BUAN

BOTSWANA UNIVERSITY OF
AGRICULTURE AND NATURAL RESOURCES

Inspiring Sustainable Growth

COURSE CREDIT TRANSFER REQUEST FORM (Undergraduate students only)

FOR STUDENTS WHO DID NOT ATTEND BCA/BUAN PROGRAMMES

Student Name: _____

Student ID No.: _____

Programme: _____

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 at another university/institution, and the equivalent BUAN courses you would like to be exempted from. Use continuation sheets if necessary.

University name	Course code	Course title	Year Taken	Credits	Equivalent BUAN course	BUAN Credits
Example University of Botswana	ENV330	Remote Sensing for Environmental Science	2007	4	ELB330	3
			TOTAL			

Please 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:

- Consult your Academic (Personal) Tutor to assist you in determining which credits earned from another university or college may be applied to your BUAN degree or diploma.
- A student can only transfer a maximum of one-third of the total credits required for the programme and must complete the remaining two-thirds in this University. Please consult the BUAN Prospectus or the website at www.buan.ac.bw for regulations on credit transfer. General Academic Regulation 00.4.
- Submit your completed application form to the Academic and Student Services office. The credit transfer request form must be accompanied by a transcript of results and course synopsis/course outline from the institution where your credits were earned.

Distribution of copies:

ORIGINAL – Student

COPY 1 – Student File

COPY 2 – Personal Tutor

Continuation Sheet.

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Student ID No.: _____

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			TOTAL			
		GRAND TOTAL				