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 send to your GPC or RegistrarForms@kaust.edu.sa for further processing.

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.

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.	_____	_____	_____	_____	_____	_____

<u>**Section C**</u>: KAUST Equivalent coursework information – for correlated courses (if applicable)

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

<u>**Section D**</u>: Official use

*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.

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

**Academic Advisor _____   _____   _____

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

***Program Director _____   _____   _____