



COURSE CREDITING FORM
(for GRADUATE STUDENTS only)

PLEASE PRINT

PERSONAL INFORMATION		ACADEMIC INFORMATION								
LAST NAME		ID NO.								
FIRST NAME		COLLEGE								
MIDDLE NAME		PROGRAM								

TRANSFER CREDITS FROM	
NAME OF INSTITUTION	
ADDRESS	

IN SCHOOL/PROGRAM ATTENDED		DE LA SALLE UNIVERSITY-MANILA	
COURSE TITLE TAKEN	UNITS	EQUIVALENT COURSE TITLE / CODE	UNITS

TERMS AND CONDITIONS	CHECKLIST OF ATTACHMENTS												
1. A maximum of one-third (1/3) of the total number of academic units (excluding thesis/dissertation) required for a degree at DLSU-Manila may be accepted as transfer units. 2. Courses taken from another school should be credited on the first term of studies at DLSU-Manila. After the first term of studies, no other course taken from another school may be credited except if covered by a Permit to Cross Enroll issued by the Office of the University Registrar. 3. Courses counted to earn a separate degree are not eligible for crediting. 4. Only the grades in courses taken in DLSU-Manila shall be included in the computation of the Cumulative Grade Point Average (CGPA). I have read and understood the terms and conditions for the crediting of courses and agree to the same.	<input type="checkbox"/> Original or Certified True Copy of Transcript of Records or Certification of Courses Taken <input type="checkbox"/> Syllabus of the course(s) taken in another school AND syllabus of the equivalent course(s) in DLSU												
	APPROVAL (IN SEQUENCE)												
	<table border="1"> <tr> <td>CHAIR / PROGRAM COORDINATOR</td> <td>DATE</td> </tr> <tr> <td>SIGNATURE OVER PRINTED NAME</td> <td>2</td> </tr> <tr> <td>VICE DEAN</td> <td>DATE</td> </tr> <tr> <td>SIGNATURE OVER PRINTED NAME</td> <td>3</td> </tr> <tr> <td>ASSOCIATE REGISTRAR</td> <td>DATE</td> </tr> <tr> <td>SIGNATURE OVER PRINTED NAME</td> <td>4</td> </tr> </table>	CHAIR / PROGRAM COORDINATOR	DATE	SIGNATURE OVER PRINTED NAME	2	VICE DEAN	DATE	SIGNATURE OVER PRINTED NAME	3	ASSOCIATE REGISTRAR	DATE	SIGNATURE OVER PRINTED NAME	4
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SIGNATURE OVER PRINTED NAME / DATE	1												

- IMPORTANT**
- This form must be accomplished in triplicate.
 - This form will not be accepted at the Office of the University Registrar without the necessary signatures and attachments.
 - The student should claim a copy of the approved form (for reference purposes) from the Office of the Vice Dean.
 - This form is deemed valid and official only if it bears the stamp of the Office of the University Registrar.