FORM RSU41: REQUEST TO TRANSFER STUDENT

FROM OTHER INSTITUTION

Form No. ……

MR/MS/MRS ……...…… Student's ID ……..……

Phone / Mobile Phone Number……...Email Address……..…….

Previous Institution's Name ……... Previous Faculty……...

Previous Major.……Latest Cumulative Grade-Point Average (CGPA)…….....……

Graduated Year or Leave Year ……..…Reason for Leaving the Previous Institution(Please choose below)

○ Graduated ○ Didn't Finish

○ Want to Study to Another Institution ○ Others (Please specify)……....

I am requesting to study in Rangsit University in Major……...…… Faculty ……...…… by Transferring Courses and Credit Units from my Previous Institution. I have enclosed documents for consideration as follows:

○ Official Transcript of Records

○ One copy of Description of Courses from Previous Institution with the Institution's seal on the copy

I acknowledged that all the above statements and attached documents are correct.

……. Student's Signature

( ) Student's Name

……/……/…… Date

Steps to Transfer Student from Other Institution

1. Fill-up FORM RSU41 and enclose the Official Transcript of Records and copy of Description of Courses from previous Institution with the Institution's seal on the copy within thirty (30) days from the opening day of the first or second semester.
2. Take the filled-up FORM RSU41 with all required documents for approval by the Transfer Committee of your Faculty.
3. The Faculty will send the approved Transfer Form to the Registrar's Office.
4. Go to the Cashier's Office and pay the transfer fee within 2 weeks before the beginning of final examination.
5. Bring your copy of receipt to the Registrar's Office and check your transfer result from the Intranet 3 days after submission of your receipt.

Courses to Transfer Credit Units

(To fill-up only for Transfer Courses with Grade C and above or equivalent)

For Students (Courses to Transfer Credit Units from Previous Institution)				**For Transfer Committee** (Transferred Courses)				
1. General Education Courses								
Code	Course Title	Credit	Grade	Code	Course Title	Credit	Grade	Signature
2. Specialized Education Courses								
Code	Course Title	Credits	Grade	Code	Course Title	Credits	Grade	Signature
3. Free Elective Courses								
Code	Course Title	Credits	Grade	Code	Course Title	Credits	Grade	Signature

Summary

○Transfer Courses and Credit Units Total Number of Courses ……..…Number of Credits ……

……. Transfer Committee's Signature

( ) Transfer Committee's Name

……..……/……../……..... Date

…….…… Dean of New Faculty's Signature

( ) Dean of New Faculty's Name

……/……../……. Date