Examination and Record Unit (ERU)

Manual Online Application Credit Transfer

**Step 1:** Student login into CaMSys.

**Step 2:** Click “Self Service” as the following picture.

**Step 3:** Click “Service Request” as the following picture.

**Step 4:** Click “Create New Request”

**Step 5:** tick for “Leave of Absence” & click button “Next”

**Step 6:** Student fill up the required information

1. Your previous college.
3. Year joint college
4. Year complete college
5. Year subject taken.
6. Subject from college.
7. Subject name
8. Credit Hour
9. Grade
10. Choose subject to transfer.
11. Click button ‘+’ to add next subject to transfer.
13. Click button submit.
**Step 6:** Click button Return

![RETURN SUBMIT CANCEL](image)

...will appear the following page

**My Service Requests**

<table>
<thead>
<tr>
<th>Request Number</th>
<th>Request Type</th>
<th>Request Date</th>
<th>Status</th>
<th>Status Date &amp; Time</th>
<th>View Application Form</th>
</tr>
</thead>
<tbody>
<tr>
<td>TCR000000040</td>
<td>Credit Transfer</td>
<td>15/06/2015</td>
<td>Approved</td>
<td>15/06/15 17:12:32</td>
<td>View Application Form</td>
</tr>
<tr>
<td>TCR000000041</td>
<td>Credit Transfer</td>
<td>15/06/2015</td>
<td>Submitted</td>
<td>15/06/15 22:16:44</td>
<td>View Application Form</td>
</tr>
</tbody>
</table>

Create New Request

Click ‘View Application Form’, printout, follow instruction stated in the form and submit to Faculty Admin.

**Step 7:** Student check application status.

Once faculty approved status will changed to “Approved” and date approved.

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Create New Request

Student also may check the status from screen “Transfer Credit”. Click “Self Service” then click “View Transfer Credit Report”

![Transfer Credit](image)

Evaluate classes for transfer and view your transfer credit report.

**View Transfer Credit Report**

**Screen will appear as below.**

**View Transfer Credit Report**

<table>
<thead>
<tr>
<th>Course Credits</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Model Nbr</td>
<td>1</td>
<td>Posted</td>
</tr>
<tr>
<td>Institution</td>
<td>MULTIMEDIA UNIVERSITY</td>
<td>Credit Source Type</td>
</tr>
<tr>
<td>Career</td>
<td>Foundation</td>
<td>Source Institution</td>
</tr>
<tr>
<td>Program</td>
<td>Foundation In Management</td>
<td></td>
</tr>
<tr>
<td>Transfer Term</td>
<td>Trimester 1 - 2015/2016</td>
<td>Incoming Course</td>
</tr>
</tbody>
</table>

End process.