

Procedure #	GS-100-P1	Revision #	02
Accessibility level	A	Effective date	20 Jan. 2021

Postgraduate Admission Procedure

1. New Admission

- 1.1. Student will fill the intended form for a new admission for the intended graduate program
- 1.2. Student will provide Admissions Office with an official sealed transcript of all previous degrees (preferably to be sent directly from previous institution to FBSU)
- 1.3. Admissions Office will forward students' records to the Registrar's Office.
- 1.4. Registrar's Office will make copies of students' records to be sent to the Deanship of Graduate Studies.
- 1.5. In case of the applicant is fulfilling all requirements, then a decision letter will be issued by the Dean of Graduate Studies to admit the student in the graduate program
- 1.6. In case of possible conditional acceptance, the Dean of Graduate Studies will forward documents to Dean/Chair of intended college.
- 1.7. Colleges and all departments should have "Graduate Studies Committee (CSC)" that will evaluate all student's records and provide a decision letter to admit, reject, or recommend a conditional admission to the student
- 1.8. CSC will send the decision letter to program Chair. This letter should be also signed by the program chair and the Dean of the College, then to be sent to the Graduate Studies Deanship.
- 1.9. Dean of Graduate Studies can approves or rejects the recommendations of the college recommendation.
- 1.10. This process should be done within a week from receiving the file from Dean of Graduate Studies.
- 1.11. Registrar's Office compiles all recommendations with all conditions (in case of conditional acceptance) and send it to Director of Admissions and Registration for final internal approval.
- 1.12. Registrar's Office completes the process and inform students of the final decision

2. Transferred Student

- 2.1. Student will fill the intended form for a new admission for the intended graduate program
- 2.2. The student will provide Admissions Office with an official sealed transcript (preferably to be sent directly from previous institution to FBSU) along with the

Postgraduate Admission Policy

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- official syllabi of all courses pending transfer. Syllabi can be provided by student but must be official from the previous university website or have a university seal on it.
- 2.3. Admissions Office will forward students' records to the Registrar's Office.
 - 2.4. Registrar's Office will make copies of students' records to be sent to the Deanship of Graduate Studies.
 - 2.5. The Dean of Graduate Studies will forward documents to Dean/Chair of intended college.
 - 2.6. Colleges and all departments should have "Course Equivalency Committee (CEC)" that will fill an equivalency report for the student transferred courses according to student transcripts and study plan.
 - 2.7. CEC will evaluate each student's credit hours for transfer; fill report for recommended credit transfers; send report to program Chair. This report should be also signed by the program chair and the Dean of the College, then to be sent to the Graduate Studies Deanship.
 - 2.8. Dean of Graduate Studies can approves or rejects the recommendations of the equivalency report.
 - 2.9. This process should be done within a week from receiving the file from Dean of Graduate Studies.
 - 2.10. Registrar's Office compiles all recommended course transfers from departments into one form and send it to Director of Admissions and Registration for final internal approval.
 - 2.11. Registrar's Office completes the process and inform students of the decision on transferred credits.

3. Related Documents

- 3.1. Registration Form (AA-102-F1)
- 3.2. Substitute Course Form (AA-102-F2)
- 3.3. Course Audit Form (AA-102-F4)
- 3.4. Registration Overload Approval Form (AA-102-F3)