

REQUEST FOR CREDIT EVALUATION FOR SHS TRANSFEREES

GENERAL INFORMATION FOR TRANSFER STUDENTS

- THIS FORM IS TO BE USED BY TRANSFER STUDENTS WHO EARNED CREDITS FROM PREVIOUS SCHOOL..
- CREDITING SHALL TAKE PLACE AFTER THE STUDENT IS APPROVED FOR TRANSFER BY THE SHS PRINCIPAL.
- APPROVAL OF COURSES TAKEN FROM INSTITUTIONS IS THE SOLE DISCRETION OF MALAYAN COLLEGES MINDANAO. MCM RESERVES THE RIGHT TO CREDIT COURSES.
- STUDENT SHALL FILL OUT THE FORM COMPLETELY AND SUBMIT TO ADMISSIONS OFFICE FOR VERIFICATION. SHS PRINCIPAL GRANTS OR DENIES CREDIT OF THE SUBJECTS LISTED AND TAKEN. OFFICE OF THE COLLEGE REGISTRAR ENCODES TO THE SYSTEM THE CREDITED SUBJECTS AND ANNOTATES THE ENROLLMENT OF THE TRANSFER STUDENT.

PERSONAL INFORMATION

NAME OF STUDENT

TRACK

STRAND / GRADE LEVEL

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LAST NAME FIRST NAME MIDDLE NAME

UNITS EARNED FROM PREVIOUS INSTITUTION

SUBJECT AREA	OTHER HIGHER EDUCATIONAL INSTITUTION				FINAL GRADE	YR/SEM TAKEN	MALAYAN COLLEGES MINDANAO		
	COURSE CODE	UNITS	COURSE TITLE	COURSE CODE			UNITS	ACTION TAKEN	
CORE									<input type="checkbox"/> CREDITED <input type="checkbox"/> NOT CREDITED
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UNITS EARNED FROM OTHER INSTITUTION

SUBJECT AREA	OTHER EDUCATIONAL INSTITUTION			FINAL GRADE	YR/SEM TAKEN	MALAYAN COLLEGES MINDANAO		
	COURSE CODE	UNITS	COURSE TITLE			COURSE CODE	UNITS	ACTION TAKEN
ELECTIVES								<input type="checkbox"/> CREDITED <input type="checkbox"/> NOT CREDITED
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OTHERS								<input type="checkbox"/> CREDITED <input type="checkbox"/> NOT CREDITED
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VERIFICATION AND EVALUATION OF RECORDS SUBMITTED

DOCUMENTS SUBMITTED FOR EVALUATION AND REFERENCE

- SF9/ CERTIFIED TRUE COPY OF GRADES
- CERTIFIED TRUE COPY OF STUDENT'S PERMANENT RECORDS
- OTHERS, PLEASE SPECIFY _____

VERIFIED AND EVALUATED BY :

SENIOR HIGH SCHOOL PRINCIPAL / DATE

ACTION TAKEN BY SHS PRINCIPAL

APPROVED DISAPPROVED

CURRICULUM YEAR TO BE USED

SIGNATURE / DATE

SYSTEM ENCODED BY

CURRICULUM YEAR APPLIED TO STUDENT

OFFICE OF THE COLLEGE REGISTRAR / DATE

- I hereby waive the crediting evaluation process and willing to proceed with the enrollment as a regular student.
- This to confirm that I have seen and acknowledge the result of the credit evaluation.

Students Signature Over Printed Name/Date