FLOW CHART of Preparation Procedures for Credit Transfer

Before Departure (after you get the exchange offer)

- Fill in Page 2 of the "Proposed Course Plan" form to review your study status (credits needed for graduation) and make a study proposal on Page 3
- Bring the completed "Proposed Course Plan" form and discuss your proposal with Major Leader (optional) and Programme Leader
- Submit **approved course plan**, **relevant syllabi**, **latest grade display** and **DegreeWorks Report** to SCM General Office

During Exchange Study

- Keep regular dialogue with SCM Programme/ Major Leader, and Academic Advisor (cc SCM General Office), as appropriate
- Discuss with Programme/ Major Leader on subsequent changes of study plan, if relevant
- Submit **academic results** to SCM General Office **at the end of exchange study**
- Settle CityU **tuition fee** according to the payment schedules

Completion of Study and Return to CityU

- Submit **credit transfer application form**, **original transcript** issued by partner institution and **respective syllabi** to SCM General Office within 4- 6 weeks of the completion of exchange study at the partner institution
- Register outstanding courses to fulfil the curriculum requirement