



Post Exchange

Application for Credit Transfer for ACE Outbound Exchange Students

The completed form together with the **transcript issued from the Partner Institution** (with the original copy for verification), and **paper hard copies of course outlines** which set out the level of study, topics covered, contact hours and credits and other relevant information of the courses taken in the Partner Institution should be submitted in person to the Department of Architecture and Civil Engineering by the following deadline:

- by the latest four weeks after the completion of the exchange programme
- for potential graduate students, 10 working days before the Expected Date of Graduation

Student Particulars: Full Name: _____ Student ID No.: _____
 Programme/Major: _____ Cohort: _____
 E-mail: _____ Contact Tel. No. _____

Exchange Programme Information: Period of Exchange Programme: Semester ____ of 20__ / 20__
 Name of Partner Institution: _____ Country: _____

Application for Credit Transfer

(Students are required to observe CityU Academic Regulations of credit unit transfer before filling the application.)

Course Completed in Partner Institution				CityU Equivalent Course			For office use
Code	Title	Credits	Grade	Code	Title	Credits	Decision

I declare the information set out in the form or any supporting documents is accurate and complete, and agree to provide originals for verification when required.

Student's Signature: _____ Date : _____

To: Academic Regulations and Records Office

With reference to the above/attached information and decision(s), please update the student record accordingly. Thank you.

Name of Prog./Major Leader

Signature of Prog./Major Leader

Date