

# Office of the Registrar



## Transfer of Credit

Student Name \_\_\_\_\_ Date: \_\_\_\_\_

First

Middle

Last

Student ID Number       Program \_\_\_\_\_ Degree: \_\_\_\_\_

Signature: \_\_\_\_\_

**Attended Institution:**

Course #	Course Title/ Text Book	Grade	Course #	Course title	Program Chair
	Course Title: _____ Text Book: _____				Approved Name: _____ Yes <input type="checkbox"/> Signature: _____ No <input type="checkbox"/>
	Course Title: _____ Text Book: _____				Approved Name: _____ Yes <input type="checkbox"/> Signature: _____ No <input type="checkbox"/>
	Course Title: _____ Text Book: _____				Approved Name: _____ Yes <input type="checkbox"/> Signature: _____ No <input type="checkbox"/>

**Remarks :** \_\_\_\_\_

**Application check list: Have you attached all required documents (on back) for each course?**

Official transcript     
  Course Syllabus     
  Course Description

**Registrar's Office Use Only**

Processed by: \_\_\_\_\_ Signature \_\_\_\_\_ DATE: \_\_\_\_\_  
 Student Advised: **YES**  Confirmed by: \_\_\_\_\_ DATE: \_\_\_\_\_  
 GPC Advised: **YES**  Confirmed by: \_\_\_\_\_ DATE: \_\_\_\_\_

## **Processing time and communicating with institutions outside KAUST**

Bear in mind that processing this application (which involves establishing equivalencies and determining graduate level courses from external institutions and confirming courses have not been used for another degree) will take time particularly if the other institution has to be contacted about your previous study. If your planned course of study at KAUST is dependent on this transfer credit being completed, then you must hand the completed application with all required documentation in the previous semester.

### **Required Documents:**

- ✓ All the following documents must accompany a transfer credit request to enable a determination of equivalency of KAUST courses to be made.
  - ✓ These documents must be in English (or have a certified English translation attached) It is the applicant's responsibility to provide this information.
  - ✓ The request will not be processed until all these documents (with the information required below) have been received.
1. **Official transcript** (subject to the following):
    - Is an original transcript (not a copy or an internet print out) no more than three months old
    - Clearly shows course name, course level, course grade and credit value of course
    - Must include the grading key (usually found on the reverse of the transcript). Grades must be the equivalent to a KAUST "B" grade or above and the grading key will assist in this determination. If there is no grading key on the transcript then a copy of the appropriate documentation containing this is required.
    - The credit value of the grade must be equivalent to a minimum of 3 KAUST credit hours
    - The course must be at the same MS or PhD graduate level as the KAUST equivalent credit being claimed. Under-graduate level courses will not receive credit
    - The course must not have been used to obtain any other degree
    - The course must have been taken within three years prior to admission to KAUST
  2. **Course syllabus**
  3. **Course description**

*Sample examination and homework papers are optional attachments which may increase the likelihood of approval*