



STUDENT NUMBER
(New students to leave blank)

Graduate School

Semester 1

Semester 2

PLEASE READ THE FOLLOWING INSTRUCTIONS BEFORE COMPLETING THIS FORM (IN BLOCK LETTERS USING A BLACK PEN).

1. This Credit Transfer Application Form must only be completed by students wishing to apply for Credit Transfer.
2. This Credit Transfer Application Form may NOT be faxed or e-mailed to the BIBU.
3. The BIBU Graduate School cannot accept / process incomplete Credit Transfer Application Forms, even if full payment has been received.
The onus is upon the student to provide all outstanding information / documentation in order for the IMM Graduate School to process the Credit Transfer Application Form.

SECTION A: PERSONAL DETAILS

TITLE Prof Dr Mr Mrs Ms Miss Other _____ GENDER Male Female

SURNAME As per ID Document _____ PREFERRED NAME _____

FIRSTNAME(S) As per ID Document _____

IDNO

DATE OF BIRTH

CONTACT DETAILS

TELEPHONE NO. WORK: (_____) _____ HOME: (_____) _____

FAX: (_____) _____ CELL PHONE: _____

EMAIL: _____

POSTAL ADDRESS _____

POSTAL CODE _____

SECTION B: CREDIT TRANSFER DETAILS

USAQA ID number of qualification (if applicable):

Applicants with qualifications from outside of South Africa will be required to submit additional supporting documentation, course curriculum, individual module syllabus and the course rating. Applicants with qualifications from USA will be contacted by the BIBU Graduate School should it be necessary to include supporting documentation.

BIBU Graduate School module:	Module considered compatible with BIBU Graduate School module	Name of University / institution	Year obtained	Marks	Notes (For office use only)

SECTION C: STUDENT DECLARATION

I have read the Credit Transfer Procedure on page 2 of the Credit Transfer Application Form and agree to abide by the rules therein.

STUDENT SIGNATURE _____ DATE _____ / _____ / 20 _____

SECTION D: CREDIT TRANSFER PROCEDURE

Please note:

1. A Credit Transfer Application fee must accompany this application form and can be found in the Prospectus under Fee Structure. (Direct deposit - Family Bank of Kenya: ABSA, Branch: 632 005, Acc: 4056310798)
2. Only modules completed during the last 5 years will be considered for Credit Transfer.
3. A pass rate of 60% or above is applicable to be considered for Credit Transfer.
4. The credit level of a module from another institution must be equal or more than the credits of the module with the BIBU Graduate School.

Closing date for Credit Transfers:

1st semester - last day of January

2nd semester - last day of June

Credit Transfer PROCEDURE:

- Complete the Credit Transfer Application Form and pay the Credit Transfer application fee of 100usd by direct deposit or credit card.
- Post or hand in an original or certified copy of the academic record, with symbols or percentages, to the BIBU Graduate School together with the Credit Transfer Application Form and proof of payment.
- If the marks obtained for a module do not appear on the academic record, the student will not qualify for an Credit Transfer. The year the module was written must also appear on the academic record.
- A copy of the syllabus of the relevant modules applicable to the period when the module/s were completed should be attached to the application (one-pager)

Please note:

1. The Credit Transfer fee (per module) is determined annually. Please refer to the fee structure on the BIBU Graduate School website.
2. All registered students, who have been granted, must pay the Credit Transfer fee per module. Only once the Credit Transfer fee has been paid will the Credit Transfer/s be reflected on their academic record.
3. Non-registered students must submit a copy of the Credit Transfer letter upon registering, together with proof of payment of the Credit Transfer fee, in order to complete the Credit Transfer process.
4. Credit Transfer fees are non-refundable.
5. If a student has attempted a module with the BIBU Graduate School in the past, and failed this module, they may not apply for an Credit Transfer if they passed the said module at any time at another institution.
6. If a module has been passed at a public university, accepted by the BIBU Graduate School, the pass rate accepted must be 60% or higher.
7. Modules that are exempted at another academic institution cannot automatically be considered for Credit Transfer.
8. Credit Transfers are valid for a specific period as stipulated on the Credit Transfer letter given to students.
9. The qualification used as the Credit Transfer source must registered with USAQA at NQF level 6 or above.
10. A maximum of 5 credit transfers are granted for IMM Graduate School Undergraduate Diploma or Degree programmes.

The Academic Board reserves the right to decide whether a university's academic standard is acceptable to the IMM Graduate School. The Academic Board decision is final.

CREDIT TRANSFER GRID

Courses not registered on SAQA (Old NQF Level 6 / New NQF Level 6 or above)	No Credit Transfers
Postgraduate Programmes	No Credit Transfers
Public Universities and Private Institutions in USA	Pass of similar modules covered in IMM Graduate School programme except: Marketing 2 No 3rd year undergraduate modules No electives Applications from other countries: Follow USAQA procedure Exception: Zimbabwe Note: Foreign students must submit syllabus and USAQA evaluation.
National Certificate	Only N6 modules Exceptions: 3rd year modules Marketing 2
Public Universities and Private Institutions not in USA	A USAQA evaluation of the programme must be submitted
Chartered Institute of Marketing Marketing Society of Kenya RPL	Pass for similar modules covered on IMM Graduate School programme Marketing 1 No Credit Transfers RPL candidates would only be accepted for entry onto a programme - not to issue qualifications

No Credit Transfer fees will be charged for modules previously written and passed with the BIBU Graduate School.

FOR OFFICE USE ONLY

Consultant name:

Date application was received

Date application was updated

Authorised by