



**FORM RSU43: REQUEST FOR TRANSFER COURSES AND CREDIT UNITS
TO EARN A SECOND DEGREE**

Form No.

MR/MS/MRS Student ID

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

Previous Institution's Name Previous Faculty

Previous Major Latest Cumulative Grade-Point Average (CGPA).....

Graduated Year.....

I am requesting to study in Rangsit University in Major
at Facultyby Transfer Courses and Credit Units from Previous
Institution. I have enclosed documents for consideration as follows:

- Official Transcript of Records
- One copy of Description of Courses from Previous Institution with the Institution's seal on the copy

I acknowledged that all the above statements and attached documents are correct.

..... Student's Signature

(.....) Student's Name

...../...../..... Date

Steps to Transfer Courses and Credit Units to Earn a Second Degree

1. Fill-up FORM RSU43 and enclose report of grade and copy of Descriptions of Courses from the Previous Institution with the institution's seal on the copy within thirty(30) days after the opening day of the first or second semester.
2. Take filled-up FORM RSU43 with all required documents for approval by 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

For Students (Courses to Transfer Credit Units from Previous Major)				For Transfer Committee (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 CoursesNumber of Credits

..... Transfer Committee's Signature

(.....) Transfer Committee's Name

...../...../..... Date

..... Dean of New Faculty's Signature

(.....) Dean of New Faculty's Name

...../...../..... Date