



UOW College Hong Kong Application for Credit Transfer / Course Exemption

Please **type all required information, sign the form**, and submit the **application before the start of the semester**. Read the **Notes to Applicants** before completing this form.

Student's Name:		Student ID No.:	
Contact Phone No.:		E-mail Address:	@uowmail.edu.au
Programme of Study:		Cohort (Year Admitted):	

Previous Institution: _____ Country/Region, if outside Hong Kong: _____

Academic level of **previous study**:

☐ Diploma ☐ Higher Diploma ☐ Associate Degree ☐ Bachelor's Degree ☐ Other: _____

Period of attendance: _____ to _____

I wish to apply for: ☐ Credit transfer ☐ Course exemption for the courses listed below.

Please complete the table below with the equivalent UOWCHK course(s) and the details of the course(s) previously completed. List the courses in course-code order. Information on UOWCHK courses is available from the Programme and Course webpages.

Equivalent UOWCHK Course		Course Previously Completed				For Office Use	
Course Code	Course Title	Course Code	Course Title	No. of credits	Grade	Course offering faculty	Approve/Reject Stamp & date

I declare that I have read and understood the [Academic Regulations](#) relating to credit transfer and course exemption. I confirm that the information provided in this application form and all supporting documents is true, complete, and accurate.

Student's Signature: _____

Date: _____

(FOR OFFICE USE ONLY)

☐ Receipt Attached

Received by: _____

Date: _____

For decision by Course Offering Faculty

To: _____ (Course Offering Faculty for approval by Dean/Associate Dean)

Please select either **Approve** or **Reject** in the relevant box, then stamp and date the form. If clarification of the supporting documents is required, please contact the student directly. Once a decision has been made, please return the completed form and supporting documents to the **Academic Registry**.

UOW College Hong Kong (UOWCHK) Application for Credit Transfer / Course Exemption

Notes to Applicants

1. New students may apply for credit transfer or course exemption for prior studies completed within eight years before their enrolment date at the College. Applications must be submitted before the start of the semester.
2. Students who wish to seek credit transfer for courses taken at other institutions after admission to the College must obtain prior endorsement from the Programme Leader before starting those studies. They must submit the credit-transfer application as soon as they receive the transcript or other documents confirming the grade attained, and before the start of the following semester.
3. Before submitting the application, students should ensure that the prior studies are equivalent in qualification level and content to the relevant UOWCHK course(s). For Bachelor's Degree programmes, a grade of C or above is required for credit transfer. For Associate Degree and Higher Diploma programmes, a grade of B- or above is required. Students should consult their Programme Leader or Academic Advisor if they are unsure.
4. Credit units from a previously completed course, regardless of the number of credits earned, may be used for credit transfer or course exemption for only one equivalent UOWCHK course.
5. For **credit transfer**, the transferred credits count towards the credit units required by the academic programme. However, grades earned in prior studies are not included in the student's GPA calculation, except where special arrangements have been made.
6. For **course exemption**, no credit units are earned for the exempted course. Students must take other course(s) to make up the credits required to fulfil the programme requirements. They should consult their Programme Leader about the course(s) recommended in place of the exempted course(s). If exemption is granted for an A2/H2 course for Associate Degree or Higher Diploma students, or for a D3/4 course for degree students, the student must self-add and complete another A2/H2 course or D3/4 course, respectively, to fulfil the programme requirement.
7. Complete this form and submit it in person to the College Office within the application period. Use a separate form for each prior learning institution. The following supporting documents must be attached to the application:
 - Official transcript (or certified true copies)
 - Course information (course syllabuses or documents on course description, course level, number of contact hours, assessment, etc.)
 - Other relevant information in support of the application, such as proof of professional qualification.Supporting documents will not be returned.
8. A non-refundable application fee of HK\$140 is charged for each application form.
9. Processing times may vary. Applicants will be notified of the application outcome by email.
10. Personal Information Collection Statement
 - The personal data provided in this form will be used to process this application. Failure to provide complete and accurate information may prevent the College from processing the application.
 - The information provided may be disclosed or transferred to relevant academic units and administrative offices within the College for consideration and necessary action.
 - For non-local students, changes in student records may also be disclosed or transferred to relevant Government bodies, such as the Immigration Department, where necessary.
 - After the application has been processed, relevant data will be entered into the College's student record system.

Application Procedures

Submit the completed application form, all supporting documents, proof of fee payment, and a valid identity document in person to the College Office during the application period.

Tai Wai Campus: 1/F, 18 Che Kung Miu Road, Tai Wai, Hong Kong

Fee Payment

Pay the application fee using one of the following methods:

- a. Direct deposit at any Hang Seng Bank branch to UOWCHK account no. 359-300001-004; or
- b. Electronic transfer to the above UOWCHK account through any Hang Seng Bank or HSBC ATM; or
- c. Octopus payment at the College Office.

If payment is made by direct deposit or electronic transfer, attach the original bank deposit slip, voucher, or ATM transaction advice to this application form as proof of payment.