



**NUGAAL**

**UNIVERSITY**

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# **ACADEMIC OFFICE**

## **TRANSFER ADMISSION POLICY**

## **TRANSFER FROM OTHER UNIVERSITIES**

All applicants who are currently attending or have previously attended another university and passed Nugaal University's requirements and conditions are considered transfer applicants and may apply for transfer admission to Nugaal University. Transfer credit may only be considered if the applicant is admitted as a Transfer student. Transfer applicants may apply for either fall or spring semesters and are eligible for undergraduate admission only.

## **TRANSFER TO NUGAAL UNIVERSITY REQUIREMENTS**

1. The respective University must be recognized and accredited and equivalent to Nugaal University
2. Any applicant, who is joining Nugaal University as a transferred student, must have a General Secondary School Certificate from a nationally recognized high school or its equivalent.
3. He must complete a minimum of 18 credit hours and attended a minimum of one semester (Fall or Spring) of undergraduate coursework with a minimum cumulative GPA of 2.0 out of 4.00 at a university accredited by the National Higher Education of Somaliland or other international accrediting association or by the Ministry of Higher Education or equivalent authority in that country.
4. Official transcript and all necessary documents must be brought to Nugaal University
5. NU registrar shall contact the respective University for verification
6. If there is any differences in credit Hours of courses, it will be managed by dean and academic affairs
7. This student will add or drop courses, accordingly, based on NU curriculum
8. The student will pay 20 dollars admission fee and Semester fee accordingly.
9. Applicants who were subject to disciplinary action or non-academic dismissal at a prior university/college may not apply or enroll at Nugaal University as a transfer student.
10. The transferred candidate must submit required documents before the admission deadline.

## **REQUIRED DOCUMENTS CHECKLIST**

1. He or she must submit an transfer application with a transfer fee
2. He or she must submit final, official and certified university transcript
3. He or she must submit two (2) recent identical passport size photographs

## **TRANSFER FROM NUGAAL UNIVERSITY**

Students have the right to transfer from Nugaal University to another higher education institution. To make the process legitimate one must follow these steps in the sequence below.

1. The student makes a formal request to the academic office.
2. The student should pay \$50 for transcript and transfer service.
3. The University should provide the transferee an official transcript showing his/her GPA stamped and signed by the academic office director.

### **TRANSFER BETWEEN NUGAAL UNIVERSITY FACULTIES**

1. The deans at the faculties of Nugaal University can approve an application to transfer into a course for which they are responsible from another course at the University but the agreement of the academic and registrar of Nugaal University.
2. When making decisions on applications to transfer between courses, factors that the dean considers include:
  - a) The availability of places.
  - b) Prerequisites and other admission requirements for the course.
  - c) Any regulatory requirements.
  - d) the minimum entry requirements for the course; and
  - e) The academic competitiveness of the applicant.

### **VISITING APPLICANTS**

Applicants who plan to earn a degree from another institution and wish to take courses at Nugaal University in the fall and/or spring semesters should apply as visiting applicants and will be evaluated for admission on a case-by-case basis. Visiting students may register in a maximum of 48 credit hours or 4 semesters of course work at Nugaal University, whichever comes first. Visiting students may be enrolled as full-time students.

### **VISITING ADMISSION REQUIREMENTS**

Applicants seeking Visiting admission are not required to go through the university's regular Admission process. Instead, the following minimum admission requirements are necessary to be considered for admission as a Visiting student to Nugaal University:

Applicants must be in good academic standing at their home university with a minimum cumulative GPA of 2.00. Applicants who have been admitted to a university for a future semester and who wish to take classes at NU before enrolling at that university are required to provide a copy of their admission letter in lieu of an official university transcript. In all cases, the home university must be accredited by an international accrediting association or by the Ministry of Higher Education or equivalent in that country.

Must submit all appropriate application requirements to the Admissions Department by the admission deadline.

## **VISITING STUDENTS**

Students who are already attending another university and who wish to take courses at Nugaal University are welcome to do so as a visiting student. Visiting applicants are required to submit the following:

1. Complete Admissions Application with an admission fee of \$ 20
2. Final, official, and certified university transcript (Applicants who have been admitted to a university for a future semester and who wish to take classes at NU before enrolling at that university are required to provide a copy of their admission letter in lieu of an official university transcript).
3. Health Certificate issued a recognized health professional.
4. Two (2) recent identical passport size photographs with white background

## **VISITING STUDENTS WHO WANT TO TRANSFER TO NU**

Visiting students may apply for transfer admission to Nugaal University. To be considered for transfer admission to Nugaal University, applicants must satisfy the following requirements:

1. Have completed a minimum of 2.0 credit hours of undergraduate coursework with a minimum cumulative GPA of 2.0 out of 4.00 at a university accredited by an international accrediting association or by the Ministry of Higher Education or equivalent in that country.
2. Have completed a minimum of 18 credit hours of undergraduate coursework in residence at Nugaal University with a minimum cumulative GPA of 2.00 out of 4.00.
3. Satisfy all NU undergraduate transfer admission requirements for the semester of intended admission and must submit all appropriate application materials and supporting documents to the Admissions Department by the admission deadline.

Visiting students granted transfer admission to Nugaal University may apply a maximum of 36 undergraduate credit hours earned at Nugaal University in courses passed with a grade of "D" or higher toward an undergraduate NU degree. In addition to applying their NU credit, visiting students granted transfer admission to NU may also seek to transfer undergraduate course credit from prior universities to their Nugaal University degree. All transfer of credit regulations applies.

## **CANCELLATION OR WITHDRAWAL OF OFFER**

1. The Academic Registrar or a dean (in the case of graduate research courses) may withdraw an offer or cancel the admission and enrolment of a student where:
  - a) The person fails to provide documents or to fulfil other requirements specified in the offer of admission by the specified date.
  - b) The offer of admission has been made based on incomplete, inaccurate, or fraudulent information provided by the person or a third party on behalf of the person.
  - c) The person fails to enroll in accordance with the offer of admission by the specified date.
  - d) The person arrives late for a teaching period or does not engage with or genuinely begin his or her studies before a date determined and advised by the University.
  - e) in the reasonable opinion of a dean or the Academic Registrar the person is holding open, or intends to hold open, his or her offer or enrolment for purposes other than genuine study.
  - f) a dean or the Academic Registrar determines that it is necessary or reasonable to withdraw the offer to fulfil regulatory or administrative requirements or guidelines; or
  - g) a dean becomes aware that appropriate supervision or other resources are no longer available to support the applicant's admission; or
  - h) The course is withdrawn from offer because of a university decision.
2. Any action taken under this section must be notified in writing to the student.

## **COMPLAINTS, REVIEWS AND APPEALS**

1. A person who is dissatisfied with a selection decision may lodge a request for review of the decision with the Academic Registrar.
2. A person who is dissatisfied with the outcome of the review conducted by the Academic Registrar may lodge an appeal with the Academic Secretary in accordance with the Student Appeals to the Academic Board Policy.