

Q&A: Credit Transfer and Equivalent Credit Transfer for Undergraduate Students

1. Can each credit transfer/equivalent credit transfer be requested in every semester?

- Credit Transfer From CMU
 - Only once per [first semester of enrollment](#)
- Equivalent Credit Transfer from Other Institutes
 - Only once per [first semester of enrollment](#)
- Credit Transfer from CMU Credit Bank
 - Once in each [regular semester](#)
- Equivalent Credit Transfer from Non-formal Education System
 - Once in each [regular semester](#)

2. How and when will I know the result of the credit transfer/equivalent credit transfer?

You can log in to check the status of your credit transfer/equivalent credit transfer in the system.
The result will be announced as follows:

- Credit Transfer From CMU
 - Within 1 week after payment of fees
- Equivalent Credit Transfer from Other Institutes
 - Within 1 week after payment of fees and the Registration Office receipt all required documents from the affiliated faculty.
- Credit Transfer from CMU Credit Bank
 - Within 1 week after payment of fees
- Equivalent Credit Transfer from Non-formal Education System
 - As per University Announcement

3. If I request a credit transfer/equivalent credit transfer for a course that duplicates with a course I currently enrolled, do I need to withdraw the course?

- **If you wish to enroll in a different course instead or wish to enroll in additional courses but have exceeded the credit limit:**
You may consider withdrawing from the course without receiving a "W" grade through the student registration system, following the academic calendar. However, you must ensure that your credit transfer/equivalent credit transfer that request is processed correctly, meets the specified conditions and is expected to be approved. You are advised to consult with advisor before withdrawing from a course.
- **If you are awaiting the approval of your credit transfer/equivalent credit transfer:**
Once approved, you don't need to withdraw from the course. The Registration Office will automatically withdraw the course that duplicates the transferred course without a "W" grade.

4. If I am waiting for the approval of credit transfer/equivalent credit transfer request, do I need to attend the duplicated course?

- **If you are sure that your request meets all the requirement and expected to be approved:**
You may not need to attend the course. You are advised to consult with advisor for further clarification.
- **If you prefer to wait for the approval result:**
You can attend the course as usual. If approved, the course will be automatically withdraw without a "W" grade.

5. Can courses scheduled in the study plan for other semesters or academic years be requested for credit transfer in a different or current semester?

Yes, you can request the credit transfer/equivalent credit transfer or any courses in advance within the specified timeframes set by the university. If the request is approved, you will not need to enroll in that course again in the semester specified in the study plan.

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