"Honour" Declaration for Courses Completed on SEP

Undergraduate students awaiting the Partner University's transcript for official credit transfer may complete an 'honour' declaration to upgrade their ***CourseReg Seniority*** (e.g. from Year 2 to Year 3 seniority) during the exercise.
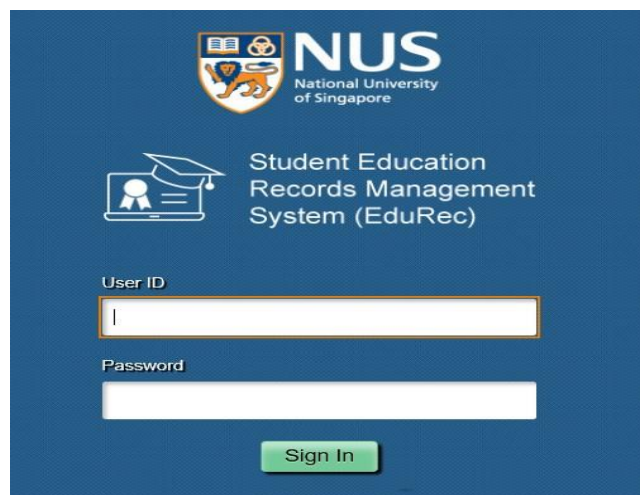
'Honour' declaration can only be made for courses completed successfully (i.e. enrolled and passed) on SEP. The Units from these SEP courses will then be added to your cumulative Units and used for assigning your ***CourseReg Seniority*** priority based on the **promotion rules for the next level of study** i.e., your cumulative Units after the declaration meet the total cumulative units to be promoted to the next level.

Important Note:

This declaration is only an interim measure to adjust your ***CourseReg Seniority***. Students are still required to complete the official credit transfer process by submitting the Partner University's transcript to fulfil their degree requirements.
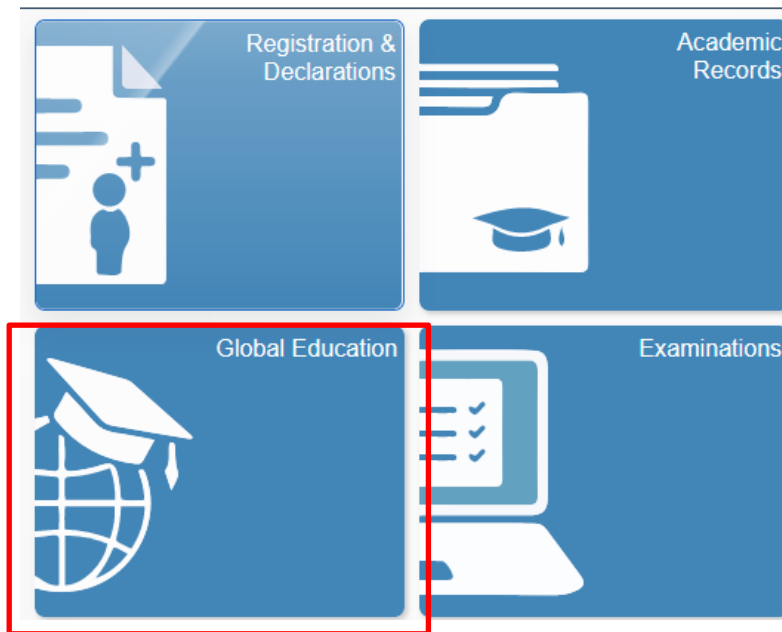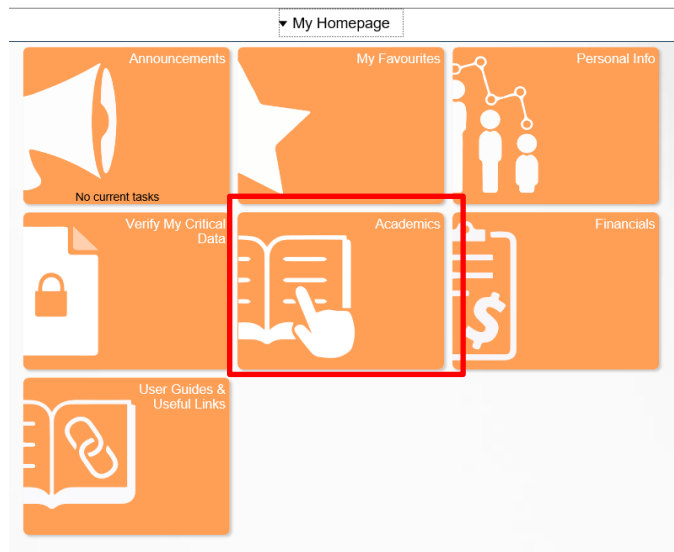
Steps:

1. Login to the **NUS Student Education Records System (myEduRec)** (https://myedurec.nus.edu.sg/) using your **NUSNET ID and Password**.

2. Select **Academics** followed by **Global Education**.

3. Click on **Submit Course Mapping** on the left-hand menu:
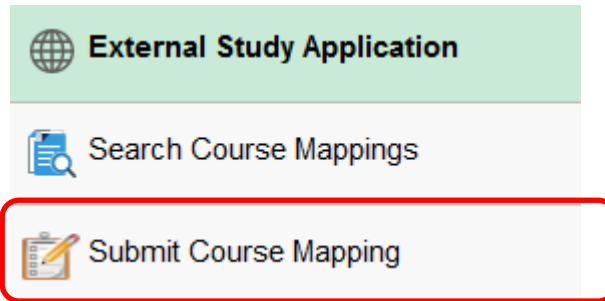
4. Select the approved course mappings you wish to request for credit transfer under the **Credit Transfer Request** tab in the course mapping worksheet of the overseas university you were away for the external program.

5. After selecting the mappings, click '**Request for Credit Transfer**' to submit the request for credit transfer. Please note that once you have submitted the request, no further changes are allowed.

6. Please refer to the detailed steps below: