

APPLICATION FOR ADVANCED STANDING / CREDIT TRANSFER - UNDERGRADUATE
(Bachelors Degree / Graduate Diploma / Graduate Certificate)

[Please read the 'Important Notes' before completing this Form]

STUDENT PERSONAL PARTICULARS

Name _____ Student ID: _____
Programme of Study: _____ Email correspondence: _____

ACCREDITATION INFORMATION OF YOUR PREVIOUS QUALIFICATION

Is your previous qualification accredited / approved? Yes No

If you ticked (✓) Yes, please provide the following accreditation information.

It was accredited / approved by Malaysian Qualifications Agency (MQA) [formerly known as Lembaga Akreditasi Negara (LAN)]
(please tick appropriately) Jabatan Perkhidmatan Awam (JPA)
 Ministry of Higher Education (MoHE)

Accreditation/Approval: Reference Number - _____ Approval period: From _____ to _____

Institution : _____

Programme of study : _____

DETAILS OF YOUR PREVIOUS QUALIFICATION

1. What is the previous qualification being used to apply for credit transfer? _____
2. Where did you obtain the above mentioned qualification? _____
3. What was the entry requirement of the above mentioned qualification? SPM / STPM / Diploma / Others, please specify: _____
4. What was the minimum duration required to complete the above mentioned qualification? _____ year(s) _____ month(s)
5. What was the semester structure for the above mentioned qualification like? 2 or 3 semesters per year (please circle appropriately)
6. What was the study mode? Part-time / Full-time basis (please circle appropriately)
7. What was the medium of instruction? English / Bahasa Melayu (please circle appropriately)
8. Did you complete the above mentioned full qualification? Yes / No (please circle appropriately)
9. What type of credit transfer do you wish to apply for?
(a) Block Credit Transfer (BCT) - only allowed if answer to question 8 is Yes
(b) Specific Credit Transfer (SCT) - only allowed if answer to question 8 is No. For SCT only, please proceed to complete the table below.

WOU Course to be considered for exemption (fill in ONE only)			Course(s) passed from previous studies to support exemption applied for		
Course Code	Course Title	Credits	Course Code	Course Title	Credits

Note: Course(s) from incomplete qualification that are still actively being pursued are not allowed for SCT application.

IMPORTANT NOTES

1. Please read the brochure of Advanced Standing, Credit Transfer, MPW Exemption(s) carefully before completing this form.
2. Please submit **ALL** the required information / documents as listed in the Checklist for Student to your Regional Office. Documents submitted will not be returned. Failure to provide any of the information / documents may cause your application to be rejected.
3. The Advanced Standing application fee is RM100 for each BCT or SCT application. It is not refundable regardless of the outcome of the application.
4. If you are successful in obtaining an exemption offer letter from the University, you must claim the exemption credits by paying the Exempted Credits Claim Fee within one (1) year from the date of the offer letter. After the one (1) year period has passed, the offer / unclaimed credits have lapsed and re-application is necessary. The Exempted Credits Claim Fee is currently charged at RM30 for each credit exempted and this is subject to review from time to time.

5. Re-issuance of BCT award letter due to change of programme by the student is RM100. In addition, if the new BCT award offers more credits and the student wishes to claim those extra credits, the similar Exempted Credits Claim Fee shall apply.
6. The maximum credit transfer allowed is 50% of the total credits towards any named WOU Award e.g., 60 credits (Bachelors Degree); 35 credits (Graduate Diploma); 18 credits (Graduate Certificate).
7. The duration required to release the results of an Advanced Standing application would vary on a case-by-case basis.
8. Please be informed that the fulfillment of the criteria for credit transfer consideration does not guarantee the award of the credits applied for. Authorisation for Advanced Standing is subject to the approvals by the University Senate and conditions allowed by WOU and the relevant authorities.
9. Applicants are advised to exercise their own discretion in determining whether to enrol into WOU courses while awaiting the outcome of their advanced standing application as there shall be no special refund of tuition fees or any other fees for exempted course(s) that were taken, being taken or not taken by the applicant.

CHECKLIST FOR STUDENT:

Please ensure **ALL** the following documents are attached for smooth and speedy processing. Missing documents may cause your application to be rejected.

A. Compulsory documents (*certified true copy*) to be attached:

- BCT:** Full transcript **AND** Award (proof of completion) **AND** SPM Certificate (for BM result)
SCT: Result slip

B. For previous qualification that the University has not evaluated before (i.e. non-precedent / new / fresh cases), please provide **ALL** of the following additional information/documents as follows:

- Relevant programme accreditation letter from MQA/LAN (*certified by the previous Institution*)
 Relevant programme information / brochure (*certified by the previous Institution*)
 Complete and relevant course syllabuses (*certified true copy*)

C. Application fee, Official Receipt No: R100 _____

DECLARATION

1. I hereby pay a total of **RM100.00** by cash / * postal order / money order / bank draft / cheque / visa / master card / ATM card (No: _____) for the application fee.
I am aware that the application fee is not refundable regardless of the outcome of the application.
** All payments must be payable to "Wawasan Open University Sdn Bhd"*
2. I have read the Important Notes above, understood the Rules and Regulations on WOU Advanced Standing and Credit Transfer and agree to abide by it.
3. I declare that all information given in this application form and the attached documents are accurate and complete.

Signature of Student: _____ Date: _____

FOR REGIONAL OFFICE USE ONLY

Received by:
 Name : _____
 (Administrative Officer)

Signature : _____
 Date : _____

FOR REJECTED APPLICATION ONLY

Reason(s) of rejection:

- Non-post Matriculation level qualification (programme duration was one year or less post SPM)
 Non-MQA/LAN accredited qualification
 Incomplete documents (course syllabuses / result slip(s) / transcript / award)

Remarks: _____

Name: _____ Date: _____