

Outgoing Exchange Workflow Guideline for Students

After Exchange

1. Students return

- a. Inform FBA when return
- b. Get official transcript of Host University from FBA General Office
- c. Course exemption
 - i. Fill in the course exemption/ waiver form legibly
 - ii. Submit the course exemption application with course description, course syllabus and other relevant supporting of all overseas courses
 - iii. Credit transfer limitation
 1. Maximum 18 credits per semester
 2. Maximum 2 3-credit GE courses and 6 credits of exchange elective
 3. No credit limit on free elective
 - iv. Two course exemption application submission periods per semester
 1. 1st batch submission deadline : Beginning of the semester
 2. 2nd batch submission deadline : Last month of the semester
 - v. Courses listed on the application must match up with the official transcript of Host University and approved learning agreement
 - vi. Await for the result from FAB and Registry
- d. Students enrollment at UM

2. Complete self-graduation check

3. Share experience of exchange

- a. Provide photos and feedback of exchange
- b. Share the experience of exchange with other students

4. Study and Graduate!