

NUS COLLEGE OF DESIGN AND ENGINEERING (CDE)

For Outgoing CDE Students on Exchange from AY2026/2027 onwards

STEP 1



Select courses for credit transfer in [EduRec](#)

- Access the “**Credit Transfer Request**” tab in the course mapping worksheet of the PU.
*Academics > Global Education > External Study Application > **Submit Course Mapping**. Click [here](#) for details.*
- Only courses completed successfully (i.e. **enrolled and passed**) during your exchange with **approved course mappings** can be **selected for credit transfer**.
- Click on “**Request for Credit Transfer**”. Once you have submitted the request, no further changes are allowed.

IMPORTANT!

- ⚠ While **waiting for PU’s transcript** for official credit transfer, submitting the request for credit transfer will allow the courses taken during SEP to be taken into consideration **temporarily** for fulfilment of requisite requirement during the CourseReg exercise.
- ⚠ **Unit adjustments** will be made by your department for PU courses that do not have the same equivalent units as the mapped NUS courses based on the [SEP Calculator](#). (Refer to **Examples** in the [Course Mapping Guide](#))

STEP 2



Submit the PU official transcript to home department

- **Check** that you have followed the PU’s instructions on receiving the official transcript.
- **Submit** the official transcript to your department via the email/link provided in the [contact list](#).
- **Confirm** the mapped courses for credit transfer with your [department SEP coordinator or administrator](#).

HELPFUL TIPS 💡

- ★ Students should request an English translated copy of their transcript from the PU if applicable.

STEP 3



Monitor the credit transfer status

- Contact your department SEP coordinator/administrator if the credit transfer status is still outstanding **after 2 months** from your submission of the PU transcript.
- Once the official credit transfer has been completed, the mapped courses from the SEP will be assigned ‘**OVS**’ (Overseas Satisfactory Pass) in EduRec.
- **Only** the **name of the PU** and the **total number of units transferred** will be stated on your NUS transcript. The mapped courses are excluded from the computation of your Grade Point Average (GPA).