

(VISITING STUDENT POLICY)

**Policy Purpose:** The purpose of this policy is to define the parameters around which students who are matriculating at another college or university may attend Al Yamamah University.

### Introduction

Occasionally, for a variety of reasons, students matriculating at another college or university may wish to attend Al Yamamah University for a short period of time before returning to their home institution. This policy clarifies the arrangements for such.

### Policy Content

Students attending another licensed or MOHE recognized college or university may attend Al Yamamah University for one semester (and summer term) if the following conditions are met:

- 1 – the student has written permission from his/her home university to attend YU **OR signs a document in the Deanship of Admission, Registration and Student Affairs indicating that s/he takes full responsibility regarding the transferability of the courses taken at YU;**
- 2 – the student files an application form with YU, **including his/her transcript from the other institution,** but does not need to file all of the other usual documents;
- 3 – the student registers for classes approved by one of the department chairs in his/her respective college (and will need to bring his/her home transcripts with him/her so the advisor can recommend the appropriate courses);
- 4 – the student meets the various academic and course prerequisite requirements; and
- 5 – the student pays the tuition/fees for the courses in which she has been approved to enroll (the admission fee is waived for visiting students). **Tuition is 2,000 SR/credit hour, with a minimum of 3,000 SR.**



6 – Proof of proficiency in English.

If the student wishes to attend YU for more than one semester (and a summer **term**), s/he needs to apply for regular admission and submit all of the required paperwork and pay the admission and other transfer credit fees; or apply to the University Council for a one semester extension with justification.

### Exceptions

The University Council reserves the right to make exceptions as it deems appropriate and necessary.

### Authorization

This policy was authorized by:



University President

Date: 22/7/1433 (12/6/2012)

