

1. This form is for full-time students who wish to request for course transfer.
2. Please scan and email completed form to contactNYP@nyp.edu.sg.
3. Students admitted to the Common Entry Programmes (CEP) are NOT allowed to transfer to any of the post-CEP course. You will be advised separately on the selection and allocation process.
4. Students admitted via the Early Admissions Exercise (EAE) may only request for transfer after completing at least one semester of studies.
5. Students admitted via the Polytechnic Foundation Programme (PFP) may only request for transfer after completing the foundation year, and only to a course with the same domain specific modules.
6. All requests are considered based on merit, subject to meeting minimum entry requirements and availability of vacancies.
7. You must continue to attend classes in the current course pending the outcome of the request, which will be communicated to you via NYP student's email by Week 4 of the semester.
8. 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.
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 : _____

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