

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

Process Steps	Document to be Used
<p><b>Step 1:</b> The student submits a petition for a request to the Department 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"><li>- Petition</li><li>- Certified Course Description from the university</li></ul>
<p style="text-align: center;">↓</p> <p><b>Step 2:</b> The Head of the Department sends its opinion to the School of Graduate Studies for discussion in the administrative board with the documents submitted by the student, if approved.</p>	<ul style="list-style-type: none"><li>- Cover Letter of the Head of the Department</li><li>- Petition</li><li>- Certified Course Description from the university</li></ul>
<p style="text-align: center;">↓</p> <p><b>Step 3:</b> The Graduate School Administrative Board makes its decision after discussion.</p>	
<p style="text-align: center;">↓</p> <p><b>Step 4:</b> The decision is sent to the Student Affairs Office for processing by the School of Graduate Studies.</p>	<ul style="list-style-type: none"><li>- Decision of the Graduate School Administrative Board</li><li>- Cover Letter of the Head of the Department</li><li>- Petition</li><li>- Certified Course Description from the university</li></ul>