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

| 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 |
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**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