**School of Law, City University of Hong Kong**

**Credit Transfer Pre-approval Form for Outbound Exchange Programme (LLB)**

**Student’s Information**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name of Student: |  |  | Email: | -c@my.cityu.edu.hk |
| Student ID: |  |  | Contact phone no.: |  |
| Programme/ Major: |  |  | Exchange Term \*: | Semester A / B , 201 / 201 |
| Cohort: (e.g. 2015) |  |  |  |  |

**Course(s) to be taken at Exchange Institution**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **To be completed by Applicant** | | | | | | | **For Office Use** | | |
| Name of Transfer Institute | Country of Transfer Institute | Course Code | Course Title | Credit Units | Study Period (MM/YYYY – MM/YYYY) | Equivalent CityU/ SLW course (If waiver of CityU/ SLW course requirement desired) | Approval (Y/N) | Number of Credits to be Transferred | Remarks |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
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*Please attach supporting documents (e.g. Course document with detailed descriptions on content, contact hours, requirement and assessment) in support of the application. Application without relevant supporting documents will not be considered. Supporting documents will not be returned to students.*

*\* Please delete as appropriate*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Student’s signature: |  |  | Date: |  |
|  |  |  |  |  |

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Endorsed by the LLB Course Leader / LLB Programme Director / Exchange Coordinator:

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | Date: |  |  |  | Date: |  |  |  | Date: |  |
| LLB Course Leader  (Course Code LW ) |  |  |  | LLB Programme Director |  |  |  | SLW Exchange Coordinator |  |  |
| Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |  | Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |  | Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |

*(October 2018)*