



# University of Management and Technology

## External Credit Transfer Form

I.D. No.:  Date: \_\_\_\_\_

Last Name/Surname: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_

Program: \_\_\_\_\_ Semester: Spring /Summer /Fall

Total Credit Hours completed: \_\_\_\_\_ CGPA: \_\_\_\_\_

Email: \_\_\_\_\_ Cell No.: \_\_\_\_\_

### Course(s) applied for transfer:

| Courses taken at the other University |                                    |          | Equivalent courses at UMT |              |          | Credit Given |
|---------------------------------------|------------------------------------|----------|---------------------------|--------------|----------|--------------|
| Course Title                          | Semester/<br>Quarter/<br>Trimester | Cr. Hrs. | Course Code               | Course Title | Cr. Hrs. | Yes / No     |
|                                       |                                    |          |                           |              |          |              |
|                                       |                                    |          |                           |              |          |              |
|                                       |                                    |          |                           |              |          |              |
|                                       |                                    |          |                           |              |          |              |
|                                       |                                    |          |                           |              |          |              |
|                                       |                                    |          |                           |              |          |              |
|                                       |                                    |          |                           |              |          |              |
|                                       |                                    |          |                           |              |          |              |
|                                       |                                    |          |                           |              |          |              |

Student's Signature: \_\_\_\_\_

(For Office use only)

|  |  |
|--|--|
| <p><b>Dean</b></p> <p>No. of Course(s) approved for transfer : _____</p> <p>No. of Credit Hours transferred (allowed): _____</p> <p>Signature: _____</p> <p>Date: _____</p> <p><b>Office of Controller of Examinations</b></p> <p>Grade Displayed <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Signature: _____ Date: _____</p> | <p><b>Office of the Registrar</b></p> <p>Registered: <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Signature: _____</p> <p>Date: _____</p> |
|--|--|

### Guidelines for Credit Transfer:

- > The Credit Transfer Policy applies to those participants who have not completed any degree program from any HEC recognized University/DAI;
- > Concern Dean shall ensure that the applicant(s) has completed same level course(s) with a letter grade of 'C+' or '60%' marks and above in Bachelors and 'B' and above in Masters from HEC recognized University/DAI for which credit transfer is being sought. The request for credit transfer shall be approved by the Dean on the recommendation of the concerned Chairperson.
- > Credit transferred shall be counted towards the completion of degree requirements. The word 'Transferred' shall be written on the Final Transcript in such case(s).
- > No fee is charged for credits transferred.
- > The accumulative credits accepted for transfer in any program should not exceed 50% of the total credits required to complete a Bachelors program and one-third of the total credits required to complete a Masters program.



### University of Management and Technology Acknowledgement Receipt: Credit Transfer Form

Semester: Spring /Summer /Fall   Date: \_\_\_\_\_

Participant Name : \_\_\_\_\_ I.D. No. \_\_\_\_\_

Name of Advisor: \_\_\_\_\_ Log Serial No. \_\_\_\_\_

Signature of Advisor: \_\_\_\_\_

