



TRANSFER OF CREDITS PERMISSION

STUDENT INFORMATION

ID#: _____ Name: _____
 Program Type: Undergraduate Graduate Major: _____
 Semester: 1st 2nd Summer Year: 20____ - 20____ Mobile#: _____

I request permission to take the following course(s) and transfer the credits as part of my degree requirements from the mentioned below institute:

Institute Name: _____ Date of Attendance: _____
 Address: _____
 Fax/email: _____
 Country/State: _____
 Accredited by MOHE (Ministry of Higher Education): Yes No

Instructions

Attach a copy of the course description for each course from the other institute.

COURSE INFORMATION

NON-DAH COURSE			DAH EQUIVALENT COURSE				
Course Code	Course Title	CR	Equivalent Course Code	Course Title	CR	Instructor Name	Instructor Signature

Department Chair Signature: _____ Date: _____

Policies

- You need approval from the Program Director in advance to transfer any course taken at another College/University
- After the completion of the course, you are required to send an official transcript to the Registrar's Office to process the transfer of credits.
- Credits for transfer which are less than the credits of equivalent courses at DAH will not be transferred.
- Quarter hours convert to semester hours at the value of 1 quarter hour = 2/3 semester hour
- Transfer applicants must have a minimum grade point average of C, or the equivalent, and be in good academic standing at the college or university from which they are transferring. Only work completed at an accredited institution will be considered for transfer. Visit www.mohe.gov.sa to check the list of the accredited universities.
- A course is transferable if it matches a minimum 80% of a similar course DAH.
- No more than 50% of the hours required for graduation with a bachelor's degree will be accepted for transfer from another college or university.

REGISTRATION OFFICE COMMENT

Registration Office Signature: _____ Date: _____