

TRANSIENT STUDENT FORM

(AUTHORIZATION FOR TRANSFER OF CREDIT FROM ANOTHER INSTITUTION)

A currently enrolled University of Nicosia student may petition to enroll in a course or courses at another accredited university or college and have the credits transferred to the University of Nicosia. This form must be submitted prior to enrolment.

INSTRUCTIONS:

1. Discuss your plans with your academic advisor. Provide official course description/syllabi from the other institution that you plan to attend. Course(s) must be completed at an accredited institution.
2. Obtain the signatures required on this form.
3. Return this form to the Registrar's office (room A1). If approved, you will receive authorization on official document.
4. Present signed, sealed form to the appropriate official at the institution you plan to attend.
5. Upon completion of the course(s), you must have an official transcript sent to: University of Nicosia, Registrar, P.O.Box 24005, 1700 Nicosia.
6. Transfer credits and grades are not used in computing the University of Nicosia CPA.

Student Name: _____ Student ID: _____

Email address: _____ Telephone #: _____

University or College you plan to attend: _____

Semester/Year (Please tick where appropriate): FALL 20__ SPRING 20__ SUMMER 20__

Transfer Course(s) Requested		Equivalent University of Nicosia Course(s)	
Course Code/Title	ECTS	Course code/Title	ECTS

Please obtain the signature of the head of department that the course belongs to.

Head of Department Name: _____

Request Approved Request Denied

Reason for denial: _____

Head of Department Signature: _____ Date: _____

For Registrar's Office use only

Approved Denied Student Notified Date: _____

Registrar's signature: _____