



BRAC University Inter Department Transfer Form

(Attach copies of Grade Sheets of all semesters completed and submit a list of courses you want to transfer in the reverse side of this form.)

Name of the Student: _____ Present ID _____

Present Dept: _____ Present Program: _____

Proposed Dept: _____ Proposed Program: _____

Reason for seeking transfer: _____

CGPA: _____ on completion of _____ credits.

Signature of the student _____ Date _____

Previous Record of Inter Department Transfer if any: Yes No , if Yes then,

Old Department/Program _____ Old ID _____

Minimum Requirements for Following Courses/ Programs to Transfer:

Programs	Required subjects in HSC/A LEVEL Results
CS, Mathematics	Mathematics
EEE, ECE, CSE, APE and Physics	Physics & Mathematics
Biotechnology, Microbiology & Pharmacy	Biology and Chemistry

- Mathematics
- Physics
- Biology
- Chemistry

(For Office Use)

Approved / Not Approved

Approved / Not Approved

Chairperson, Accepting Dept.

Chairperson, Releasing Dept.

Date: _____

Date: _____

(Seal of the Dept.)

(Seal of the Dept.)

List of Courses to Transfer

I like to retain the following courses for onward CGPA computation after transfer to the new department. I understand that some of these courses may not contribute to the degree requirement of the new dept.

Course Code	Course Title	Credits	Grade	Approval*

If needed an extra page can be added

*** Chairperson/Course Coordinator from Accepting Dept. shall sign the course(s) s/he approves.**

(Accounts Clearance:) Please deposit a total of Tk. 5,000

Authorized Signature, Name

Date

(For Registrar's office only)

New ID _____ Total Credits Transfer _____ Current CGPA _____

Department: _____ Program: _____.

Office of the Controller of Examinations
(Seal of the Office)

Date