Imported Note: Please read carefully all the transfer rules and regulations.

Transfer Rules and Regulations:

1. Availability of places in the academic program.
2. Student’s General Secondary Certificate should be accepted in the program transferred to (Literature, Science, Commerce, Industry, etc.).
3. It is up to the academic department to determine the number of transferring students eligible for admission, on the basis of academic programs, and student intake policies.
4. Transfer students must meet the following requirements at the end of the semester at which is the intend to apply for transfer:
   - A. Students on academic probation are ineligible to transfer to another college.
   - B. Completion of a minimum of 12 cr, and a maximum of 45 cr.
   - C. Must have a minimum CGPA of 2.00 out of 4.00

5. Choice of transfer students will be based on their CGPA, and in the case of having the same CGPA, preference will be given to students who have completed more credit hours.
6. For academic departments requesting interview as part of admission procedure, departments should arrange interviews after determining the final list of transfer students. In case of interview failure, students’ transfer will be unaccepted; therefore the student has no right to request transfer to other program in the same academic semester.

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Note: The student must have completed at least 12 credit hours of the required courses for the program to which they are transferring.

Date: [Student's Sign]

Date: [Data Entry Name]

Date: [Received by]

Date: [Off. Tel]

Date: [E-mail]

Date: [Required Major]

Date: [Current Major]

Date: [Sponsor]

Date: [mobile No]