Minimum 10 working days before the course registration, student must submit the approved transcript, the approved catalog information of the courses and a petition (sample is available

under the files) to the Head of Business Administration Department.

Required Documents: Transcript, Learning		
Protocol (for Exchange Programs), Course Catalogs and Petition. All documents must be approved official originals and received directly from the home institution.	Student submits the all required/approved documents to the Head of Department/Faculty	Student
	Head of Department transfers the all documents to the Commission members to examine.	Head of Department
	•	
	•Commission members check the validity, content and credit conformity of the documents.	
	Commission members might request adjustment on the documents. Commission members approve or reject the submitted documents.	Commission Members
	•	
Commission Decision	 Commission members match the courses and complete the transactions. Commission members approved the final decision and generate the report. 	Commission Members
	•	
	Commission members transfer the approved report and all other documents to the Head of the Department.	Commission Members
	•	
	The Head of the Department transfer the Report to the Dean's Office.	Head of Department
	•	
Board Decision	 Board of Directors control and approve the Report. The decision is shared with the student. 	University Board of Directors