

## CREDIT TRANSFER REVIEW REQUEST

Name:

ID Number:

Programme:

Module(s)  
Claimed:

Please write the name of each course/module from your University programme you want to be checked for credit transfer

Credit(s)  
currently  
held:

Please list the credits current held

Name of awarding Institution	Name of Course/Module	Credit	Grade

I have attached the following:

- I. Authorised transcript from the Institution awarding the credit
- II. Copies of the syllabus/learning outcomes/goals of the relevant courses
- III. A statement from the awarding body (if not an internationally recognised University) stating the level of the award
- IV. An administration fee of 500 AED (Per Module claimed)

Signed:.....

Dated:.....

### FOR OFFICE USE ONLY

I have received ..... from..... as payment for a Credit Transfer claim.

Signed:..... Date:.....

FINANCE OFFICE

I have checked the documents attached to this claim and have seen the originals and confirm these are true copies.

Signed:..... Date:.....

STUDENT SERVICES OFFICE

Documents sent to Admissions Tutor on: \_\_\_\_\_ by \_\_\_\_\_  
Date Student Services Office

Documents returned on: \_\_\_\_\_ and filed \_\_\_\_\_  
Student Services Office