




How Can I Take Course (s) From Another University?

Process Steps	Document to be Used
<p>Step 1: The student submits a petition for a request to the Institute Secretary about taking courses from another Institute of Higher Education as a special student for the courses that are not offered in the curriculum.</p>	<ul style="list-style-type: none">- Petition- Certified Course Description from the university
	
<p>Step 2: The Head of the Department sends its opinion to the Institute for discussion in the administrative board with the documents submitted by the student, if approved.</p>	<ul style="list-style-type: none">- Cover Letter of the Head of the Department- Petition- Certified Course Description from the university
	
<p>Step 3: The Institute Administrative Board makes its decision after discussion.</p>	
	
<p>Step 4: The decision is sent to the Student Affairs Office for processing by the Institute.</p>	<ul style="list-style-type: none">- Decision of the Institute Administrative Board- Cover Letter of the Head of the Department- Petition- Certified Course Description from the university