

University Registrar's Office

• 024-7108-9779 (Ext: 9004)

TRANSFER CREDIT APPLICATION FORM

INSTRUCTIONS

Students must complete this application to obtain approval for transfer credit to be applied to their College degree. Transfer courses must be equivalent in content, rigor, and level to courses offered by the VinUniversity. Students should submit a completed Transfer Credit Application before taking a course. Please review the policies pertaining to transfer credit on the [Academic Regulations](#).

Important note: An official transcript (bearing the institutional seal) from the transfer institution must be received by the University Registrar Office for final approval and processing. Any application lacking an official transcript on file after 6 months will be null and void. A new application will be required for further approvals. The actual number of transfer credits awarded will be determined upon review of the official transcript.

SECTION A: TO BE COMPLETED BY STUDENTS

Please complete the following:

Name:

Student ID#:

Email:

Telephone:

Academic Advisor:

College/Faculty:

Admitted Academic Program:

Were you an external transfer to VinUniversity?

☐ Yes

☐ No

Have you ever received transfer credit?

☐ Yes

☐ No

Transfer Course Information (must attach a course description/syllabus and Academic transcript)

Institution:

Address:

Host/Formal Institution							VinUni Course Equivalency		
Course Code	Course Name	Credit	Start date (MM/DD/YYYY)	End date (MM/DD/YYYY)	Semester/ Session	Grade Received	Code	Credit	Grade

Student Signature

Date

(*) Complete Section A **in full** for each course for which you request transfer credit.

SECTION B: TO BE COMPLETED BY FACULTY OR COLLEGE

Semester/Session:

☐ Fall

☐ Spring

☐ Summer

Year:

☐ ***I have reviewed the appropriate material related to the courses described above and believe that the two are reasonably equivalent in content, rigor, and level. I recommend that credit be awarded only if a minimum grade of "C" is received.***

Academic Unit:

Date:

Name:

Title:

Signature:

(*) Section B must be completed by the VinUniversity academic units that offer the equivalent course for transfer.