

1. Full-time students requesting for course transfer may scan and email completed form to contactNYP@nyp.edu.sg.
2. Students admitted via the Polytechnic Foundation Programme (PFP) are not allowed to transfer to a different PFP Cluster. If you wish to appeal after you are posted to a course, please consult your PFP Course Coordinator. Otherwise, you may only request for transfer to another course within the same PFP Cluster after completing at least one semester in your posted course.
3. Students admitted via the Early Admissions Exercise (EAE) may only request for a transfer after completing at least one semester in your course of studies.
4. Current students in the Common Entry Programme (CEP) are not allowed to transfer to a post-CEP Diploma course. If you wish to appeal after you are posted to a course, please consult your Course Manager/ Course Coordinator/ Personal Mentor. Otherwise, you may only request for a transfer after completing at least one semester in your posted course.
5. All requests are considered based on merit, subject to meeting minimum entry requirements and availability of vacancies.
6. You must continue to attend classes in the current course pending the outcome of the request, which will be sent to you via NYP student's email by Week 4 of the semester.
7. Students are eligible for up to 10 semesters of Tuition Grant (TG) as a Diploma Course student. The TG received in previous and/or current courses will be taken into consideration when determining grant eligibility for any subsequent course.
8. International students holding a Student's Pass whose approved course transfer requires a deferment of studies will have to cancel their Student's Pass during the deferment period and obtain a valid immigration pass, including re-applying for a Student's Pass before resuming studies. Failure to do so may affect your eligibility to remain in Singapore to resume your studies.
9. For successful internal course transfer, any transfer of learning units, certification by NYP or joint certification with the industry is subject to the Polytechnic's discretion.

SECTION A: TO BE COMPLETED BY STUDENT

Please tick the appropriate box.

- ☐ Category 1 : Newly enrolled student.
[Completed form must be received by Friday of the 1st week of the new semester.]
- ☐ Category 2 : Current student who has received the most recent semestral results.
[Completed form must be received at least 10 calendar days before the new semester starts.]

Name: _____ Admission No. : _____
 Email: _____ Contact No. : _____
 Current Course: _____
 Course requesting to be transferred to (state one course only): _____
 Reason: _____

(Please attach supporting documents, if any.)

I have understood and agreed to abide by the instructions and notes applicable to this request.

 Signature of Student and Date

***For student who is below 21 years old, this section must be signed by the parent/guardian.**

I have no objection to my child's/ward's request for course transfer.

 Name of Parent/Guardian# and NRIC No. (e.g. 123A)

 Signature of Parent/Guardian# and Date

delete where not applicable