



**UNIVERSITY
OF THE BAHAMAS**

**REQUEST FOR TRANSFER
CREDIT**

Normally, transfer credits will be awarded at the time of admission and processed by the Office of Recruitment and Admissions. Transfer credits will be awarded for courses in which grades of 'C' or higher are achieved and for which there is a University of The Bahamas equivalent. Transfer credits may be awarded for a maximum of 50% of programme or major area credits. A catalogue from the transfer institution and the official course outline for each course to be transferred must be submitted along with the **REQUEST FOR TRANSFER CREDIT**. A 'T' will be assigned on the student's transcript for transfer credits awarded; these **WILL NOT** be included in the calculation of the grade point average. **Courses for which transfer credits have not been approved are not eligible for course exemptions.**

Name of Student: _____
Please print

Email Address: _____

Home Phone: _____ Cell Phone: _____

Intended UB Programme: _____ Beginning Year/Semester: _____

Applicant No.: _____ Student No.: _____

Name of Transfer Institution: _____

Accredited: [] No / [] Yes If Yes, Accrediting Body: _____

Period of Attendance: From: _____ To: _____

TRANSFER INSTITUTION COURSE FOR EVALUATION				UNIVERSITY OF THE BAHAMAS EQUIVALENT			
Course Abb/No.	Course Title	Year/Sem Taken	Grade	Course Abb/No	Course Title	Credits	Evaluator's Initials

OFFICIAL USE ONLY

Name/Signature, Academic Unit Head: _____ Date: _____

Name/Signature, Academic Dean: _____ Date: _____

OFFICE OF RECRUITMENT AND ADMISSIONS

Date Received: _____ Date Processed: _____

Signature, Recruitment and Admissions Assistant: _____ Date: _____

Signature, Director of Recruitment and Admissions: _____ Date: _____