

## Transfer Courses/Credits Process

Process 1		Check & Receive Students' documents (academic transcript, syllabi, admissions e-application, high school certificate & GAT). The students have to have an admissions exception in case his application does not match the admissions criteria.	Suggested Time
Who:	Admissions Agents		Immediately
Process 2		Collect the transfer fees	Immediately
Who:	Cashiers		
Process 3		File all the papers including the transcript and fill the transfer application and scan them. (The transfer Application is a summary made by the admissions agent that has the number of courses which meets the criteria of transfer and some other information including the name of the admissions agent).	Immediately
Who:	Admissions Agents		
Process 4		Send the scanned documents by <a href="mailto:Transfer@yu.edu.sa">Transfer@yu.edu.sa</a> ; to the concerned Deans, Assistants to the Deans, Department Heads, for reviewing and processing	Immediately
Who:	Admissions Agents		
Process 5		Colleges to send the evaluation of the transcript and the approval on the courses to register to the Admissions Agents.	48-72 Hours (excluding weekends and high demand times at the start/end of semesters).
Who:	Colleges		
Process 6		Registration to contact the student and inform him/her about the transfer application status via the admissions letter	Immediately
Who:	Registration		
Process 7		Registration will contact the student about registering for courses and issuing the student ID.	Depends on Student
Who:	Registration		
Process 8		Registration Team to register the courses for the student and submit the transferred courses in the system.	24-72 Hours

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University President

Date: 9/9/2018