to the approvals by the University Senate and conditions allowed by WOU and the relevant authorities.
- Applicants are advised to exercise their own discretion in determining whether to enrol into WOU courses while awaiting the outcome of their credit transfer application as there shall be no special refund of tuition fees or any other fees for credit transfer course(s) that were taken, being taken or not taken by the applicant.**
- For further details about credit transfer in WOU, please refer to the Credit Transfer brochure and the Student Handbook.

STUDENT PERSONAL PARTICULARS

Name : _____
 Student ID: _____ Programme of Study: _____

ACCREDITATION INFORMATION OF YOUR PREVIOUS QUALIFICATION

Is your previous qualification accredited / approved? Yes No

If you ticked (✓) Yes, please provide the following accreditation information.

It was accredited / approved by Malaysian Qualifications Agency (MQA) [formerly known as Lembaga Akreditasi Negara (LAN)]
 (please tick appropriately) Jabatan Perkhidmatan Awam (JPA)
 Ministry of Higher Education (MoHE)

Accreditation/Approval: Reference Number - _____ Approval period: From _____ to _____
 Institution : _____
 Programme of study : _____

DETAILS OF YOUR PREVIOUS QUALIFICATIONS

Please list the qualifications that you wish to present to support your credit transfer application :-

No.	Institutions	Qualifications / Programmes	Study Periods	Completion of Studies
1.				Yes or No
2.				Yes or No

(If the space provided is inadequate, please attach the additional information on a separate sheet)

HORIZONTAL CREDIT TRANSFER (Diploma-to-Diploma)

State the reasons why you are pursuing another qualification at the same level (MQF Level 4):

CHECKLIST FOR STUDENT:

Please note that only applications with complete documentation and payment will be processed.

- A certified true copy of the following **compulsory** documents should be attached:
 - a) Full transcript **AND** Award (*completed qualifications*)
 - b) Result slips (*incomplete studies*)
2. A certified true copy of the complete and relevant course syllabus (*for previous qualification where there is no approvals awarded*)
3. Other supporting documents (*if any*): _____ (*please specify*)
4. An application fee, Official Receipt No: R100 _____

DECLARATION

- I hereby pay a total of **RM100.00** by cash / postal order / money order / bank draft / cheque / visa / master card / ATM card (No: _____) for the application fee.
I am aware that the application fee is not refundable regardless of the outcome of the application.
[All payments must be payable to "Wawasan Open University Sdn Bhd"]
- I have read the Important Notes above, understood the Rules and Regulations on WOU Advanced Standing and Credit Transfer and agree to abide by it.
- I declare that all information given in this application form and the attached documents are accurate and complete.

Signature of Student: _____ Date: _____

FOR REGIONAL CENTRE USE ONLY

Received by
Name : _____

Signature : _____
Date : _____