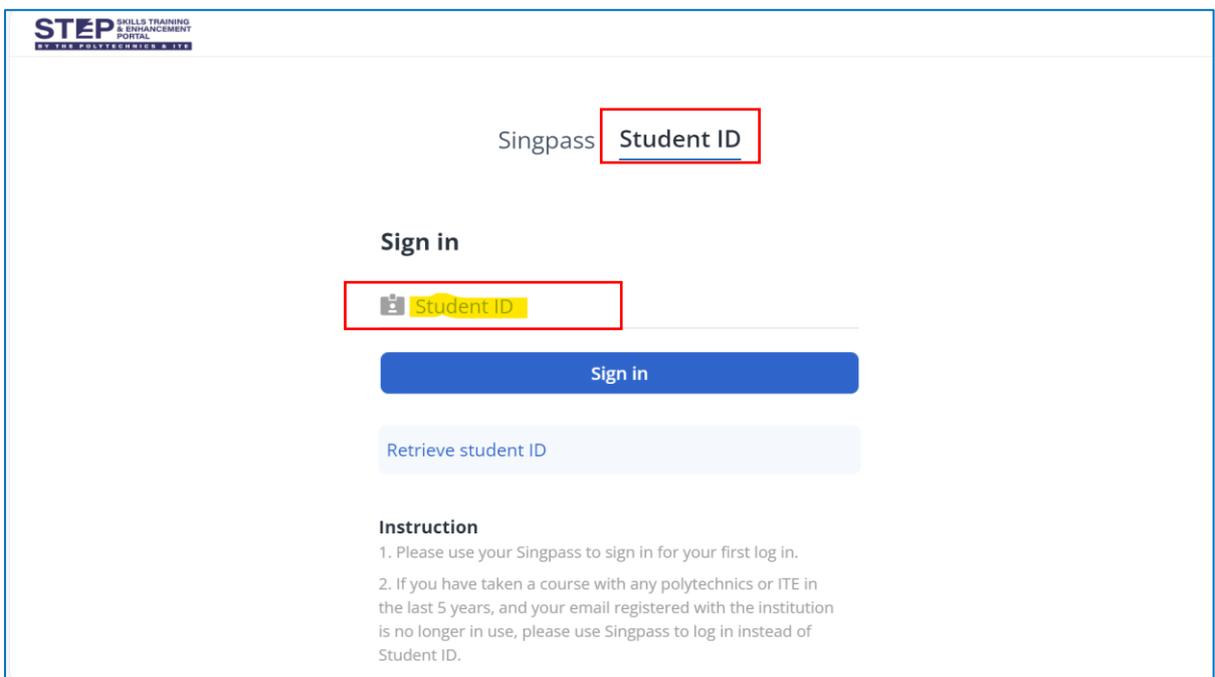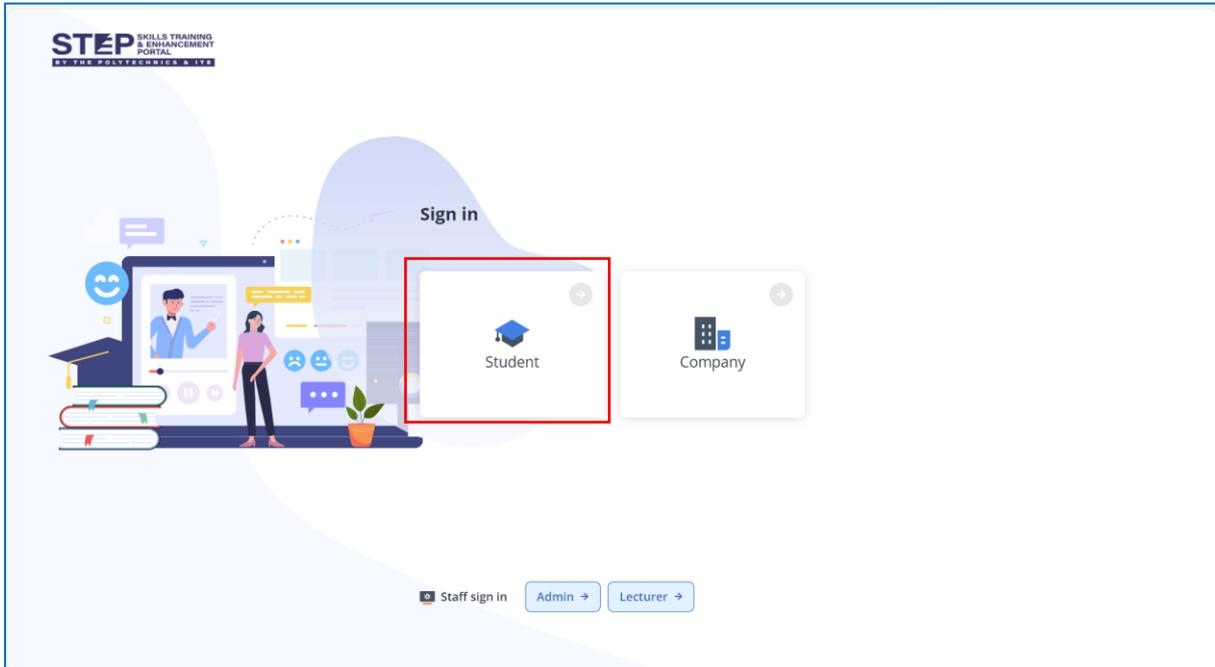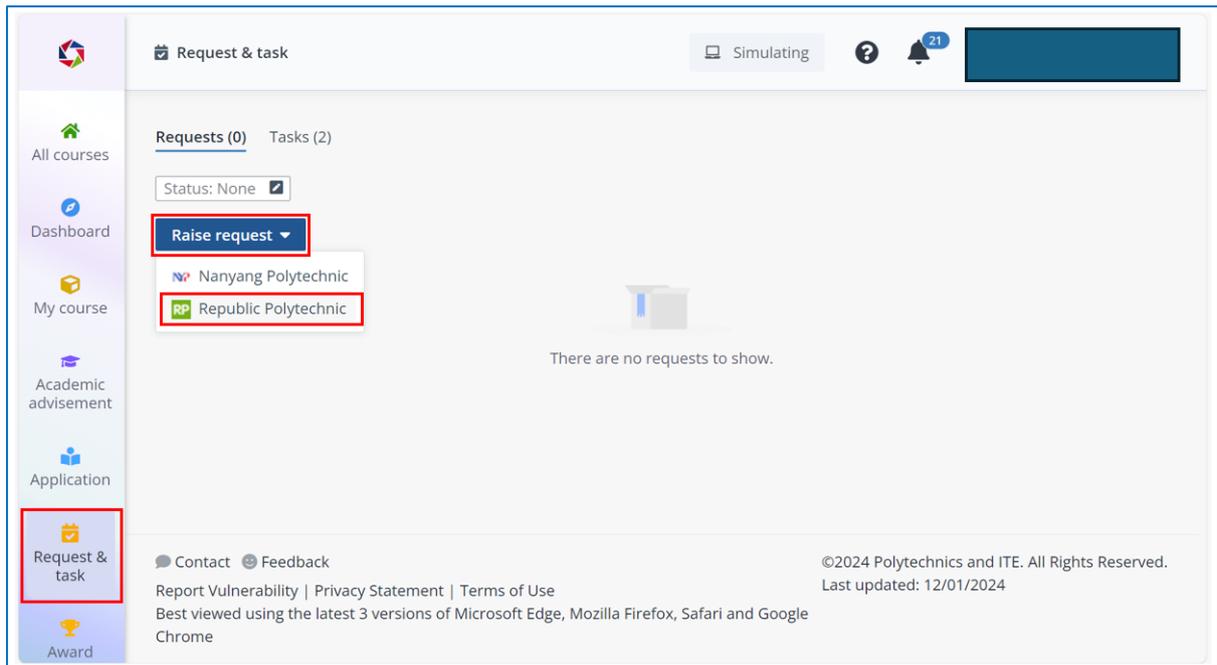# Guide on Applying for Module Exemption/Credit Transfer in STEP
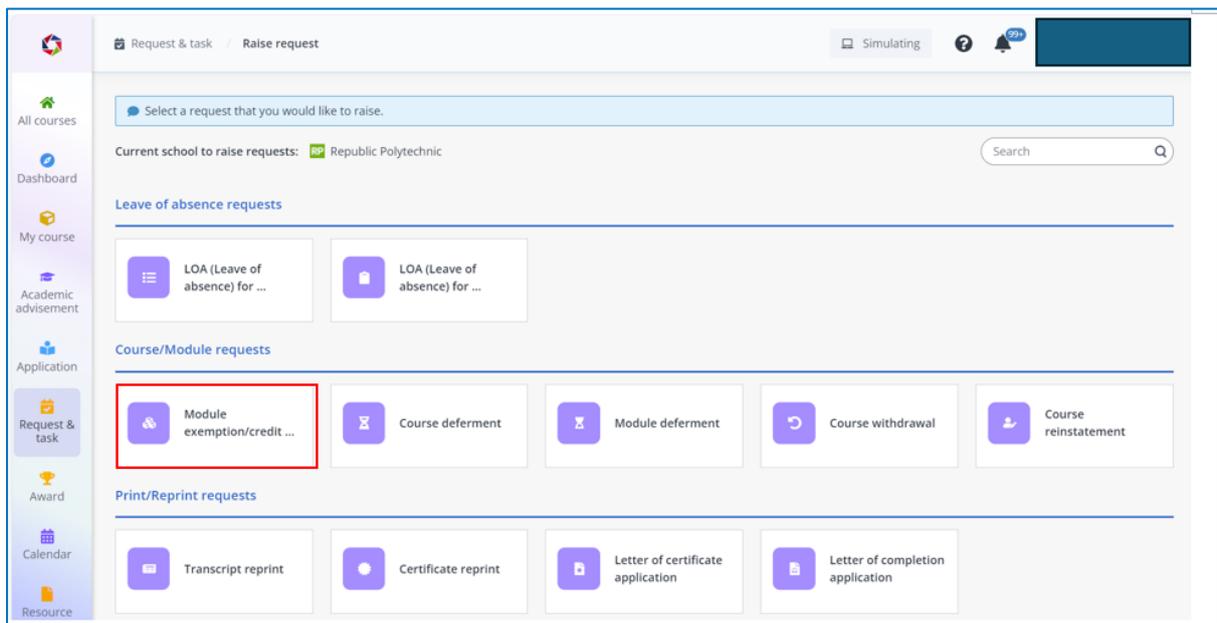
1. To submit module exemption/credit transfer applications request. Log in to STEP and key in your student ID and click "Sign In".

2. Under Request & Task, click on Raise request and select Republic Polytechnic.

3. Click on Module Exemption/Credit Transfer

4. Select the corresponding course and click "Next".

5. Select the relevant modules that you wish to apply for module exemption/credit transfer.

6. Click on "Add education qualification" to fill in the necessary qualification information and click save.

7. Upload the relevant supporting documents. If working experience is also applicable for the module exemption/credit transfer application, click on "Add working experience" and fill in the information, otherwise click on "No working experience".

8. Click Next.

9. Read through the terms and condition and tick the checkbox and click "Submit".