

**INDIRA GANDHI NATIONAL OPEN UNIVERSITY**  
**Student Registration Division**

F.No: IG/SRD/R-V/CT/2025/

Dated : 19.05.2025

**NOTIFICATION**

The Academic Council of the University in its 83<sup>rd</sup> meeting held on 18<sup>th</sup> February 2025, has approved the following modified Credit Transfer Policy of the University -

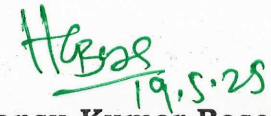
1. The existing Credit Transfer Policy of the University, for both internal and external credit transfer shall continue, with the condition that the shelf-life of credits earned for redemption / transfer shall be 7 years.
2. Credit transfer will be allowed in respect of completed courses of an incomplete programme only. No Credit Transfer will be allowed, if a particular programme is complete and degree / diploma / certificate has already been awarded to the applicant.
3. In case of external credit transfer, a maximum of 50 percent credits of the respective programme could be transferred, subject to matching of courses and their level as per IGNOU norms.
4. The modified Credit Transfer Policy shall apply uniformly to all programmes offered by the University.
5. The students will be allowed to complete their programme in the minimum possible time period (semester/year as applicable), after obtaining credit transfer (both internal and external), without having to wait for completing the minimum duration of the programme.
6. Change of course(s), as admissible, will be allowed to such students seeking credit transfer, to facilitate early completion of their programme, if they had already completed the remaining courses in order to be eligible for award of the degree / diploma / certificate.

7. There will be no Fee for credit transfer and change of course associated with credit transfer, in case of both internal and external credit transfer. Only a one-time non-refundable processing fee has to be paid for credit transfer and change of course associated with it.
8. The processing fee for credit transfer shall be as under:

Number of credits sought/eligible to be transferred	Processing Fee
Up to 16 credits	Rs. 500/-
More than 16 credits	Rs. 1000/-

The general rules governing the modified Credit Transfer Policy and the Credit Transfer Forms under it are available as Annexure-1 and Annexure-2. This notification has to be read and understood in conjunction with Annexure – 1 and 2.

This notification is being issued with the approval of the Competent Authority and supersedes all the earlier notifications issued in this regard. This will come into force with immediate effect.

  
(Dr Himansu Kumar Bose)  
Registrar, SRD

**Distribution :**

1. All the Directors of Schools/Heads of Divisions/Centres/Units
2. All the Regional Directors of Regional Centres and Recognised Regional Centres
3. All the Sections of SRD
4. AR, VCO
5. PS to Registrar (SRD)

डॉ. हिमांशु कुमार बोस  
कुलसचिव (वि.पं.प्र.) इग्नू  
Dr. Himansu Kumar Bose  
Registrar (SRD) IGNOU





INDIRA GANDHI NATIONAL OPEN UNIVERSITY

Maidan Garhi, New Delhi – 110 068



**Student Registration Division**

**Annexure – 1**

**Credit Transfer Scheme**

Credit transfer is of two types – Internal and External. In both the cases, Credit Transfer will be allowed only for the courses of an incomplete programme. To be more specific, if the applicant has already got certification by using certain courses; then those courses will not be considered eligible for Credit Transfer.

Students seeking credit transfer, both internal as well as external, should apply directly to –

**The Registrar, Student Registration Division, Block – 3, IGNOU Campus, Maidan Garhi, New Delhi-110068**, in the prescribed form enclosing the required documents.

The student availing credit transfer will be allowed to complete his/her programme early. For this purpose, the student will be allowed to do “change of course”, and take the elective(s) of second/third year/semester in the previous year/semester. Therefore, students availing credit transfer should **also apply for “change of course”**, by submitting an application on plain paper, indicating such ‘change of course’ at the time of submitting the application for credit transfer.

**Internal Credit Transfer :**

This facility is available to old IGNOU students who could not complete their programme. Such students have to take fresh admission in their desired programme once again just like any other student. They have to apply for transfer of credits from the old enrolment number to the new enrolment number after confirmation of their admission and before the expiry of the maximum validity period of the new enrolment number. Internal credit transfer for a course will be allowed only if –

- (i) the course code is the same under the old and new enrolment numbers **OR**
- (ii) the course code(s) has changed, but mapping between the old and new courses is available.

**Documents to be submitted:**

1. Student I-card of the new enrolment number.
2. Grade card issued by SED OR copy uploaded on the IGNOU website, of the previously enrolled programme.
3. Proof of payment of processing fee.



### External Credit Transfer :

ECT means allowing a student of another university/ institute to get admitted in IGNOU for completing any equivalent degree/diploma programme on the basis of credits obtained by him/her from that University / institute. A student thus admitted, need not write IGNOU examinations for such courses which are found equivalent and for which appropriate credits would be deemed to have been acquired for purposes of fulfilling the IGNOU requirements for award of a degree/diploma.

### Eligibility:

The external credit transfer scheme is applicable only to those candidates who have not been able to complete their degree from any other recognised university / institute, but are willing to complete it through IGNOU as per rules provided. **As per UGC regulations, a student has to complete minimum of 50% credits from the degree awarding university, in order to be eligible to get a degree / diploma.**

Therefore, a maximum of 50% credits of a programme can be granted through external credit transfer. (For example – if an IGNOU programme is of 120 credits, then an exemption of maximum 60 credits can be granted through external credit transfer, even though the student had completed more than 60 credits in his / her previous university / institute).

### Modalities:

- i) Normally external credit transfer can be granted only from a diploma/degree to an equivalent diploma/degree of IGNOU.
- ii) Credit transfer will be permissible in the case of students coming from institutions established by an Act of Parliament or by an Act of State Legislature; or an institution “Deemed to be University”, or an “Institution of National Importance”, or institutions recognized by statutory bodies like UGC, AICTE, ICMR, ICAR, CSIR etc.
- iii) Credit transfer can be done only on the basis of individual courses and not on the basis of year-to-year courses as in conventional institutions.
- iv) In order to get a diploma/degree from IGNOU, **a student will be required to earn at least 50% of the total credits of the program from IGNOU, for award of the diploma/degree.**
- v) The degree certificate or the marksheet given to the students will specifically indicate the credits earned in IGNOU and those obtained from the other institution.



### Rules and Regulations :

- i) For availing external credit transfer, **first and foremost the applicant has to take admission in the desired IGNOU programme.**
- ii) **Only after the admission is confirmed and the admission data uploaded on the IGNOU website,** the student can apply for external credit transfer.

### Documents to be submitted:

- a) Attested copies of Mark Sheet(s),
  - b) Attested copy of syllabus of courses completed by the applicant. The syllabus of the courses pursued from the University/Institute should be attested by the Registrar of the University/Institute or Head of the Department / Principal of the college.
  - c) Proof of payment of processing fee.
- iii) The decision of the University in this regard will be final.

All such applications of external credit transfer shall be examined on a case-to-case basis by the faculty concerned of the respective Schools of Studies. **This process will take a minimum period of three months from the date of receipt of such requests in SRD with all the relevant documents and fees.**



( Dr Himansu K Bose )

Registrar (SRD)

डॉ. हिमांशु कुमार बोस  
कुलसचिव (वि.पं.प्र.) इग्नू  
Dr. Himansu Kumar Bose  
Registrar (SRD) IGNOU



Maidan Garhi, New Delhi – 110 068



To

The Registrar (SRD),  
IGNOU, Maidan Garhi  
New Delhi - 110068

### Annexure – 2 (a)

Name of the Old Programme: \_\_\_\_\_ Old Enrolment No: \_\_\_\_\_

Name of the New Programme: \_\_\_\_\_ New Enrolment No: \_\_\_\_\_

Name of the Applicant: \_\_\_\_\_

Email ID: \_\_\_\_\_ Mobile No: \_\_\_\_\_

**Note –The applicable non-refundable processing fee has to be paid at the time of submission of application.**

[illegible]



## Application for External Credit Transfer

To  
The Registrar (SRD),  
IGNOU, Maidan Garhi  
New Delhi - 110068

### Annexure – 2 (b)

Name of the University from where the Courses have been completed: \_\_\_\_\_

Name of the previous programme of which credit transfer is sought : \_\_\_\_\_

Name of the IGNOU Programme : \_\_\_\_\_ Enrolment No : \_\_\_\_\_

Name of the Applicant : \_\_\_\_\_

Email ID: \_\_\_\_\_ Mobile No: \_\_\_\_\_

**Note –The applicable non-refundable processing fee has to be paid at the time of submission of application.**

[illegible]



	Details of Previously Studied Course(s) for which Credit Transfer is sought								Details of IGNOU Course(s) against which Credit Transfer is sought		
Sl. No.	Name of the Discipline/ Subject(s)	Title of the Course (s) Passed/ Completed	Course Credits	Max. marks	Marks obtained	% age of Marks	Year of passing		Course Title	Course Code	Credits

Date : \_\_\_\_\_

Signature of the Applicant : \_\_\_\_\_

Amount of Fees Paid \_\_\_\_\_ Mode of Payment: SBI Collect / DD / Payment made at SRD, IGNOU HQ

Payment Reference No : \_\_\_\_\_ Date \_\_\_\_\_

**Note – Attach Extra Sheet if necessary**

(For office use only)

**Recommendation of the School(s)**

Credit Transfer recommended for the following Course(s)						Credit Transfer NOT recommended for the following course(s)				
Course Code	Course Title	Credits	Marks Obtained	Percentage	Signature of the Prog / Course Co-ordinator	Course Code	Course Title	Credits	Reason for Rejection	Signature of the Prog / Course Co-ordinator
Credit Transfer recommended for the following Course(s)						Credit Transfer NOT recommended for the following course(s)				



Course Code	Course Title	Credits	Marks Obtained	Percentage	Signature of the Prog / Course Co-ordinator			Course Code	Course Title	Credits	Reason for rejection	Signature of the Prog / Course Co-ordinator

Date : \_\_\_\_\_

Signature of the Director of the School : \_\_\_\_\_

**For SRD use**

**Amount of Fees to be Paid** \_\_\_\_\_ **Mode of Payment** : SBI Collect / DD / Payment made at SRD, IGNOU HQ

Payment Reference No : \_\_\_\_\_