

# Procedures for Credit Transfer and Equivalent Credit Transfer in Graduate Study



## Credit Transfer

## Equivalent Credit Transfer

Procedures

### ★ CMU Courses

### ★ CMU Credit Bank

### ★ Another Higher Education Institution

### ★ Credit Bank from Another Higher Education Institution

Student

Submit a request online using your previous student ID and select the courses to transfer.

Submit a request online with details of the external institution.



Advisor is notified via email upon submission.

Print out the request form and submit it with the transcript, course descriptions, and supporting documents.

Advisor

The advisor reviews and approves the request **online**.

The advisor reviews and signs **the request form**.

Submit documents to the academic program; they will be forwarded to the relevant department for review.

Academic program

The academic program reviews and approves the request **online**.

The course-offering academic program reviews and approves **the request form**.

Academic Unit

The academic unit reviews and approves the request **online**.

The academic unit reviews and approves the request **online**.

Student



Once notified via email, log in to pay the fee via QR Code, Credit Card, Alipay, or WeChat Pay.

THB 1,000

THB 1,000

THB 5,000

THB 5,000

The Registration Office forwards the request for university approval.



Check your credit transfer/equivalent credit transfer status via the system upon email notification.



Within the first two weeks of the semester in which students resume study



Within the first two weeks of each semester