



Receive No.	AA.15
Received by	Date

## Transfer Credits Form

(Mr./ Mrs./ Ms.) First Name.....Surname.....

Phone ..... Email Address .....

Student ID

Degree of Study:  Bachelor's Degree  Master's Degree  Doctoral Degree

Field of Study ..... Faculty .....

**Request to**

Transfer credit(s) from other institutions.

Transfer credit(s) from Non-formal Education (NFE) or work experience.

Transfer credit(s) within PIM (in case of returning student, change field of study, and change Faculty).

**Attach the following supporting documents for considerations:**

1. 1 copy of academic transcript.

2. A copy of course information and description or (preferably) syllabi.

3. A copy of name change certificate (if applicable).

Advisor's comments.

Reviewed the course information and description.

Signature .....  
( ..... ) ..... / ..... / .....

I hereby certify the above information is true and accurate to the best of my knowledge.

Student Signature.....  
( ..... ) ..... / ..... / .....

1. Process within the faculty and other departments.

1.1 Transfer credit committee's comments. Decision of the committee permits credit(s) to be transferred:

number of.....course(s) number of.....credits

Signature.....  
( ..... ) ..... / ..... / .....

2. Process within the Office of Academic Affairs.

2.1 Assistant Director/Manager/Officer's comments  
EVD / ESD / SRD / ACD / GRD

.....  
Signature.....  
( ..... ) ..... / ..... / .....

1.2 Dean/Head of Program's comment.

Approved  Denied

.....  
Signature .....  
( ..... ) ..... / ..... / .....

2.2 Director/Deputy-Director's comment.

Approved  Denied

.....  
Signature .....  
( ..... ) ..... / ..... / .....

1.3 The Office of Accountancy and Finance's comment

Fee is paid.

Signature.....  
( ..... ) ..... / ..... / .....

2.3 Result.  Processed  Did not process

.....  
Signature.....  
( ..... ) ..... / ..... / .....





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### Transfer Credits Report

(Mr./ Mrs./ Ms.) First Name.....Surname.....

Phone..... Email address.....

Student ID

Degree of Study:  Bachelor's Degree  Master's Degree  Doctoral Degree

Field of Study ..... Faculty .....

transfer the following course(s) from previous institution(s) and request a waiver the following course(s) at PIM:

No.	Completed course(s) at other institutions. Course number and title	Credits	Grade	Substituted Course(s) at PIM. Course number/Course title	Credits	Decision of the committee	
						Yes	No
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							

I hereby certify the information above is true and correct to the best of my knowledge.  
 Student Signature.....  
 ( ..... / ..... / ..... )

1.Process within the faculty.

1.1 Advisor's comments.  
 Reviewed course(s) in the curriculum requirements.  
 Signature .....  
 ( ..... ) ..... / ..... / .....

1.2 Dean / Head of Program's comment.  
 Approved  Denied  
 Signature .....  
 ( ..... ) ..... / ..... / .....

# Score Report of Course Substitution Transfer Work Experience as Course Credit(s)

Name..... Student I.D. Number

Course(s) Substitution 1.Course Number.....Course Title.....

2.Course Number.....Course Title.....

3.Course Number..... Course Title.....

Interview Document

1. Training record of student

Course Number	List of Questions	Score Level			Total Score	Remark
		Above average	Average	Below average		
				Total Score		

Note : Above average = correct answers more 70%.

Average = correct answers between 50%-69%.

Below average = correct answers below 50%.

Pass

Fail

Committee member 1.).....

Committee member 2.).....

## **Instructions to Transfer Credits**

A student obtains the form at the counter service at the Office of Academic Affairs, or downloads at <http://reg.pim.ac.th>



Submit the form at your Faculty's office.

1. Advisor reviews course content.
2. Committee members review the application and supporting documents.
3. The committee and other related departments make decision.
4. Head of Program/Dean receive the decision from the committee.



5. Student pays processing fee at the Office of Accountancy and Finance.



6. Submit the application to Director, Officer of Academic Affairs for an approval.



7. The Office of Academic Affairs records transfer credit(s) in the VN-Caller system.



Completion.