



## Credit Transfer/ Waiver Form

Semester: \_\_\_\_\_

### Transfer of credits to BRAC University

Credit transfer may be considered after admission. Candidates applying for credit transfer from an educational institution with a system similar to BRAC University must attach transcript and syllabus of the courses to be transferred. Credit transfer is subject to credit transfer rules of BRAC University. The total credits transferred by a student from another institution in undergraduate programs cannot exceed 50% of the courses required for degree completion at BRAC University. Attendance at the Residential Semester at Savar is compulsory for all students of BRACU including transfer students. The details of courses transferred from other universities will not be mentioned in the transcript of BRAC University. Only the number of credits will be mentioned not the grades.

### Submission of application

This application form with supporting documentation must be submitted to the Dean/Head/Chairperson for review. All the applications with comments from Dean/Head/Director/Chairperson for credit/exemption will be placed to the Equivalence Committee and if approved, entered into the academic records of the student.

### Personal Information

Student ID  Student ID in the Institute/University from where the credits are transferred  Mark the program you are enrolled in  Undergraduate  Graduate

Full name (in BLOCK letters) \_\_\_\_\_  Female  Male Contact Number/Mobile: \_\_\_\_\_

Program at BRAC University \_\_\_\_\_ Program at respective University/Institute \_\_\_\_\_

### Details of Credit Transfer

Courses successfully completed at other university for which equivalence is sought					Equivalent Courses in BRAC University			Equivalence exam required	Approval Write Y for approval/ N for denial & Sign (official use only)	
University/ Institution	Course Number	Course Title	Credits	Grade Obtained	Course Number	Course Title	Credits	Yes/No (official use only)	Dean/Head/ Director/Chair	Chair of Equivalence Committee

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I declare that the information I have supplied on this form and in any supporting documents submitted with the application is, to the best of my knowledge, complete and correct. I acknowledge that the University may cancel my admission if I have misrepresented or failed to fully and completely state my academic record and my attendance at other tertiary educational institutions attended by me, and that this cancellation may take place at any stage during the course of my study at BRAC University. I authorise the University to obtain official records with respect to me from each of the tertiary educational institutions attended by me and to seek other relevant information about me. If the institution charges any fee for providing such records, I undertake to pay the requisite fees

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Signature of the Dean/Head/Director/Chair

\_\_\_\_\_  
Date

**OFFICE USE ONLY**

Total number of Credit(s) Recommended by the School/Department for transfer: \_\_\_\_\_

Approved by the decision of the Equivalence Committee meeting No \_\_\_\_\_, held on date: \_\_\_\_\_.

\_\_\_\_\_  
Signature of the Chair of Equivalence Committee

\_\_\_\_\_  
Date