



যাদবপুর বিশ্ববিদ্যালয়
Jadavpur University
Kolkata

APPLICATION FOR PERMISSION TO TRANSFER CREDIT FROM JADAVPUR UNIVERSITY TO OTHER UNIVERSITY

- Full Name (BLOCK LETTER) _____
- Address & E-mail _____
- Name and Address of the Institution & University, Country to where Transfer of Credit to be done

- Department _____
- Registration no _____ of _____
- Local Address _____
City/ State Telephone (Res) & Mob. No
- Name of the main course _____ Session _____
- Expected date of completion of Semester at Jadavpur University _____
- Petition to register for courses at _____ For the Semester/Session with date: From.....to.....
- Have you submitted application to any other University for “Permission to Transfer of 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 Parent Inst.	1	2	3	4	5
Course(s) Title(s) to be Taken at Jadavpur University to be transferred to other Institution	Course Prefix	Course Number	Credit Hours	Equivalent Course(s) Title(s) at Parent 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 Equivalent Course Curriculum & Syllabus from the Parent Inst/University**
- Concerned Departments of Jadavpur University may accept or reject or may suggest change in options regarding the equivalence of courses

The policies pertaining to the transferring of credits to another institution/University include:

- Jadavpur University may deny transfer of credit that has not been pre-approved. Students should discuss their course selection with their respective Heads of the Departments of Jadavpur University 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
- Only courses with a grade of C- or better will transfer. The student must request the institute for an official transcript of Equivalent courses and submit it to Jadavpur University for Transfer of credit. The credit will not be transferred 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.

- 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 from Jadavpur University

Student's Signature _____ Date _____

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

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

Forwarded to Registrar, Jadavpur University for necessary action :

(For office Use only by Jadavpur University)

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

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

APPROVED/ DENIED

APPROVAL BY CREDIT TRANSFER COMMITTEE

Forwarded to Controller of Examinations for final Calculation of Equivalent Credits & Grades to be transferred from Jadavpur University