



TRANSFER FORM

Application for Transfer of Programme and Intake

Please complete ALL sections on this form in **BLOCK** capitals.

Name (as in NRIC/Passport)		
Student ID	NRIC/Passport	
Contacts	Tel. No.	Mobile Phone No.
	Email Address	
Programme	Intake	
Nationality	Student Pass Expiry Date (for international student only)	/ /

TRANSFER PARTICULARS (please choose (✓) and state the reason)

Transfer type	<input type="checkbox"/> Programme State new programme
	<input type="checkbox"/> Intake State new intake
Reason(s)	<input type="checkbox"/> Academic (did not meet entry requirement of programme) <input type="checkbox"/> Financial <input type="checkbox"/> Personal <input type="checkbox"/> Others please specify

IMPORTANT NOTES AND DECLARATION

- Please submit this form to **Academic Services**.
- You should consult your Programme Coordinator or Dean.
- You must continue attending classes/lectures in the current programme until you have received a letter confirming your transfer of programme or intake.
- The return of student ID card is mandatory if one has been issued to you (after you have received the letter confirming your transfer).
- Please enclose supporting documentation to support your application.
- Please use a separate sheet of paper to state your reason(s) if necessary.

Please read the following carefully and sign and date here before submitting this form.

- I hereby undertake that I fully aware of and will be bound by IMU policies, rules and regulations for this application.
- I hereby declare that all particulars provided by me are true and complete.

Signature of student

Name: _____

Date: ____ / ____ / ____

FOR OFFICE USE

TRANSFER OF PROGRAMME/INTAKE
Recommendation from Current School / Programme

Remarks (Programme Coordinator)	Signature
	Name
	Date: ____ / ____ / ____
Remarks (Dean / Associate Dean)	Signature
	Name
	Date: ____ / ____ / ____

FOR OFFICE USE (cont'd)

Recommendation from Admission Office

Remarks

[Blank area for Remarks]

Signature

Name

Date: / /

Recommendation from New School / Programme

Remarks (Programme Coordinator)

[Blank area for Remarks (Programme Coordinator)]

Signature

Name

Date: / /

Remarks (Dean / Associate Dean)

[Blank area for Remarks (Dean / Associate Dean)]

Signature

Name

Date: / /

Endorsement by Admissions Committee (to be completed by Secretary of AC)

Remarks

[Blank area for Remarks]

Approve

Reject

KIV

Signature

Name

Date: / /

For the review of Conditional Offer only. This section must be endorsed by Programme Coordinator/Dean from the relevant School.

Remarks

[Blank area for Remarks]

Signature

Name

Date: / /

ACADEMIC SERVICES (registered student)

- Issue notification letter
- Printed and issued new student ID card (transfer of programme/intake)
- Updated status in the system

Remarks

[Blank area for Remarks]

Signature

Name

Date: / /

STUDENT SERVICES

- Verified passport (for cancellation of student pass)
- Issue new offer letter (PTPTN purpose)
- Updated status in the system (non-registered student only)
- Issue notification letter (non registered student only)
- Printed and issued new student ID card (non registered student only)

Remarks

[Blank area for Remarks]

Signature

Name

Date: / /