








## Internal Transfer between University Colleges

The internal transfer request is submitted through Student Information System (SIS) **annually** before the start of the academic year according to the academic calendar announced on the University's website.


### Terms and conditions of submitting an internal transfer request

- 01 The student must have completed at least one academic year with a minimum of 24 credit hours at the current college, after completing the joint first-year program or the first foundation year in the college.
- 02 Students are allowed to submit a transfer request to colleges with the same qualification and specialization (health, engineering, scientific, humanities) taking into consideration the compatibility of their high school certificate with the college they are transferring to.
- 03 The student's cumulative GPA when the transfer request is submitted should not fall below 3.5 out of 5, except for those transferring to Applied College, where the GPA requirement is a minimum of 2 out of 5.
- 04 The student must not have completed %60 of his/her study plan in the current college.
- 05 The possibility of completing the graduation requirements within the allowed period in the program the student is transferred to.
- 06 Students are only allowed to transfer once between the colleges of the university throughout their study period.
- 07 The student must not have a history of discontinuation in his/her current college.
- 08 Any conditions specified by the college to which the student is transferred.

### After the transfer

-  Both equivalent and non-equivalent courses that were completed will be added to the transcript.
-  All courses completed in the previous college will be reviewed for equivalency.
-  The student who submitted a transfer request must regularly take the final exams, as the transfer applies only for the next semester.
-  The remuneration continues to be disbursed according to the duration of the program to which the student is transferred (study duration)\*, taking into account the semesters in the college from which he/ she is transferred.
-  The need to complete the graduation requirements for the program to which the student is transferred before the maximum period for graduation\*, taking into account the semesters in the college he/she is transferred from.
-  The request cannot be cancelled after the approval.
-  Only the grades of the equivalent courses are included in the GPA.

### Acceptance of transfer between colleges is competitive according to:

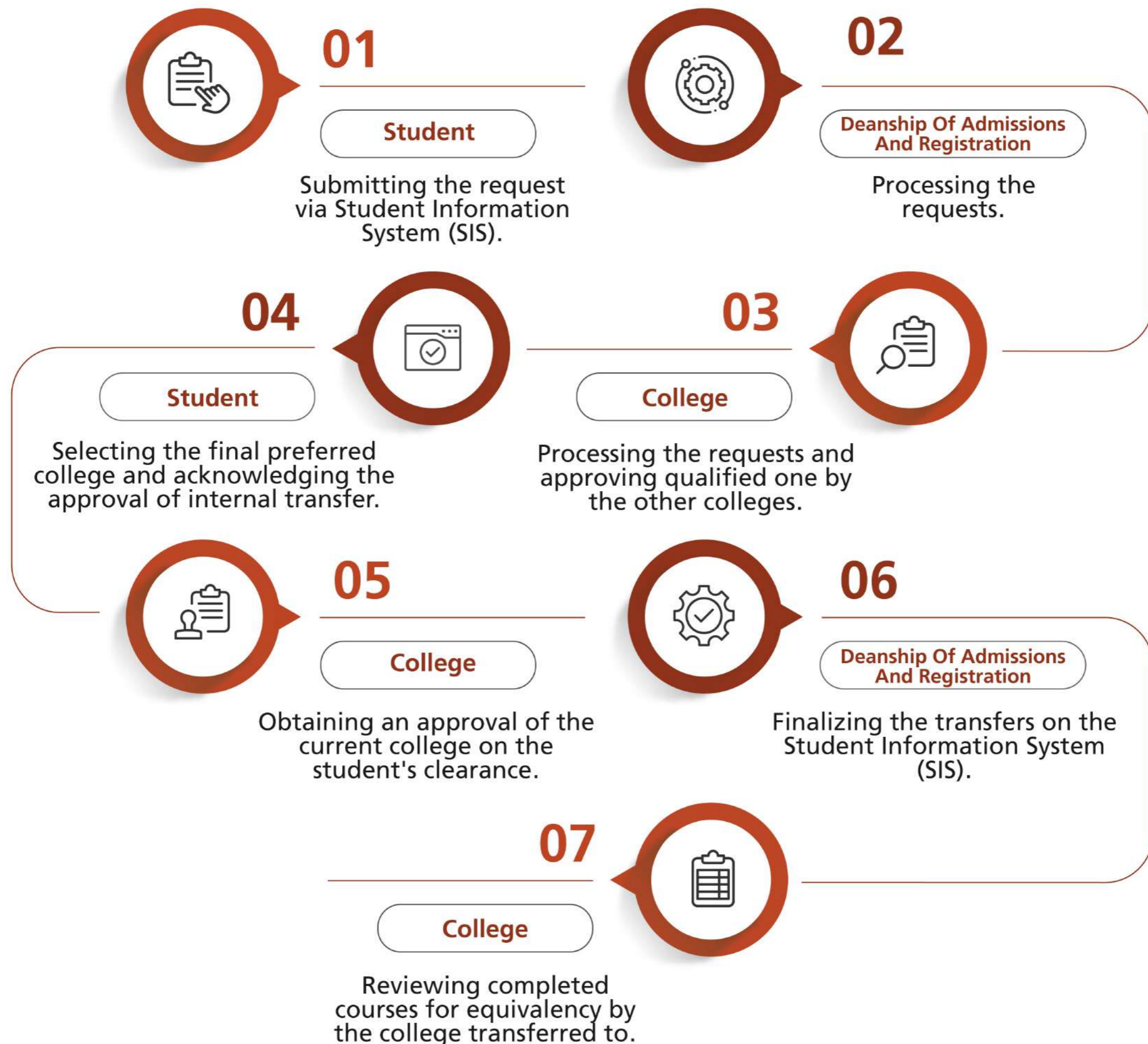
-  GPA.
-  Available seats in each college.
-  College terms and conditions.

“Equivalency of courses requests between colleges are processed through the college to which the students are transferred”

- \* **Study duration** | The number of academic years or semesters that are counted within the period spent as a student according to the program's study plan.
- \* **Maximum period for graduation** | Students must complete the graduation requirements within a maximum period of half of the period stipulated for their graduation in addition to the standard duration of the program.



# Procedures of Internal Transfer (between university colleges)





## Steps to submit a request of transfer between university colleges



## Steps to follow up the transfer request and the results



## Steps to complete the transfer procedure after the approval of the transfer request

- 01 Acknowledging the approval after reading the acknowledgment and choosing (✓).
- 02 Submitting an E-Clearance from the current college through SIS and obtaining the approval of the college the students is transferred from. Follow these steps:



Then follow up the request form at your current collage.



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