



Transfer Terms

A. Bachelor degree program

References

[Regulatory rules for undergraduate studies-Transfer 1444.\(Article 6-7\)](#)

[University Calendar 1445](#)

A.1. Internal transfer

This includes transfer between colleges and departments within IMSIU (applications via [E-self services](#)) according to the following terms:

1. The student must have passed at least one trimester of the regular period of the student's study at the university.
2. The student must not be academically dismissed for receiving three academic warnings.
3. The student does not have the right to request a transfer if (5) Trimesters have passed since his/her studies at the university.
4. The student must submit his/her application within the period specified in the university calendar to transfer from one college to another.
5. The transfer applicant must not have previously transferred during his/her university studies.
6. Approval of the dean of the college to which the student is transferred.
7. Transfer procedures must be carried out in coordination between the Deanship of Admissions and Registration , colleges and relevant authorities.
8. A Request to transfer from theoretical majors to scientific majors will be available to those whose track is in secondary school (scientific) .
9. The student who receives three warnings, or violates one of the conditions, the transfer request will be deleted.
10. Transfer results are announced after the release of the second semester results.
11. .Submitting the application does not mean approval of it or fulfillment of the conditions. Student must register his/her study schedule at the current college.

A.2. External transfer

This means a transfer from other universities to IMSIU (college of Science Programs). Applications are electronically submitted through the student support services portal students.imamu.edu.sa according to the following terms:

1. Transfer is limited to Saudi students, or non-Saudi students with a Saudi mother.
2. The student must be enrolled in the bachelor's degree only
3. . The student must meet the admission requirements for the department to which he wishes to transfer.
4. The weighted percentage should not be less than (75%) for the theoretical sections (secondary 45%, abilities 55%) and scientific sections (secondary 30%, abilities 30%, achievement 40%).
5. The student's GPA at his/her university must not be less than (2.75) out of (5), or not less than (1.75) out of (4) in the bachelor's degree.
6. He must not have exceeded half of the graduation requirements at his/her university.
7. The student must not be suspended or expelled academically or disciplinarily.
8. The transfer must be to a corresponding department at the university.
9. Priority is given to transfer requests from outside the city of Riyadh, after submitting supportive evidence of the family's move to Riyadh.
10. The application is referred to the relevant college at the university for final approval after verifying the controls. In the event of non-approval, the application is not referred to another college.

Alerts:

1. Acceptance of the application in principle does not mean approval of the transfer.
2. Applications that do not meet the above transfer controls, or whose owners have not reviewed them within the specified period after final approval, will be excluded.
3. Documents are uploaded in a high-resolution electronic format.
4. The approved period for the aptitude and achievement tests is three years.

Documents required for transfer:

1. A letter or transfer form from the university you are transferring from.
2. Original academic record.
3. Description of courses taught at the other university (topics of each course).
4. Proof of the family's move to the city of Riyadh if the applicant is from outside Riyadh (if applicable).
5. A copy of the birth certificate (for non-Saudi with a Saudi mother).

B. Master degree program

References

[Executive rules at Imam Mohammad Ibn Saud Islamic University for graduate studies \(Articles: 30-33\)](#)

[Graduate studies Student Guide \(pages 11-14\)](#)

[Electronic Portal of Admission in Graduate Programs](#)

[Calendar Academic year 1445 Hijri](#)

The IMSIU regulations promotes an open attitude towards student mobility. Indeed, Articles: 30-33 of [Executive rules at Imam Mohammad Ibn Saud Islamic University for graduate studies](#) constitute the student transfer and the credit units (courses) transfer system that ensures that activities completed at other recognized universities could be fully recognized provided some requirements that we can summarize by the following comparing table:

B1. From a program in the university to the program	B2. Transfer from other university to the program
<p>a. <u>Policy:</u></p> <p>A student may be transferred from one specialty to another within the university based on the recommendation of the councils of the department to which he is transferred and the college and the approval of the Council of DAR taking into account the following:</p> <p>1- The transfer student meets the admission conditions and any other conditions the department deems necessary.</p> <p>2- It is permissible to count the academic units previously studied at the university if the relevant department deems that they are compatible with the program to which he wants to transfer and are included in his/her cumulative average.</p> <p>3- The student must not have canceled his/her enrollment for any of the reasons stated in Article (26) of Executive rules at Imam Mohammad Ibn Saud Islamic University for graduate studies</p> <p>4- The period that the student spent in the program from which he is transferred is counted within the maximum period specified for obtaining the degree.</p>	<p>a. <u>Policy:</u></p> <p>The transfer of a student to the university from another recognized university may be accepted based on the recommendation of the department and college councils and the approval of DAR, taking into account the following:</p> <p>1- The transfer student should meet the admission requirements and any other conditions the department classifies necessary.</p> <p>2- The student must not have been dismissed from the university from which she/he is transferring for any reason.</p> <p>3- The number of credit units studied may be calculated according to the following:</p> <p>3a. - Student must not have studied the equivalent units for more than six semesters.</p> <p>3b- It must be consistent in terms of subject matter with the requirements of the program to which it is transferred.</p> <p>3c- The percentage of these units should not exceed thirty percent of the total credit units of the program to which the transfer is made.</p> <p>3d- Student should have in equivalent units a minimum grade point average of "Very Good".</p> <p>3e- Equivalent units are not included in the calculation of the cumulative average.</p>

<p>5- Transferring from one program to another is done once during the period specified for obtaining the degree.</p>	<p>3f- The equivalency shall be based on the recommendation of the department council and the approval of the college council and the council of DAR.</p>
<p>b. <u>Conditions:</u> 1- The student must have passed at least one trimester, and his/her cumulative GPA must not be less than (3.75). 2- The student must not have spent more than half of the regular period in the department he is transferring from, unless there are common courses between the two programs that enable the student to complete the program within the specified period.</p>	<p>b. <u>Conditions:</u> The student must have passed at least one trimester, and a new student (freshman) transfer request will not be accepted</p>
<p>c. <u>Deadline:</u> Student must submit a transfer request within the time period specified in Calendar Academic Year.</p>	<p>c. <u>Deadline:</u> The student must submit a transfer request within the time period specified Calendar Academic Year, attaching the following documents: 1- The decision to accept her/him into the university from which she/he is transferring. 2- An approved detailed description of the course items studied by the student. 3- The number of credit units for each course approved by the university from which the student is transferred. 4- A certified copy of the academic record.</p>
<p>d. <u>Procedures for approval:</u> The application should be sent to the department (of Physics) to consider the application and the equivalency of the courses that the student has studied and the number of credit units that can be counted. The recommendation of the department council is submitted to the college council, and after approval, it is presented to the Council of the Council of DAR for final approval.</p>	<p>d. <u>Procedures for approval:</u> The application is sent to the relevant college and then to department (of physics) to consider the application and equivalency of the courses studied by the student. The recommendation of the department council is submitted to the college council, and after approval, it is presented to the council of DAR for final approval.</p>
<p>e. <u>Procedures after approval:</u> 1- The department to which the student is transferred (department of Physics) determines the academic units that can be counted from what the student studied in the department he is transferred from. 2- The transfer student's credit estimates are included in his/her GPA, and what is not calculated from them remains in her/his record and is not included in her/his average. 3- The department to which the student is transferred determines the trimester in which the student begins her/his studies.</p>	<p>e. <u>Procedures after approval:</u> 1. The equivalent credit units are included in the student's record, and are not counted in the cumulative average 2. The period that the student spent in the program at the university from which she/he is transferring is counted within the maximum period specified for obtaining the degree. 3. The number of credit units studied by the student at the university that will grant her/him the degree shall not be less than seventy percent (70%) of the number of credit units required, and he must fully prepare her/ his thesis (if any) under her/his supervision.</p>