

Duke Kunshan University

Prematriculation Credit Information to be Completed by College or University Previously Attended

Student Name:

Student ID:

(4-digital number)

Registrar or School Official,

The student named above requests your assistance. Students who wish to transfer credit completed at another college or university prior to enrollment at Duke Kunshan University are required to supply confirmation from the attended college or university that the completed coursework meets certain criteria.

Please consider the following information:

I affirm that the course(s) taken by the student named above was(were),
a) taught on this college or university campus, and not at an off-campus location,
b) taught by a regular member of this college/university faculty,
c) taken in competition with degree candidates of this institution, and
d) offered as a regular part of the curriculum of the institution.

If the statement is accurate, please complete the following information, affix the school seal or stamp, and return this form to our office at your earliest convenience. Your cooperation is appreciated.

School Name:

Date:

School Official Name:

School Official Signature and Title:

Please identify the course(s) taken by the student at your institution:

Please email this completed form to the Office of the Registrar at Duke Kunshan University at dku-registrar@dukekunshan.edu.cn.

School Seal:

Campus Address:
Academic Building Room 3124
Duke Kunshan University
No. 8 Duke Avenue
Kunshan, Jiangsu Province 215346

Contact:
E-mail: dku-registrar@dukekunshan.edu.cn
Phone: (+86) 512-3665-7021