BRAC University

Application for Credit/Exemption
Semester: Fall 200__ Spring 200__ Summer 200__

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 other universities in undergraduate program cannot exceed 50 credits (65 credits for students of Architecture Department). However, the student will have to satisfy the minimum residency requirement of two years at BRAC University and attend Residential Semester. 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.

Exemption from a course
A student who is not eligible for credit transfer on the basis of previous studies, but has completed course work considered by BRACU to be equivalent to a particular subject at BRACU, may be granted exemption from that subject and be allowed to replace it by another subject in that area of studies. The students may also take a higher-level course for which the exempted subject is a pre-requisite. Such exemptions will be considered only for compulsory course or courses that are pre-requisites for other courses.

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 at the Equivalence Committee meeting 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

<table>
<thead>
<tr>
<th>University/Institution</th>
<th>Course Number</th>
<th>Course Title</th>
<th>Credits</th>
<th>Grade Obtained</th>
<th>Equivalent Courses in BRAC University</th>
<th>Course Number</th>
<th>Course Title</th>
<th>Credits</th>
<th>Equivalence exam required</th>
<th>Approval</th>
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Write Y for approval/ N for denial & Sign (official use only)

Dean/Head/ Director/Chair

Chair of Equivalence Committee
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<th>University/Institution</th>
<th>Course Number</th>
<th>Course Title</th>
<th>Credits</th>
<th>Grade Obtained</th>
<th>Course Number</th>
<th>Course Title</th>
<th>Credits</th>
<th>Yes/No</th>
<th>Dean/Head/ Director/Chair</th>
<th>Approval</th>
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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 authorize 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 ________________