

# Undergraduate Students Transfer Policy

Procedure #	AA-109-P1	Revision #	02
Accessibility level	A	Effective date	20 Jan 2021

## Admission of Transferred Undergraduate Students Procedure

### 1. Definitions

- 1.1. **Semester:** A period of time not less than fifteen weeks for all academic courses to be studied, and the registration periods and final exams are not included in it.
- 1.2. **Letter Grade:** Description of the percentage or alphabetical code of the final grade that the student attained in any course.
- 1.3. **Semester average:** The result of dividing the total points obtained by the student by the total of the units determined for all the courses he studied in any semester, and the points are calculated by multiplying the prescribed unit by the weight of the grade obtained in each course the student studied.
- 1.4. **GPA:** The result of dividing the total points obtained by the student in all the courses he has studied since joining the university by the total number of units prescribed for those courses.

### 2. Procedure

- 2.1. The student fills and submits the Admission Application for Undergraduate Programs Form and provides the following documents to the Admission Officer:
  - The original high school transcripts,
  - Official academic record from the university from which the student is transferred, and
  - A copy of the applicant's identity card, i.e. the National ID for Saudis and the residency ID for non-Saudis.
- 2.2. The admission officer checks the applicant's documents for completeness and evaluates conformance to the terms and conditions of admission to the university and the college to which the student is applying.
- 2.3. To accept a non-Saudi, the applicant must have a valid residency ID and be subordinate to his/her guardian, and if s/he obtained the high certificate from outside Saudi Arabia or from foreign schools in Saudi Arabia, it must be certified by the Saudi Ministry of Education.
- 2.4. The applicant fills out the online admission application on the university website ([www.fbsu.edu.sa](http://www.fbsu.edu.sa)), saves the application and gets the application number.
- 2.5. The applicant pays the application fee (1000 SAR) and get the payment receipt.
- 2.6. The applicant submits the application number, the receipt of payment, along with the applicant's documents to the admission officer.
- 2.7. The Director of Admission and Registration forwards the application to the Admission Committee that decides on granting or rejecting admission after consulting the dean of the college for which the admission is sought.

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- 2.8. After granting admission, the admission officer activates the admission on the SIS system and the applicant is given the university number.
  - 2.9. The university number and the application and supporting documents are handed over to the files department for safekeeping in the student's file.
  - 2.10. The applicant's academic record is handed to the Dean of the College to evaluate equivalency of previously studied courses.
  - 2.11. The Registrar Officer updates the student record for the equivalent courses.
  - 2.12. The Admission Officer informs the applicant his/her acceptance.
  - 2.13. The accepted applicant reports to Admission and Registration Office to obtain his/her student ID, obtain access to SIS and IT resources, take the placement test, pay tuition fees and register.

### 3. Related Documents

- 3.1. Admission Application for Undergraduate Programs (AA-100-F1)
- 3.2. Admission Application for Graduate Programs (AA-100-F2)