

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 passed the joint first-year program or a foundation year program when applying to another college with a foundation year program.
- 02** The student must have completed at least one academic year with a minimum of 24 credit hours at one of the colleges that has a joint first-year program when applying to another college with a joint first-year.
- 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 the Applied College, where the GPA requirement is a minimum of 2 out of 5.
- 04** The student must not have completed more than half of the program duration he/she is applying to transfer form.
- 05** The possibility of completing the graduation requirements within the allowed period of 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 Standing Committee of Study Plans and Systems
- 09** The program transferred to must be one that gives an equal degree level.

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 student should be able 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 except the Applied college.

Acceptance of transfer between colleges is competitive according to:



Accumulative GPA



Available seats in each college.



College terms and conditions.

“Equivalency of courses requests between colleges are processed by 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.



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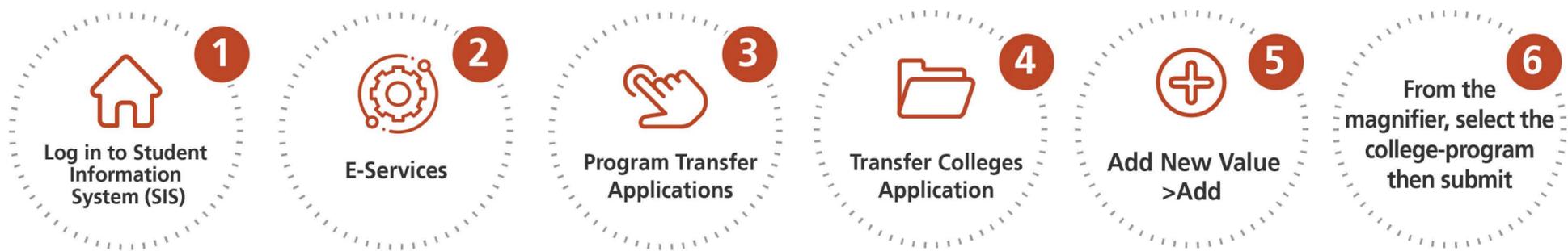
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Steps to submit a request of transfer between university colleges



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 The student is given an E-Clearance from the current college after the acknowledging the approval by the student of the college he/she is transferred to. Students must make sure that there is nothing that could disqualify them and hold their clearance, by following up with the current college.





Procedures of Internal Transfer (between university colleges)

