FORM RSU42: REQUEST TO TRANSFER COURSES AND CREDIT UNITS

FOR PREVIOUS STUDENTS OF RANGSIT UNIVERSITY

New Student ID. …..…………

Form No. ……………..

MR/MS/MRS …………………………...…………… Previous Student's ID ……………...…………

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

Previous Student Year……. Previous Faculty.…………………….. Previous Major…..……………………

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

Request to Transfer Courses and Credit Units to study in Major…………………………………….………

Faculty……..………….…………………….Semester……………………Academic Year……………………...

I have read and understood Rangsit University's regulation on Transfer Courses and Credit Units for Previous Students of Rangsit University and enclosed documents for consideration as follows:

○ Grade Report

………………………………. Student's Signature

( ) Student's Name

………/………………/…..…… Date

Steps to Transfer Courses and Credit Units for Previous Students of Rangsit University

1. Fill-up FORM RSU42 within thirty (30) days from the opening day of the first or second semester and attach report of grade.

2. Take filled-up FORM RSU42 with report of grade 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				For Transfer Committee				
(Courses for Transfer Credit Units from Previous Major)				(Transferred Courses)				
1. General Education Courses								
Code	Course Title	Credits	Grade	Code	Course Title	Credits	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

◯Transferred 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