

Procedure #	AA-100-P3	Revision #	02
Accessibility level	A	Effective date	20 Jan 2021

Admission of Visiting Students Procedure

1. Definitions

NA

2. Procedure

- 2.1 The visiting student must present the following documents to the Department of Admission and Registration:
 - A letter from the university in which the student is studying addressed to the Director of Admission and Registration at Fahd bin Sultan University regarding the student's desire to study as a visiting student and specifying the academic courses that the student wishes to study.
 - A certified academic record of the visiting student from the university in which he is studying.
 - A certified copy of the secondary transcript of the visiting student.
 - A copy of the identification document for the visiting student.
- 2.2 The student must not be dismissed from his original university for academic reasons.
- 2.3 The admission officer checks the documents of the visiting student for completeness and authenticity.
- 2.4 The visiting student fills out the hard copy of the Admission Application Form.
- 2.5 The visiting student pays the admission fee (1,000 SR for undergraduate programs and 2,000 SR for graduate programs) and gets the payment receipt.
- 2.6 The visiting student submits the receipt of payment to the admission supervisor who enters student's data on SIS system and generates the student's university number.
- 2.7 The university number is recorded on the student's file which shall include the student documents and the Admission Application Form. The file is then handed over to the files department for safekeeping.
- 2.8 The visiting student fills out the Courses Registration Form, approves it from the college dean and pays the tuition fees of 1,100 SR per credit hour.
- 2.9 The visiting student can register online or submit the approved registration form to the registration officer who registers the courses and hand over the visiting student his/her academic schedule.

3. Related Documents

- 3.1 Admission Application for Undergraduate Programs (AA-100-F1)
- 3.2 Admission Application for Graduate Programs (AA-100-F2)
- 3.3 Student's File Check List (AA-100-F3)
- 3.2 Courses Registration Form (AA-102-F1)

