**request for QUALIFICATION TRANSFER**

When submitting a qualification transfer from one school to a different qualification in another school, each student must request and receive the approval of both Deans (LIV) respectively.

**Procedure:**

The student will present :

1. Record from Registration for completed credits and courses**.**
2. The request form will be presented to the Assessment Board at the current school for Approval within 1 week.
3. **The student will be given 48 hours from the date of the Assessment Boards approval (current & old school) to re-consider** , before Registration Department enters the transfer into the registration system.
4. The request form will be signed by the student and approved by Both Deans ( LIVs)

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| **Student Name:**  **Student ID:**  **Semester :**  **( Student YOU MUST Fill )**  جهة الانفاق: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | **Program:**  **Current Qualification:**  **School of:**  **New Qualification:**  **School of:** | |
| **High School Average:**  **Total Passed Credit Hours:**  **Current GPA:**  **Cumulative GPA :** | | **Reason for the Change Request** | |
| **Current School Dean(LIV)**  **Name:** | **Current School Dean (LIV)**  **Approval:** | | **Current School Dean (LIV)**  **Signature & official Stamp:** |
| **New School Dean (LIV)**  **Name:** | **New School Dean (LIV)**  **Approval:** | | **New School Dean (LIV)**  **Signature & official Stamp:** |
| **Assessment Boards Decision/s :**  **Date :** | **Equivalent Credit Hours Totaled :** | | **Official Board Signature & Stamp** |
| **Student Fund Secretary (If Student with Student Fund):** | **Name :** | | **Remarks & Signature:** |
| **Financial Employee:** | **Name:** | | **Approval & Official Stamp:** |
| **Registration Employee on System:** | **Name:** | | **Actual Transfer Date :** |

**Authentication**

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| **Student Declaration:**  I understand that I can re-consider my qualification transfer request within **48 Hours** from the date of Assessment Boards approval. Registration will consider the **decision as final** after 48 hours and will enter the data into the system.  **Student’s signature: Request Date:** |