



**APPLICATION FOR CREDIT ACCUMULATION AND CREDIT TRANSFER**

**SECTION 1 – APPLICANT INFORMATION**

NAME: \_\_\_\_\_  
Surname First Name Middle Name

Tel Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Programme Applied for: \_\_\_\_\_

**SECTION 2 – To be filled by applicants for Credit Accumulation**

Name of Diploma/Professional Certificate: \_\_\_\_\_

Institution acquired from: \_\_\_\_\_

Duration of course: \_\_\_\_\_

Year of Completion: \_\_\_\_\_ Award granted (if applicable): \_\_\_\_\_

**SECTION 3 – To be filled by applicants for Credit Transfer**

Name of Programme: \_\_\_\_\_

Department: \_\_\_\_\_

Name of Institution Transferring from: \_\_\_\_\_

**Courses for credit transfer**

<b>S/No.</b>	<b>Course Title</b>	<b>Grade Attained</b>
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____
6.	_____	_____



7.	_____	_____
8.	_____	_____
9.	_____	_____
10.	_____	_____
11.	_____	_____
12.	_____	_____
13.	_____	_____
14.	_____	_____
15.	_____	_____
16.	_____	_____

Applicant Signature

Date (dd/mm/yy)

**FOR OFFICIAL USE ONLY**

Please review this request and the attached materials to make specific recommendations concerning recognition of the prior learning undertaken by the applicant or credit transfer. Please use the space below for your recommendations and comments.

I recommend/do not recommend	_____	_____
	CoD Name & Signature	Date

I recommend/do not recommend	_____	_____
	Dean Name & Signature	Date

I recommend/do not recommend	_____	_____
	Registrar (ASA) Signature	Date

I recommend/do not recommend	_____	_____
	DVC (ASA) Signature	Date

I approve/do not approve	_____	_____
	Vice Chancellor Signature	Date



**Notes**

1. You are required to contact the relevant department prior to submitting the application to determine which of your previous studies or qualifications are likely to be relevant.
2. If you seek to transfer credit from another educational institution or need recognition of diploma or professional studies undertaken elsewhere other than MUT, attach an official certified copy of the original Diploma or Professional Certificate, showing the courses and grades achieved.
3. For credit transfer, also attach a course outline duly certified and published by the releasing educational institution. Provide as much detail as you can provide to help in the evaluation of your request.
4. Submit a hard copy of the application addressed to The Registrar (ASA), Murang'a University of Technology, P.O. Box 75 10200 Murang'a and a soft copy emailed to admissions@mut.ac.ke.