



Villa College

## • APPLICATION FOR CREDIT TRANSFER

### 1. PERSONAL DETAILS

Student ID: Name: NID:  Semester Intake: Correspondence Address: Tel. No. (Home):  Tel. No. (Office): Mobile No.:  Fax No.: Email: 

Programme of study to which you require cross credit:

### 2. ACADEMIC RECORDS

List all tertiary courses previously taken for which you are seeking cross credit:

No.	Course Code	Course Name	Institution	Certificate Diploma Degree Awarded	Year	Credit	Equivalent Course
1							
2							
3							
4							
5							
6							
7							
						<b>Total Credit</b>	

#### STUDENT'S DECLARATION

I certify that all the information given in this applications is complete and accurate to the best of my knowledge. I acknowledge that provisions relating to my application may result in the cancellation by the College any credit which maybe awarded at any stage during the program of study I undertake.

Student's signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### INSTRUCTIONS FOR STUDENTS APPLYING FOR CROSS CREDITS

The following information/ documents must be supplied by the applicant:

- Certified copies of transcripts of academic records and certificates.
- Certified copies of relevant information relating to courses successfully completed at tertiary institutions other than Villa College for which cross credits are sought, i.e details of aims and objectives, description of course contents, prescribed texts and course readings and method of evaluation and assessments.
- MRF 250 for each subject seeking for cross credit.

\* The College should receive the above mentioned documents in sealed envelopes directly from the institution where the programmes were undertaken.

FOR OFFICIAL USE ONLY

Recommended Cross Credits:

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Student Academic Service:

Recommended by \_\_\_\_\_ Date \_\_\_\_\_

Approved by \_\_\_\_\_ Date \_\_\_\_\_

Dean of faculty \_\_\_\_\_ Date \_\_\_\_\_

Database update initial \_\_\_\_\_ Date \_\_\_\_\_