



# TANZANIA COMMISSION FOR UNIVERSITIES

# CREDIT TRANSFER APPLICATIONS IN UNIVERSITIES IN TANZANIA

## Your Guide to Transferring Academic Credits



Continuing students at all levels of study who have successfully completed courses or modules, may apply to transfer their credits from one university to another within Tanzania or from other accredited universities worldwide.

### How to Apply for Credit Transfer

- a) Applications for credit transfer must be initiated by the student through a formal request to the receiving university, accompanied by:
  - i) An official release letter from the releasing university;
  - ii) Certified copies of certificates used to gain admission in the releasing university;
  - iii) Copies of courses or module descriptions (syllabi) showing content, contact hours, assessment methods, and grading system; and
  - iv) An official academic transcript and any other documents required by the receiving university.



- b) Transfer should be sought at least one month before the opening of the new academic year.
- c) Applicant must meet the programme minimum entry requirements and cut off point for the programme to which credit transfer is sought, based on the admission cycle in which the applicant was first admitted to the releasing university.
- d) The programme to which credit transfer is sought must have empty slots to accommodate additional students.

## Important information to be Considered by Students Opting for Credit Transfer

- a) Core subjects, courses or modules earned from the releasing university may not necessarily be core in the receiving university.
- b) Approval of subject, module, or course equivalency and credit transfer is subject to the consent of the Senate of the receiving university.
- c) The student seeking to credit transfer must be currently registered at the releasing university.
- d) A student who has been discontinued from studies for any reason is not eligible for credit transfer.
- e) Credits must be transferred within a period not exceeding five years from the time they were earned.
- f) For the purposes of graduating from the receiving university, at least 50% of the core credits must be earned at the receiving university.
- g) Students must not consider credit transfer granted until they receive official notification from the University Senate.
- h) The receiving university must process credit transfer applications in the same manner as fresh applications for student admission are processed by the appropriate governing organs and approved by the University Senate.



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