

**TUNG WAH COLLEGE**  
**Registry**  
**Application for Credit Transfer**

Form REG-01

Ref. No.:  
 CT-25S1-\_\_\_\_\_

Please **submit ONE form for EACH course** and read the **NOTES TO STUDENTS** overleaf before completing this form.

**Section A: Student Particulars**

Name(Mr/Miss/Ms\*): \_\_\_\_\_ ( \_\_\_\_\_ ) Student No.: \_\_\_\_\_  
*\*Delete as appropriate*                      *English Name in BLOCK letters*                      *Chinese Name*

Programme of Study: \_\_\_\_\_ (Major: \_\_\_\_\_ ) Phone No.: \_\_\_\_\_

**Section B: Declaration**

The following documents are attached to this application: *(Please "✓" as appropriate)*

Copies of the academic transcript(s) showing the grade attained [Note: Originals have to be presented for verification.]

Copies of course outlines of the course(s) taken at tertiary education institution(s)

**I hereby declare that:**

(a) I do **NOT** exceed the credit transfer limit and I have **NOT** taken the course below at TWC for my current programme of study.

(b) I understand that there will be **NO** refund of the application fee paid if my application is disapproved.

(c) All the information provided in this application is **complete and true** to the best of my knowledge. I authorize the College to verify the data provided in this application where necessary. I also understand that any false information given in this application will result in voiding the application or approval.

(d) I have already discussed with the Programme Leader/Student Academic Advisor before submitting this application.

(e) I understand that there is no appeal against TWC's decision and I can submit the application form and supporting documents **only once**.

Signature of Student: \_\_\_\_\_ Date: \_\_\_\_\_

**Section C: Application Details *(Please "✓" as appropriate)* \*Delete as appropriate**

I would like to apply for Credit Transfer for the following course:  
 Course Code: \_\_\_\_\_ No. of Credits: \_\_\_\_\_  
 Course Title: \_\_\_\_\_

I would like to apply for Credit Transfer for a **GE elective** course in **GE Area 1: Self and Interpersonal Development / GE Area 2: Civic, Moral Values and Culture / GE Area 3: Arts and Humanities / GE Area 4: Science and Technology \***

**Course(s) Taken at Other Institutions**

Institution	Course Code	Course Title	Grade/Score Attained	No. of Credits Gained	Year Taken (e.g. 2023/24)

**Section D: Decision from the School**

<b>Advice from the Course Instructor <i>(if deemed necessary)</i></b> <i>(Please "✓" as appropriate)</i>	Name:
<input type="checkbox"/> SIMILAR to the course offered by the College / MEETING the GE Area Objectives	Signature:
<input type="checkbox"/> NOT SIMILAR to the course offered by the College / NOT MEETING the GE Area Objectives	
Comments: _____	Date:
<b>Recommendation by the Programme Leader <i>(Please "✓" as appropriate)</i></b>	Name:
<input type="checkbox"/> RECOMMEND the credit transfer	Signature:
<input type="checkbox"/> NOT RECOMMEND the credit transfer	
Comments: _____	Date:
<b>Approval by the School Dean <i>(Please "✓" as appropriate)</i></b>	Name:
<input type="checkbox"/> APPROVE the credit transfer	Signature:
<input type="checkbox"/> DISAPPROVE the credit transfer	
Comments: _____	Date:

**For FO/REG use only (Form REG-01)**

Paid by Cheque / Bank-in / Octopus / EPS    Payment Ref: \_\_\_\_\_    Amount: \$ \_\_\_\_\_

FO Receipt No.: \_\_\_\_\_    Handled/Recorded by \_\_\_\_\_ on \_\_\_\_\_



**For REG use only (Form REG-01)**

1. Receive application form, copy of academic transcript and copies of course outlines by \_\_\_\_\_ on \_\_\_\_\_
2. Verify original academic transcript by \_\_\_\_\_ on \_\_\_\_\_
3. Check application against credit transfer limit by \_\_\_\_\_ on \_\_\_\_\_ (CT: \_\_\_\_\_ credits)
4. Scan form and email to REG Programme Officer by \_\_\_\_\_ on \_\_\_\_\_
5. Email application to School by \_\_\_\_\_ on \_\_\_\_\_
6. Receive and record decision from School by \_\_\_\_\_ on \_\_\_\_\_
7. Check for course taken/taking AND update to PowerCAMPUS by \_\_\_\_\_ on \_\_\_\_\_
8. Notify student and FO of result via e-mail by \_\_\_\_\_ on \_\_\_\_\_
9. Scan AND File by \_\_\_\_\_ on \_\_\_\_\_

**NOTES TO STUDENTS**

**Application Period**

1. Students should submit the completed application form for credit transfer and the required supporting documents to the Registry and pay the prescribed application fee
  - (i) **no later than the add/drop period of the first semester of first year of study** (for academic qualifications attained prior to admission); or
  - (ii) **before the commencement of the nearest semester following the attainment of additional qualification** (for academic qualifications attained during student exchange).

**Application Procedure**

1. Complete Sections A to C of this form and prepare the following documents:
  - (a) **Originals and copies of the academic transcript(s) showing the grade/score attained**; and
  - (b) **Copies of course outlines of the course(s) taken at tertiary education institution(s)**.
2. Pay the application fee (HK\$150 per course). For cash payment, pay the fee at the Finance Office (10/F, Tower A, Mongkok Campus); For Octopus/EPS payment, pay the fee at the Registry.
3. Submit the completed application form and required supporting documents to the Registry. [Note: Originals of the academic transcript(s) have to be presented for verification. Other supporting documents will NOT be returned to students. Students are advised to keep a copy of the supporting documents.]

**Important Information**

1. The College reserves the right to disapprove credit transfer for courses which are not deemed to be equivalent to the courses offered by the College (e.g. less than 70% in similarity). Only courses with a passing grade or above will be considered and applications with incomplete information or missing supporting documents will not be processed.
2. Credits earned from prior learning should remain valid at the time when the student applies for course credit transfer. The validity period of credits earned and considered for credit transfer is 8 years from the year of attainment.
3. Under normal circumstances, the maximum limit for credit transfer is 50% of the total credits required by the programme. For credit transfer granted with the sending qualifications awarded by the College, the ceiling is set at 65% of the total credit requirement for the exit award. The limit does not include credit transfer associated with approved student exchange programmes.
4. Application for credit transfer will NOT be allowed if students have already registered and completed the course at the College, regardless of the result.
5. The Programme Leader or his/her delegate (who may seek advice from the Course Instructor if deemed appropriate) should assess the application and make recommendation to the respective School Dean for approval. The student may be required to take an assessment for the consideration of credit transfer.
6. If the application for credit transfer is approved, the student is considered to have completed the course(s) concerned and granted the equivalent credits. Credit transfer is recorded without inclusion in grade point average calculation.