

Policy Title	Academic eligibility policy - Transferred Admissions
Responsible AIU Office (Higher Management/Directorate)	Vice President for Academic Affairs
Policy Owner (Executive Department/Office)	Admission and Registration
Pertinent Dates	Create Date: March 2022 Expire Date: must be updated each semester Revise Date: Approve Date: Effective Date:

I. SCOPE OF POLICY

Academic Eligibility policy focuses on the rules and regulation set by the AIU and The Ministry of Higher Education regarding the eligible students to apply to AIU as a transferred student.

II. DEFINITIONS

Transfer Student: a student who was enrolled in another academic institution at the same level of degree and same specialization who wants to complete the degree at AIU.

III. POLICY STATEMENT

- AIU may accept up to 10% transferred students from the maximum capacity of the faculty.
- AIU accepts transfers from accredited universities. The applicant's CGPA should not be less than 2.0/ 4.0 for admission consideration.
- Only courses with result 60% or above may be transferred.
- Total transferred credits should not exceed 30% of the total credits of the program at AIU. Where student must study at least 3 years at AIU for 5-years programs or at least 2 years for 4-years programs.
- Course evaluation will be processed after submission of the admission application and a complete file of transcript and course description/syllabi.
- The University awards transfer credit for coursework completed at post-secondary institutions for coursework that is comparable in nature, scope, content, and depth; in addition to the appropriateness and applicability of the credit earned to the courses at AIU.
- The student should not be dismissed from his affiliated university.

- The student should be enrolled in a higher education institute since graduated from high-school, and may have only one gap year at most.
- The student should fulfill the high school eligibility requirement on the year of graduation from high school.
- Transferred courses grades will not be calculated in the cumulative GPA.

Additional requirements for transferred Students from Universities outside Egypt:

- Transcript and course description must be attested by the Ministry of Foreign Affairs at the issuing country and The Egyptian embassy at the issuing country.
- The affiliated university must be accredited by the Egyptian Supreme Council of Universities (SCU).

Required Documents:

- 1- Admission documents. (Refer to academic eligibility policy)
- 2- A prove of residence in the country of the affiliated university.
- 3- Transcript of courses and grades and course description/syllabi attested by the Ministry of Foreign affairs and the Egyptian embassy at the issuing country.
- 4- Receipt of the courses transfer audit Fees for 1400 L.E.

Fees to be deposited to the following bank account

National Bank of Egypt

AlAsema Branch

Account number ٠٠٩٣٠٧١١٨٠٣١٩٢٠١٠١٧

IV. RESPONSIBILITIES

- Students are responsible for applying at the admission office.
- Admission department personnel, are responsible for communicating with prospective students guiding them through the application process and offering information till they are admitted to the university.
- Concerned faculty is responsible for preparing the transfer courses report and accept/decline the student's admission.
- Ministry of Higher Education (MoHE), is responsible for setting the eligibility requirement each semester, controlling the application form, holding the entrance exams and announce the accepted applicants list.
- Supreme Council of Universities, Audit the eligibility of each student to be enrolled in the correspondence program and officially enroll them in the MoHE records.

V. POLICY STANDARDS AND PROCEDURES

- 1- Applying at the AIU admission office.
- 2- Concerned faculty prepares the transfer report.
- 3- Academic and University council approves the transfer reports.
- 4- Sending acceptance email to accepted applicants though they are requested to submit the original and official document at AIU admission office.
- 5- Students must attend the orientation week which is held at AIU campus.

6- Supreme Council of Universities enrolls accepted students in the MoHE records.

VI. FORMS/INSTRUCTIONS (if applicable)

Applying at AIU's admission office.

VII. APPENDICES (if applicable)

Refer to the following policies:

- 1- Academic eligibility policy
 - 2- Tuition and fees
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VIII. CONTACT INFORMATION

Email: admission@Aiu.edu.eg

Website: <https://aiu.edu.eg/>

Facebook Page: <https://www.facebook.com/AiuOfficialgov>

Tansik websit: <https://admission.egypt-hub.edu.eg/>

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