

COURSE EXEMPTION REQUEST FORM (Undergraduate students only)
FOR STUDENTS WHO ATTENDED BCA/BUAN PROGRAMMES

Student Name: _____

Student ID No.: _____

Programme: _____

Previous BCA/BUAN Programme & year of graduation: _____

Mailing Address: _____

email: _____ Cellphone: _____

Have you previously requested credit transfer? Yes or No (circle)

If yes, when? Please attach the list of previously approved credit transfer courses.

Complete the table below indicating which courses you took in previous programmes and the equivalent to the current BUAN courses you would like to be exempted from. Use additional continuation sheets if necessary.

Course Code on Transcript	Year Taken	Equivalent BUAN course	Course Name	BUAN Credits
			TOTAL	

Please use additional continuation sheets if necessary.

Declaration by Student

By signing below, I certify that the information given in this form is true and correct

Applicant's Signature: _____ Date: _____

Personal Tutor:

Name: _____

Signature: _____ Date: _____

FOR OFFICIAL USE ONLY:

Processing Date: _____ REF #: _____

Enrolment Year: _____ Semester: _____ Total Transfer Credits Approved: _____

List of Courses Approved (BUAN Course Codes Only): _____

Reference to continuation sheet: _____

Official Date Stamp _____ Signature: _____

Name: _____

IMPORTANT INFORMATION:

- Check the Course Equivalence List to determine which courses you can be exempted
- Consult your Academic (Personal) Tutor to check your completed form.
- A student can only transfer a maximum of half of the total credits required for the programme and must complete the remaining half under the new programme. Please consult the BUAN Prospectus on the website at www.buan.ac.bw for regulations on course exemptions. General Academic Regulation 00.4.
- Submit your completed application form to the Academic and Student Services office immediately after being admitted. The credit transfer request form must be accompanied by a transcript of results for your previous qualifications.

Distribution of copies:

ORIGINAL – Student

COPY 1 – Student File

COPY 2 – Personal Tutor

