HONG KONG BAPTIST UNIVERSITY
Undergraduate Studies Section
Application for Course Transfer – Cross Institutional Course Enrolment Scheme

STUDENT PARTICULARS

Name: _____ Student No.: _____

Study Programme: _____ Phone/Mobile No.: _____

Signature of Student: _____ Date: _____

COURSES APPLIED FOR TRANSFER

Course(s) Taken in Other Tertiary Institution				Equivalent course in HKBU		Recommendation of Programme or Department Head			SAAR's Approval	
Course Code	Course Title	No. of Units	Grade Obtained	Course Code	Course Category	Recommended for Transfer *(Please indicate the no. of units recommended for transfer & its equivalent course level)*		Not Recommended for Transfer		
						No. of Units	Course Level		Yes	No

Declaration and Authorisation: I declare that all the information provided in this application is accurate, true and complete to the best of my knowledge. I acknowledge and agree to the following:

(i) By submitting this application, I authorise the University to verify all submitted information with the relevant authorities, organisations and institutions. I understand that this process may involve the disclosure of my personal data and submitted documents to these authorities, organisations and institutions.

(ii) I understand that the submission of false, fabricated, forged or misleading information or documents is strictly prohibited. The University has the absolute discretion to reject any application if any false, fabricated and forged document and/or false, inaccurate or misleading information is provided in the application.

(iii) If false, inaccurate or misleading information or document is found to be part of my application, the University may take disciplinary and other actions against me as appropriate. If the circumstances warrant, the University may also report the case to the relevant authorities and/or law enforcement bodies.

Signature : _____ Date : _____
Programme Director/Programme/Department Head

Signature : _____ Date : _____
Senior Assistant Academic Registrar

For AR use only

Application received by _____ on _____

Result sent to student by _____ on _____

Successful application:

Grade Entry by _____ on _____

Graduation Requirements Updated & Checked by _____ on _____

Personal Information Collection Statement:
The collection of personal information is intended to facilitate the processing of this application. All information provided will be managed in accordance with the University's Privacy Policy Statement and Personal Information Collection Statement (https://www.hkbu.edu.hk/eng/about/privacy.jsp).