


# Examination and Record Unit (ERU)

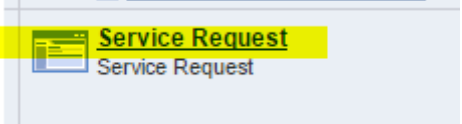
## Manual Online Application Credit Transfer

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


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



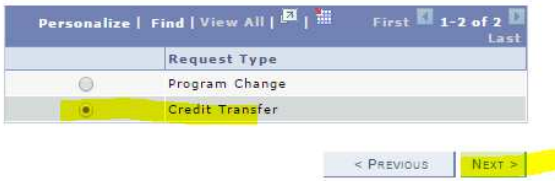
**Step 3:** Click "Service Request" as the following picture.



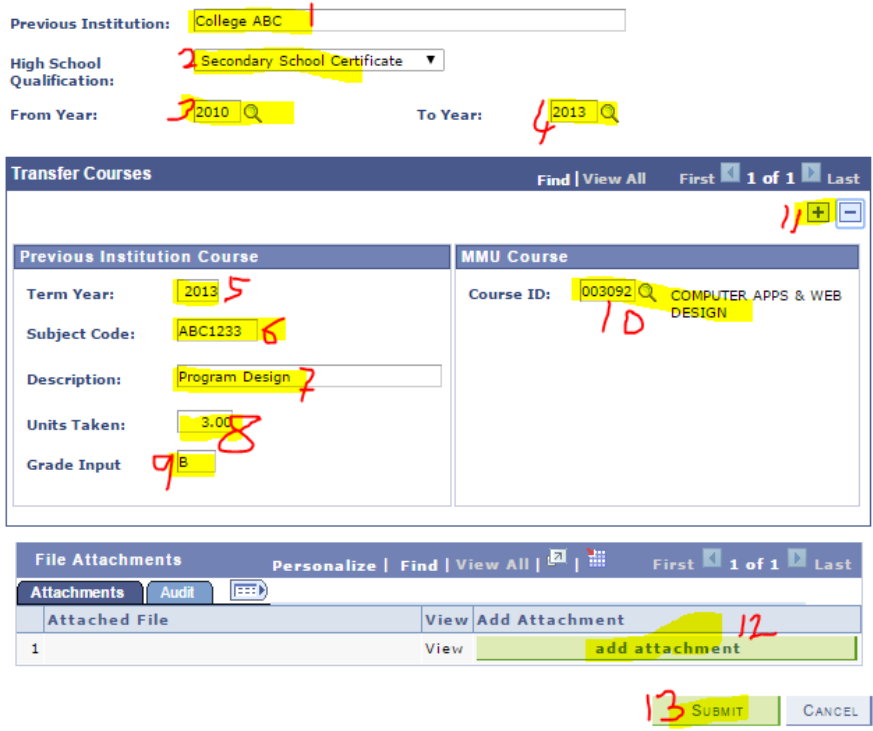
**Step 4:** Click "Create New Request"



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



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



1. Your previous college.
2. Secondary School Cert.
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.
12. Add attachment document.
13. Click button submit.

**Step 6:** Click button Return



will appear the following page

**My Service Requests**

Request Number	Request Type	Request Date	Status	Status Date & Time	View Application Form
TCR00000040	<a href="#">Credit Transfer</a>	15/06/2015	Approved	15/06/15 17:12:33	<a href="#">View Application Form</a>
TCR00000041	<a href="#">Credit Transfer</a>	15/06/2015	Submitted	15/06/15 22:38:44	<a href="#">View Application Form</a>

[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**  
Evaluate classes for transfer and view your transfer credit report.  
[View Transfer Credit Report](#)

Screen will appear as below.

**View Transfer Credit Report**

Course Credits							
Model Nbr	1	Posted		Credit Source Type	Manual	Source Institution	gfd
Institution	MULTIMEDIA UNIVERSITY		Source Institution				
Career	Foundation		Source Institution				
Program	Foundation in Management		Source Institution				
Transfer Term	Incoming Course	Units Taken	Grade Input	Status	Equivalent Course	Units	Grade
Trimester 1 - 2015/2016		3.00	C	Posted	MPW 2153	3.000	T

End process.