

UNIVERSITI TEKNOLOGI MALAYSIA • ACADEMIC MANAGEMENT DIVISION

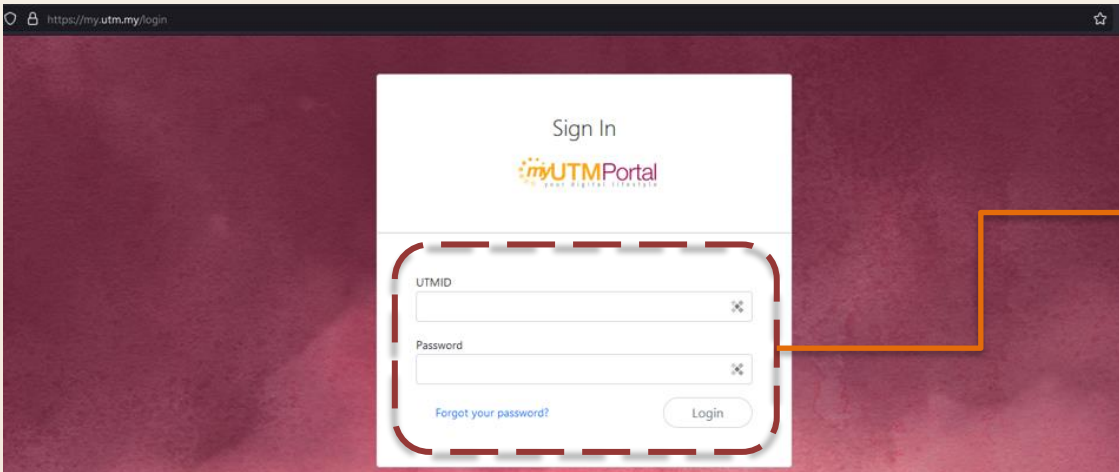
# CREDIT TRANSFER APPLICATION

## STUDENT USER MANUAL

A comprehensive, step-by-step procedural guide for Bachelor Fulltime, Master and PhD students applying for credit transfers via the Student Portal.

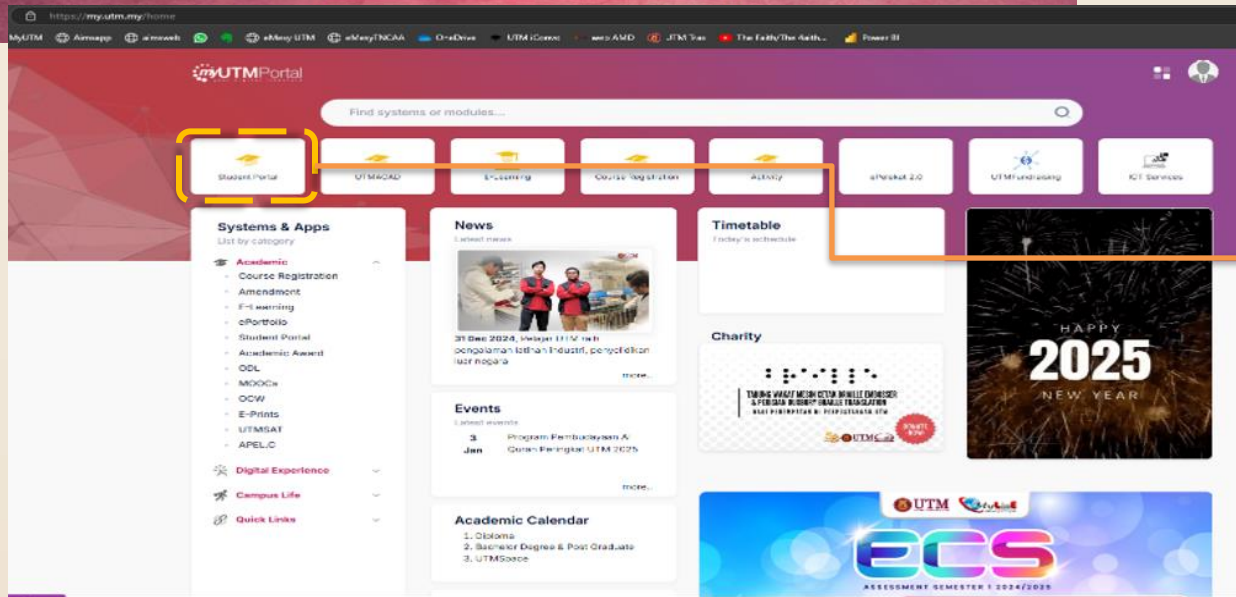


## Portal Access & Login Verification

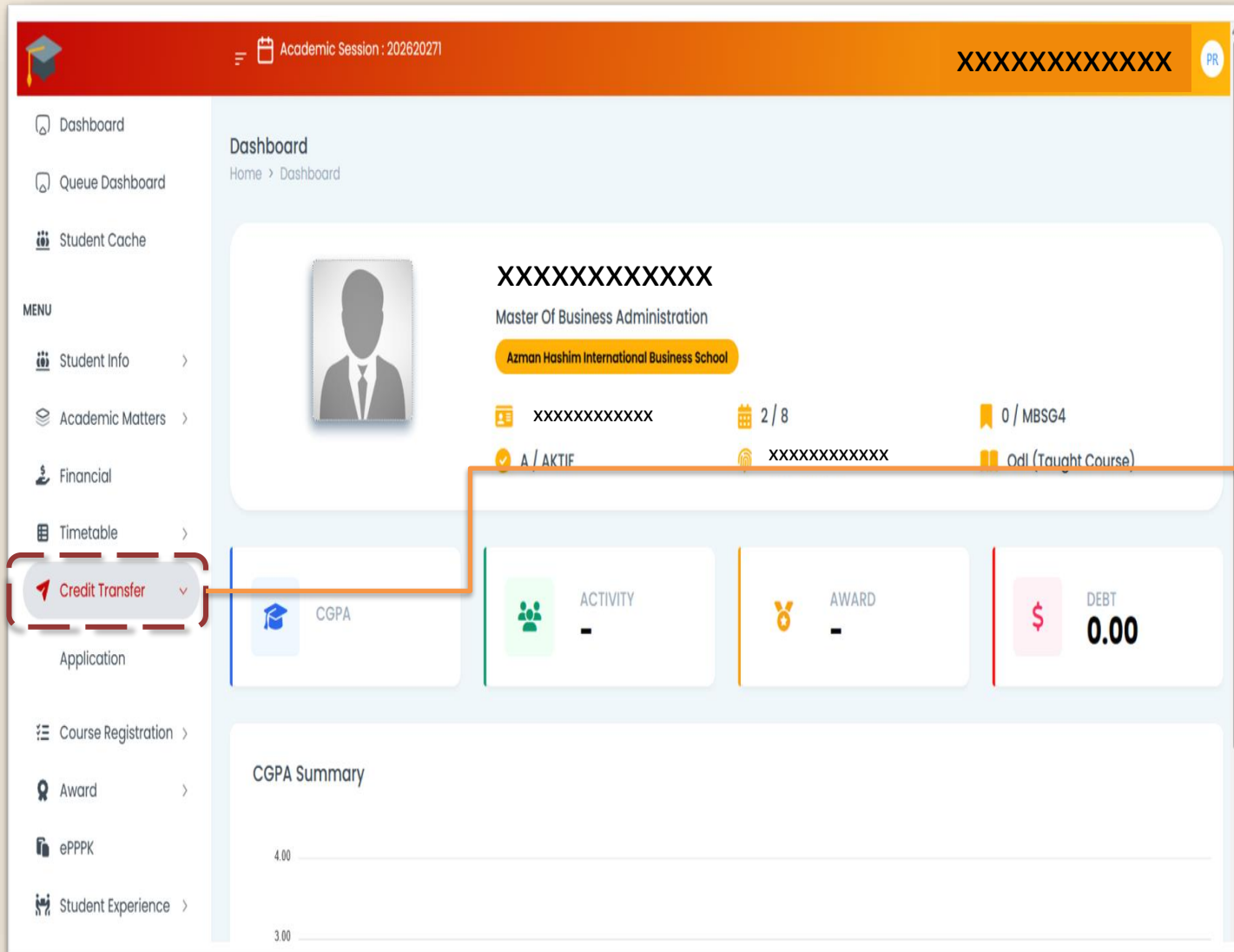


### → Log In to the MyUTM Portal

Provide your valid **UTMID** and account **Password**, then click the **Login** button.



### ➤ Click Student Portal



The screenshot shows the Student Portal Dashboard. The top header is orange with a graduation cap icon, a hamburger menu, 'Academic Session : 202620271', and a user profile icon labeled 'XXXXXXXXXXXXX' with 'PR' next to it. The left sidebar contains a 'MENU' section with items: Student Info, Academic Matters, Financial, Timetable, Credit Transfer (highlighted with a red dashed box and a red arrow pointing to the 'Application' sub-menu), Course Registration, Award, ePPPK, and Student Experience. The main content area is titled 'Dashboard' with a breadcrumb 'Home > Dashboard'. It features a student profile card for 'XXXXXXXXXXXXX' (Master Of Business Administration) at 'Azman Hashim International Business School'. Below the profile are four status indicators: a calendar icon with 'XXXXXXXXXXXXX' and '2 / 8', a book icon with '0 / MBSG4', a checkmark icon with 'A / AKTIF', and a fingerprint icon with 'XXXXXXXXXXXXX' and 'Odl (Taught Course)'. Below these are four summary cards: 'CGPA' (with a graduation cap icon), 'ACTIVITY' (with a group of people icon and a minus sign), 'AWARD' (with a trophy icon and a minus sign), and 'DEBT' (with a dollar sign icon and '0.00'). At the bottom is a 'CGPA Summary' section with a scale from 3.00 to 4.00.

## View Student Dashboard

Upon successful login, verify your student bio-data including student name, matric number, degree program, faculty, and current academic session.

## Click Credit Transfer – Application

From the left-hand navigation sidebar, click on the **Credit Transfer** parent menu item, then select the **Application** submenu.

## Application Window Guidelines

**Bachelor Fulltime Students:** Permitted to apply only within the stipulated academic window during **Weeks 1 and 2** at the beginning of each semester.

**Master and PhD Students:** Open **at any time** throughout the academic calendar with no restricted application window.

# Credit Transfer Application

Academic Session : 202620271XXXXXXXXXXXX

Curriculum Information

For Curriculum Review, Please Click Here.

Credit Transfer Applications

XXXXXXXXXXXX Session: 202620271

0 Items selected

Submit Selected

Show 10 entries

Search:

| # | Ref. Number                   | Application Status | Semester Session | Course Application                          | No. of Application | Course Application Status | Application Date | Attachment | Action |
|---|-------------------------------|--------------------|------------------|---------------------------------------------|--------------------|---------------------------|------------------|------------|--------|
| 1 | KRP/MBS254130/202620271/00002 | COMPLETED          | 202620271        | MBSA1713 - BUSINESS RESEARCH                | 3                  | APPROVED                  | 12-Oct-2026      | Yes (1)    |        |
| 2 | KRP/MBS254130/202620271/00002 | COMPLETED          | 202620271        | MBSA2183 - AGILE PROJECT MANAGEMENT         | 2                  | APPROVED                  | 12-Oct-2026      | Yes (1)    |        |
| 3 | KRP/MBS254130/202620271/00002 | COMPLETED          | 202620271        | MBSA2553 - ACCOUNTING AND FINANCE ANALYTICS | 1                  | APPROVED                  | 12-Oct-2026      | Yes (1)    |        |
| 4 | KRP/MBS254130/202520262/03019 | DRAFT              | 202520262        | MBES2089 - DESIGN PRE-THESIS 3              | 1                  | DRAFT                     | 17-Oct-2025      | Yes (1)    |        |

Showing 1 to 4 of 4 entries

Course Application Status History

Reference No  
KRP/MBS254130/202620271/00002

Course Code  
MBSA1713

Draft  
08/10/2026

Submit  
08/10/2026

Recommended  
08/10/2026

Approved  
12/10/2026

COURSEPG3 REMARK

COURSEPG3 REMARK

FACULTY RECOMMENDED COURSEPG3 (CWG)

PELLULUS APPROVED COURSEPG3 (CWG)

## Click the "+ Add" Button

To initiate a new credit transfer application, click the **+ Add** button located at the upper-right corner above the application table.

## Click on the Action Button

Click the list action icon under the **Action** column to open and display full credit transfer application details and attachments.

## Click on the Status Badge

Click directly on the status indicator badge (e.g. **APPROVED**, **DRAFT**, or **RECOMMENDED**) in the table to display the detailed transaction log.



## Entering Course Details

### New Application

Home > Application

#### Application Form

|                                                       |        |                  |                    |
|-------------------------------------------------------|--------|------------------|--------------------|
| Ref No.                                               | Status | Semester Session | No. of Application |
| KRP/MBS254130/202620271/00002                         | DRAFT  | 202620271        | 4                  |
| <div><div>+ Add Course</div><div>× Cancel</div></div> |        |                  |                    |

Click + Add Course for New Application Form



### 1. Fill In Required Fields

- Complete all mandatory fields: **Course Code Obtained**, **Course Title Obtained**, **Credit Hour Obtained**, **Grade Obtained**, **Year Obtained**, and **University Obtained** from your previous institution.
- Select the corresponding equivalent course offered at UTM from the **Course Offer by UTM** dropdown list. Credit hours will auto-populate.

### New Application

Home > Application

#### New Course Application Form

|                               |                       |                  |                       |
|-------------------------------|-----------------------|------------------|-----------------------|
| Ref No.                       | Status                | Semester Session | Number of Application |
| KRP/MBS254130/202620271/00002 | DRAFT                 | 202620271        | 4                     |
| Course Code Obtained          | Course Title Obtained |                  |                       |
| Example : UHLA1123            |                       |                  |                       |
| Credit Hour Obtained          | Grade Obtained        | Year Obtained    | University Obtained   |
| Example : 3                   | -- Select Gred --     | Example : 2020   | -- Please Select --   |
| Course Offer by UTM           | Credit Hour           |                  |                       |
| -- Please Select --           |                       |                  |                       |
| Remarks                       |                       |                  |                       |
|                               |                       |                  |                       |

255 balance character

### 3. Click the SAVE Button

Click **Save** to store your record. A confirmation modal will appear: *"Your Record has been Saved Successfully. Please Submit Your Application for Approval."* Click **OK**.



### Success

Your Record has been Saved Successfully.  
Please Submit Your Application for Approval.  
Thank You

OK

## Uploading Supporting Documents



Attachment

Show  entries

Search:

| #                          | FileName | Actions |
|----------------------------|----------|---------|
| No data available in table |          |         |

Showing 0 to 0 of 0 entries

Upload



### Click the Upload Button

In the Attachment section below the course details, click the blue **Upload** button to launch the upload dialog popup.

Upload File

Category

Attachment File PDF Only  
 No file selected.

Please ensure your document is in .pdf format. Maximum file size: **10MB**.



### Save Upload File

Select category, browse your file (**.pdf format only, max 10MB**), and click the **Save** button to confirm. Click **Close** to dismiss the popup once completed.

Attachment

Show  entries

Search:

| # | Category   | FileName            | Date / Time Upload | Source File     | Action |
|---|------------|---------------------|--------------------|-----------------|--------|
| 1 | TRANSCRIPT | My robot friend.pdf | 26/10/2026         | CREDIT TRANSFER |        |

Showing 1 to 1 of 1 entries

Previous  Next



### Mandatory Document

**Bachelor students** are **strictly required** to upload at least **two (2)** documents: the official **Transcript** and **Course Information** (syllabus).

**Master and PhD students** are strictly required to upload **at least one** document category for each course: either the official **Transcript** or **Course Information** (syllabus).

Credit Transfer Applications

xxxxxxx Session: 202620271

+ Add

0 items selected

Submit Selected

10 entries

Search:

| # | Ref. Number                   | Application Status | Semester Session | Course Application           | No. of Application | Course Application Status | Application Date | Attachment | Action                                                                                                                                                                  |
|---|-------------------------------|--------------------|------------------|------------------------------|--------------------|---------------------------|------------------|------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 | KRP/MBS254130/202620271/00002 | DRAFT              | 202620271        | MBSA2883 - EPIDEMIOLOGY      | 4                  | DRAFT                     | 26-Oct-2026      | Yes (1)    |   |
| 2 | KRP/MBS254130/202620271/00002 | DRAFT              | 202620271        | MBSA1713 - BUSINESS RESEARCH | 3                  | APPROVED                  | 12-Oct-2026      | Yes (1)    |                                                                                      |

### Action Button (Edit / View Details)

Click the blue pencil / document icon under the **Action** column to open and view the detailed course application information or update entries.

### Delete Button (Remove Record)

Click the red trash can icon to permanently delete an unsubmitted draft record from the system.

 **Important:** Ensure that the *Attachment* column displays **Yes (1)** or more before submitting. Courses without uploaded attachments cannot be submitted.

## ✔ Submitting Applications (Single or Batch)

### Credit Transfer Applications

xxxxxxxxxx Session: 202620271

1 item(s) selected

Show 10 entries

Search:

|                                     | # | Ref. Number                   | Application Status | Semester Session | Course Application           | No. of Application | Course Application Status | Application Date | Attachment | Action                                                                                                                                                                  |
|-------------------------------------|---|-------------------------------|--------------------|------------------|------------------------------|--------------------|---------------------------|------------------|------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input checked="" type="checkbox"/> | 1 | KRP/MBS254130/202620271/00002 | DRAFT              | 202620271        | MBSA2883 - EPIDEMIOLOGY      | 4                  | DRAFT                     | 26-Oct-2026      | Yes (1)    |   |
| <input type="checkbox"/>            | 2 | KRP/MBS254130/202620271/00002 | DRAFT              | 202620271        | MBSA1713 - BUSINESS RESEARCH | 3                  | APPROVED                  | 12-Oct-2026      | Yes (1)    |                                                                                      |

+ Add

Submit Selected

### ✔ Select Complete Applications

Check the checkbox next to) **completed draft records (with attachments)**, then click the blue **Submit Selected** button.



### Confirm Submission?

Are you sure you want to submit 1 selected application(s)?

Cancel

Yes, submit

### ? Confirmation Pop-up

A modal appears: "Confirm Submission? Are you sure you want to submit selected application(s)?" Verify whether you are submitting individually or by batch.



### Success

Batch Submitted Successfully.

OK

### 🚀 Dispatch & Success Notice

Click **Yes, submit** to send for approval (or **Cancel** to abort). The prompt displays: "Batch Submitted Successfully." Click **OK** to finish.



# THANK YOU

This document serves as the official operational guide for credit transfer applications. For inquiries regarding course equivalence evaluations or system access assistance, please refer to the relevant academic channels below.

 AMD OFFICIAL WEBSITE

**[amd.utm.my](http://amd.utm.my)**

 FACULTY

**Respective Faculty Academic Office**

 SYSTEM SUPPORT

**[support.utm.my](http://support.utm.my)**