**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)

|  |  |
| --- | --- |
| **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**

|  |
| --- |
| **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:** |