

Appendix 2: Sample Online Credit Transfer/Exemption Application Form



Course Transfer / Exemption Details

1 2 3 4

Edit Transfer / Exemption Information

Use this form to apply for Course Transfer / Exemption. Please ensure all sections are completed accordingly.

Fill in the general information

Application Number:

***Institution:**

***Career:**

***Articulation Term:**

Attach Supporting Document(Course Outline)

You are required to attach proof of your completed external course(s) here. Please combine all pages into one single PDF or MS Word or JPEG or GIF file before uploading, compressed file (e.g.ZIP) is not allowed.

Created	Attached File	Add	View
		Add	View

Attach the course outline

Attach Supporting Document(Transcript)

You are required to attach proof of your completed external course(s) here. Please combine all pages into one single PDF or MS Word or JPEG or GIF file before uploading, compressed file (e.g.ZIP) is not allowed.

Created	Attached File	Add	View
		Add	View

Attach the transcript

Course Transfer / Exemption Details Find | View All First 1 of 1 Last

Group: 1

External Course

Please enter the course(s) from your external institution that you want to transfer credit from. Note that you can input more than 1 external course to transfer from. If the grades are not available at the time of application, please input "NA" in the grade field.

Subject	Course Number	Description	Units Taken	Grade

Input information of external course

[Click here to Add Another Contributing Course](#)

Group: 1

External Course

Please enter the course(s) from your external institution that you want to transfer credit from. Note that you can input more than 1 external course to transfer from. If the grades are not available at the time of application, please input "NA" in the grade field.

Subject	Course Number	Description	# Units Taken	Grade
FINE	2013	Financial Management	3.00	A
FINE	4213	International Finance	3.00	B

Click here if you use more than one external course to apply for equivalence to one CUHK course

Input information of second external course

[Click here to Add Another Contributing Course](#)

Equivalent Course

Please indicate the equivalent course(s) at CUHK at 'Course' under the 'Transfer Type'. When selecting course code under 'Subject', please always choose the new code with 4 alphabets (e.g. ANTH) before entering the corresponding course number. If no comparable course(s) available, please indicate the unit(s) to be applied for exemption for 'Major', 'Minor', 'GE' or 'Elective' as appropriate.

Transfer Type	Subject	Course Number	Description	# Units Transferred
Course				

[Click here to Add Another Transfer from this institution to another CUHK course](#)

Select "Course" in Transfer Type

Group: 1

External Course

Please enter the course(s) from your external institution that you want to transfer credit from. Note that you can input more than 1 external course to transfer from. If the grades are not available at the time of application, please input "NA" in the grade field.

Subject	Course Number	Description	# Units Taken	Grade
FINE	2013	Financial Management	3.00	A
FINE	4213	International Finance	3.00	B

[Click here to Add Another Contributing Course](#)

Equivalent Course

Please indicate the equivalent course(s) at CUHK at 'Course' under the 'Transfer Type'. When selecting course code under 'Subject', please always choose the new code with 4 alphabets (e.g. ANTH) before entering the corresponding course number. If no comparable course(s) available, please indicate the unit(s) to be applied for exemption for 'Major', 'Minor', 'GE' or 'Elective' as appropriate.

Transfer Type	Subject	Course Number	Description	# Units Transferred
Course	FINA	2010	Financial Management	3.000

Input the course information of CUHK course



Group: 1

External Course

Please enter the course(s) from your external institution that you want to transfer credit from. Note that you can input more than 1 external course to transfer from. If the grades are not available at the time of application, please input "NA" in the grade field.

Subject	Course Number	Description	# Units Taken	# Grade
FINE	2013	Financial Management	3.00	A
FINE	4213	International Finance	3.00	B

[Click here to Add Another Contributing Course](#)

Equivalent Course

Please indicate the equivalent course(s) at CUHK at 'Course' under the 'Transfer Type'. When selecting course code under 'Subject', please always choose the new code with 4 alphabets (e.g. ANTH) before entering the corresponding course number. If no comparable course(s) available, please indicate the unit(s) to be applied for exemption for 'Major', 'Minor', 'GE' or 'Elective' as appropriate.

Transfer Type	Subject	Course Number	Description	# Units Transferred
Course	FINA	2010	Financial Management	3.000

[Make another transfer from this institution to another CUHK course](#)

Click here to input the information of another transfer from this institution to another CUHK course

CANCEL NEXT

Click "NEXT" to proceed if you have finished input of the course information

Course Transfer / Exemption Details



Submission Report

Legend:

- ✓ Approved
- ◐ Partial Approved
- ◐ Pre-Approval
- ✗ Rejected
- ⚠ Returned
- 🔒 Submitted/InProgress
- 🗑 Delete Button
- 💬 Has Comment

Application Number/Status	Institution Name
1	University of CUSIS Add Transfer for this Institution
External Course	Equivalent Course
Financial Management International Finance	FINA 2010 Financial Management

Student may submit in the same application the courses taken at another external institution

APPLY TRANSFER FROM ANOTHER INSTITUTION

BACK TO SUMMARY **SAVE** **\$\$ PROCEED TO PAYMENT \$\$**

“Save” and “Proceed to Payment” to complete the application