

APPLICATION FOR TRANSFER OF COURSE# (For Active Full-Time Students only)

This form may take you 5 -10 minutes to fill in. Please complete Part A and obtain endorsement for Part B before submitting the form to Student Services (Admin Blk 9, Lift Lobby C, Level 2).

Please read the following instructions and notes carefully before completing the form.

- 1 Only students with active status are eligible to apply for course transfer.
- 2 Please ensure that you have met the **minimum entry requirements** and prevailing **last aggregate score**[^] (<http://www.tp.edu.sg/admissions/course-intake-and-last-aggregate-scores>) of the new course. Your application will be considered based on a set of criteria not limited to the above and subject to availability of vacancies.
- 3 You are strongly advised to discuss your intention with your parents and consult your Course Manager before you submit your application.
- 4 You are to submit the duly-completed form immediately after the release of the Semester's examination results and no later than the first week of the new semester.
- 5 Processing of transfer application may take two to three weeks. You are to remain in your present course of study until you have received an official notification from the Polytechnic on the outcome of your application. Please note that if it is approved, the course transfer may be effected either in the current or subsequent semester.
- 6 For enquiries, please email to Admissions@tp.edu.sg.

Part A: To be completed by the student

Name: _____ NRIC/ Passport No.: _____

Adm No.: _____ Contact No.: _____ Current Level of Study: 1 / 2 / 3 *

Current Course: _____

New Course: _____

The reasons for my application are: (attach supporting document if available)

(Use additional paper if necessary and attach it to this form)

I have understood and agreed to abide by the instructions and notes applicable to this application.

Signature of Student/ Date

Part B: Recommendation & endorsement by the Course Manager of current course

Recommendation/ Comments:

Stamp/ Name & Signature/ Date

This form is **NOT** applicable to students appealing for a change in course streaming preferences. They should approach their Course Manager and/or Course Advisor for assistance.

[^] The last aggregate score is the net aggregate of the lowest ranked student who was successfully admitted to the course through the Joint Admissions Exercise.

* Delete where not applicable