List of INTI Campuses	Campus Code
Inti International University	IIU
Inti International College Nilai	ICN
Inti International College Subang	IICS
Inti International College Kuala Lumpur	IICKL
Inti International College Penang	IICP
Inti International College Sabah	ICS

PART 1: RELEASING CAMPUS

(A) To be completed by Student – Please (✓) box

Student's Name : _____

NRIC/Passport No : _____ Matriculation No : _____

Enrolled Programme : _____ Contact No : _____

Enrolled Mode of Study : ☐ Full time ☐ Part time ☐ Other: _____ Enrolled Session : _____

Please (✓) box to indicate the process	From	To
☐ **Inter-campus transfer** ☐ **Inter-campus continuing** ☐ **Inter-campus progression**	Campus: _____	Campus (Circle): IICS / ICN / IIU / IICKL / IICP / ICS
	Programme: _____	Programme : _____ Session : _____

Reason for transfer: _____

Rules and Regulations:

Student who wish to do inter-campus transfer/ progression   **Tick (✓) to indicate you understand the rules**

(i)   Transfer Fee = RM100.00 .... ☐
(ii) Fees are based on NEW Tuition Fee of the programme .... ☐
      The above is not applicable to students doing compulsory transfer due to courses not being offered at their existing campus
(iii) International student is required to obtain the Enrolment Eligibility Form from International Office for HOP to approve for enrolment .... ☐
(iv) Progression discount is applicable to all progressing students from lower level to higher level programme except for LEP / IEP .... ☐
(v)   PTPTN loan is not transferable .... ☐
(vi) INTI Scholarship or discount is not transferable and is subject to management approval .... ☐

I have read, understood and accepted the above rules and regulations.

_____   _____
                Student's Signature   Date

(B) Releasing International Office *(If you are an International Student)*

Remarks: _____
_____
_____

Processed By: _____ Date: _____

(C) Releasing Head of Programme

Remarks: _____
_____
_____

Approved By: _____ Date: _____

(D) Releasing Library (Please (✓) box)

☐ Clear   ☐ Deduct from deposit RM_____   Processed By : _____

Remarks: _____   Date : _____

(E) Releasing Office of Admissions and Records

Step 1: TCMS Process - Please (✓) box

(i) Is the student enrolled to the current semester? ☐ Yes ☐ No
    If yes, please inform student that all enrolled subjects will be dropped
(ii) Have Scholarship Office being notified to deactivate any kind of bursary?   ☐ Yes ☐ No

Remarks: _____ Processed By: _____
_____ Date: _____

Step 2: Records Process - Please (✓) box

(i) Print student profile, attached to the form and student file and send to Receiving Campus OAR.
    ☐ Yes ☐ No

Remarks: _____ Processed By: _____
_____ Date: _____

(F) Releasing Scholarship Office

Deactivate Type of Scholarship/Discount: _____

Remarks: _____
_____

Processed By : _____ Date: _____

(G) Releasing Finance Office - Please (✓) box

☐ Overpayment ☐ Underpayment RM_____

Transfer fee paid: ☐ Yes ☐ No

Amount: _____ Processed By: _____

Receipt No: _____ Date: _____

![INTI International University & Colleges]

PART 2: RECEIVING CAMPUS

(A) Receiving Office of Admissions and Records

Step 1: Records Process - Please (✓) box

- Send the Student File with the External Transfer / Progression form and student profile to HOP for processing. ☐ Yes ☐ No

Remarks: _____

_____

_____

_____

Processed By:_____ Date: _____

Step 2: TCMS Process - Please (✓) box

- Inform Scholarship Office for activation on bursary before enrolment. ☐ Yes ☐ No

Remarks: _____

_____

_____

_____

Processed By: _____ Date: _____

(B) Receiving Head of Programme

Please (✓) where applicable:

Type of offer: ☐ Conditional ☐ Unconditional

Credit Transfer/Exemption Review: ☐ Eligible ☐ Not Eligible

Entry to semester *(circle)*: 1 / 2 / 3 / 4 / 5 / 6 / 7 / 8 / 9 / 10 / _____

Mode of Study: ☐ Full time ☐ Part time ☐ Other: _____

Remarks: _____

_____

_____

Approved By: _____ Date: _____

(C) Receiving International Office *(If you are an International Student)*

Remarks : _____

_____

_____

Processed By   : _____ Date: _____

(D) Receiving Scholarship Office

Activate Type of Scholarship/Discount: _____

Remarks : _____

_____

_____

Processed By : _____ Date: _____

(E) Receiving Finance Office - Please (✓) box

Funds transferred: ☐ Yes ☐ No

Remarks : _____

_____

_____

Processed By : _____ Date: _____