



The Institute of Management Sciences, Lahore

IMS Credit Transfer

Date: _____

Previous ID # _____ Name: _____ Program: _____

Cr.Hrs.Completed: _____ CGPA: _____

Current ID # _____ Name: _____ Program: _____

Email: _____ Cell No. _____

Course(s) applied for transfer:

Courses studied at the IMS				Equivalent Courses at IMS			Credit Given
Sr.No.	Course Title	Grade	Cr.Hrs.	Course Code	Course Title	Cr. Hrs.	Yes / No

(FOR OFFICE USE ONLY)

No. of Credit Hours to be transferred: _____ No. of Course(s) to be transferred: _____

Total No. of Credit Hours required: _____ Prepared by _____:

Program Coordinator: Signature: _____ Dated: _____

Approval of Head of Department: Signature: _____ Dated: _____

Approval of Dean: Signature: _____ Dated: _____

Approval of Registrar: Signature: _____ Dated: _____

Approval of Assistant Controller of Examinations:

Grade Displayed: Yes/No Signature: _____ Dated: _____

Guidelines for Credit Transfer:

- The Credit Transfer Policy applies to those participants who have not completed any degree program from any HEC recognized University/DAI.
- Concern HoD shall ensure that the applicant(s) has completed same level course(s) with a letter grade of 'C' or '60%' marks in Bachelors from HEC recognized University/DAI for which credit transfer is being sought. The request for credit transfer shall be approved by the Dean on the recommendation of the concerned HoD and programme coordinator.
- Credit exemption shall be counted towards the completion of degree requirements. The word 'Exempted' shall be written on the Final Transcript in such case(s).
- No fee is charged for credit transferred.

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Acknowledgement Receipt: Credit Transfer Form

Semester: _____

Student's Name: _____

Name of Coordinator: _____

Date: _____

ID # _____

Signature of Coordinator: _____