



যাদবপুর বিশ্ববিদ্যালয়
Jadavpur University
Kolkata

APPLICATION FOR PERMISSION TO TRANSFER CREDIT FROM ANOTHER INSTITUTION

- .Name _____ E-mail _____
Last Name First Name
- Department _____
- Registration no _____ of _____
- Local Address _____
City/ State Telephone (Res) & Mob. No
- Name of the course _____ Session _____
- .Expected date of completion of final examination at Jadavpur University _____
Class Roll.no _____
- Petition to register for courses at _____ For the Semester/Session with date: From.....to.....
- *Name & Address of Institution from where the credit to be transferred _____

- e-mail Address _____
- Have you submitted another “Permission to Transfer Credit” form for the same semester? Yes _____ No _____

*** All the relevant papers including the Acceptance/ Approval letter from the Institution must be attached with this application**

To be filled by the student	1	2	3	To be filled by the department	1	2	3	4	5
Course(s) Title(s) to be Taken at Other Institution to Transfer to Jadavpur University	Course Prefix	Course Number	Credit Hours	Equivalent Course(s) Title(s) at Jadavpur University	Course Prefix	Course Number	Credit Hours	ONE/TWO semesters for which the transfer of Credit required	Maximum credits may be transferred

• **IMPORTANT:**

- Approval is granted ONLY for the semester noted above.
- **The student must attach details of Course Curriculum & Syllabus from the transfer college,**
- The student must request an official graded transcript be sent to Jadavpur University's Controller of Examination's Office within one semester of completing the course(s).

Departments may require that specific courses within the curriculum must be taken and completed at Jadavpur University

□ **The policies pertaining to the transferring of credits from another institution include:**

- Jadavpur University may deny transfer credit that has not been pre-approved. Students should discuss their course selection with their respective Heads of the Departments to ensure transferability and applicability toward their degree programme .No student will be allowed to enroll at Jadavpur University and another institution during the same term/Semester with out the specific approval of the Boards of Studies.
- Only courses with a grade of C- or better will transfer. The student must request the institute for an official transcript of transfer courses and submit it to Jadavpur University for award of credit. The credit will not be displayed on Jadavpur University Academic record until the official records are sighted.

The official academic record may include

- a) Official academic record and an explanation of grades.
- b) Official institutional detailed course outlines which should include, level of study, topics covered, duration of the course, contact hours, methods and duration of assessment, text books used for each course.

- The student may receive transfer credit for a course he/she has already received credit for at Jadavpur University
- Transferred credit will be calculated as per Jadavpur University Examination rule
- A maximum of 32 credits (a cap of Maximum two semesters) for a two & Three-year courses and A maximum of 36 credits (a cap of Maximum two semesters) for Four year courses may be transferred to Jadavpur University degree programme.. The rest MUST be completed in residence at Jadavpur University

Student's Signature _____ Date _____

Head of the Department's Signature _____ Date _____ **APPROVED/ DENIED**

Meeting of the Boards of Studies in _____ date _____ Item no _____

Forwarded to Controller of Examinations for necessary action :

Signature of Secretary, Faculty of Arts/Engineering /Science _____ Date _____

(For office Use only by COE'S office)