

HONG KONG BAPTIST UNIVERSITY
Undergraduate Studies Section

Application for Transfer of Units to Fulfill Minor Programme Requirements (For students admitted directly to Year 2 or Year 3)

Student Particulars

Name: _____ Student No.: _____

Study Programme: _____ Phone/Mobile No.: _____

Signature of Student: _____ Date: _____

Courses Applied for Transfer of Units (*please use separate forms for courses offered by different academic units*)

Course Offering Department: _____ (e.g. CHI)

Course(s) Taken in Other Tertiary Institution (Please attach relevant course description and grade report)				Equivalent Course(s) in HKBU				Recommendation of offering Department	SAAR's Approval	
Course Code	Course Title	No. of Units	Grade Obtained	Course Code	Course Title	No. of Units	Course Group	Recommended for Transfer (Yes / No)	Yes	No
							#U-			

Signature: _____
 Programme Director (BBA)/Programme/Department Head

Date: _____

Signature: _____
 Senior Assistant Academic Registrar

Date: _____

For AR use only

Application received by _____ on _____

Result sent to student by _____ on _____

Successful application:

Grade Entry by _____ on _____