

DAU 5-3 Transfer Admission policy

Policy Code	Policy Name		
DAU 5-3	Transfer Admission policy		
Responsible Executive	Current Revision Date	Next Revision Date	
Deanship of Admission, Registration and Student Affairs	10/2023	10/2027	

1. Policy Purpose

This Policy sets out the University's procedures for transferring students.

2. Policy Scope

This policy is applied to all candidate students who are applying to transfer from other universities / internally from college to college/change major in the same college.

3. Policy Statement

DAU accepts transferred students from other universities and institutions if they comply with the transferring requirements. Also, it permits the transferring of students within DAU and departments in the same college if they comply with the requirements.

4. Policy Procedures

Students Transfer to DAU

DAU accepts students who want to transfer from other universities or colleges, provided they meet the following requirements:

- Transferring from a college or a university recognized by the Ministry of Education in the Kingdom of Saudi Arabia.
- Meeting all admission requirements related to the program.

Procedure for Transferring students within DAU

The Procedure of Transfer from One College to Another, or from One Major to Another:

- The student shall apply for transfer from Transfer from One College to Another, or from one major to another via SIS, prior to the end of the first week of the Main Semester (Fall or Spring) and three days of the Summer Semester.
- Both the Deans of the Colleges from and to which the student wants to transfer should approve the student's request.
- The Registration Department at the Deanship of Admission, Registration, and Student Affairs implements the process on the Student Information System SIS for the approved requests.

Students Transfer from other Universities to DAU

- The student shall submit an equalization form to the Registration Department at the Deanship of Admission, Registration, and Student Affairs or via Email (registration@du.edu.sa) after completing the admission procedures, along with the original academic record and the descriptions of courses attended at the university from which student is transferred, prior to the end of first week of the Main Semester (Fall or Spring) via SIS, prior to the end of first week of the Main Semester (Fall or Spring) and three days of the Summer Semester.

- The Form shall be submitted along with the attached papers to the Dean for Admission and Registration, to refer the same to the corresponding dean.
- The Form shall be referred to the corresponding Department Council (or whom it authorizes), for offering the same before the Department Council for obtaining recommendations related to courses and filling in the form “Courses’ Equation” Form.
- All forms shall be submitted to the College Council (or whom it authorizes), for the purposes of final equalization.
- The approved forms shall be delivered from the College Council (or whom it authorizes) to the Dean of Admission, Registration, and Student Affairs for delivering the same to the Registration Department at the Deanship of Admission, Registration, and Student Affairs, for enrolling the equalized courses in the SIS System.

5. Related Policies/ Documents/ Forms

[DAU Student Handbook.pdf](#)

6. Document History

Version	Issue/ Rev. Date	Updated Information/ Summary of Changes
1	10/2023	1 st issue of the Policy