



**UNIVERSITY OF MANAGEMENT AND TECHNOLOGY
SIALKOT CAMPUS**

External Credit Transfer Form

ID No:

Date:

Last Name/Surname: _____ First Name: _____ Middle Name: _____

Program: _____ Semester: Spring / Summer / Fall

Total Credit Hours completed: _____ CGPA: _____

Email: _____ Contact No: _____

Course(s) applied for transfer:

Courses taken at other University			Equivalent Courses at UMT			
Course Title	Semester	Cr Hrs	Course Code	Course Title	Cr Hrs	Credit Given
						<input type="checkbox"/> Yes / <input type="checkbox"/> No
						<input type="checkbox"/> Yes / <input type="checkbox"/> No
						<input type="checkbox"/> Yes / <input type="checkbox"/> No
						<input type="checkbox"/> Yes / <input type="checkbox"/> No
						<input type="checkbox"/> Yes / <input type="checkbox"/> No

Student's Signature: _____

(For Office Use Only)

COD/Area Coordinator	Office of the Registrar	Office of Controller Examinations
No of courses(s) approved for transfer: _____	Registered: <input type="checkbox"/> Yes <input type="checkbox"/> No	Grades Displayed: <input type="checkbox"/> Yes <input type="checkbox"/> No
No of credit hours transferred (allowed): _____	Signature: _____	Signature: _____
Signature: _____	Date: _____	Date: _____
Date: _____		

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 COD/Area Coordinator shall ensure that the applicant(s) has completed same level course(s) for with a 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 concerned COD/ Area Coordinator.
- 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 credit transferred.
- The accumulative credit 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 credit required to complete a Master programs.

**UNIVERSITY OF MANAGEMENT AND TECHNOLOGY - SIALKOT CAMPUS
Acknowledgement Receipt: External Credit Transfer Form**

Semester: Spring / Summer / Fall

Participant's Name: _____ Date: _____

Name of Advisor: _____ ID No: _____

Signature of Advisor: _____