Policy:

Master's students may petition to transfer graduate credits from another university upon approval of the academic advisor, program director, and the Office of the Registrar. Courses already used for another degree cannot be used as transfer credit. Doctoral students transferring from other Ph.D. programs may receive dissertation research and coursework credits on a case-by-case basis

The following rules apply:

- Up to three graduate level courses not to exceed 9.0 credits may be approved.
- The course grade for any course to be transferred must be equivalent to a KAUST B grade or above.
- Equivalent to a minimum of KAUST 3.0 credits.
- Courses transferred must have been taken within three years prior to admission to KAUST.
- Students must submit a completed transfer credit form and include a course syllabus for every course.
- Students must submit an official transcript (Max. 3 months old) in English or accompanied by a certified English translation

For more information, please check the Program Guide on the Registrar's website.

Instructions:

Complete sections **A**, **B**, **C** and sign so that the form is automatically forwarded to other KAUST Officials for approval.

Section A: Student information

Student Name _____   KAUST ID _____

Program _____ (e.g. AMCS)   Degree/_____ (e.g. M.Sc./Ph.D.)

☐   I have attached my official transcript and course syllabus to this form here.

Student's signature _____   Date _____ (DD-MMM-YYYY)

Section B: Attended institution/university and coursework information

	Course number	Course title	Credit value	Grade	Institution/University	Completed on (MMM-YYYY)
1.	_____	_____	_____	_____	_____	_____
2.	_____	_____	_____	_____	_____	_____
3.	_____	_____	_____	_____	_____	_____

Section C: KAUST Equivalent coursework information – for correlated courses (if applicable)

	Course number	Course title	Credit value
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____

Section D: Official use

To check the attached documents, click on Thumbnails icon on top right corner of DocuSign website.

The Registrar's Office is responsible for verifying whether courses were used toward another degree.

Academic advisors are responsible for reviewing and approving whether courses meet students' degree requirements.

Program Directors are responsible for reviewing and approving courses to ensure they meet KAUST equivalency requirements.

Registrar's Office _____ Verified ☐ _____ _____

	Course number	Approved	Rejected	Signature
1.	_____	☐	☐	
2.	_____	☐	☐	
3.	_____	☐	☐	

Academic Advisor _____ _____

1.	_____	☐	☐	
2.	_____	☐	☐	
3.	_____	☐	☐	

Program Chair _____ _____ _____

Registrar's Office _____ Processed _____ _____