



Prince Mohammad Bin Fahd University

Office of the Registrar

Office of the Registrar Use Only
Autodate/time: _____
SN# _____

Taking Courses Outside PMU Petition Form

Student Name		Academic Year	
Student ID		Semester	
Major		College	
Name of Host Institution		Host Country	
Institution Web Address		Effective Semester	
Is the Host Institution recognized by the Ministry of Higher Education (MOHE)?		☐ Yes	☐ No
Is the Institution an Online Education Institution?		☐ Yes	☐ No

Courses Student want to take at the Host Institution

SN	Course Code and Name	Credit Hours

Courses thought to be Equivalent at PMU

SN	Course Code and Name	Credit Hours	For CTC Use	
			Equivalent	
			Yes	No
			☐	☐
			☐	☐
			☐	☐

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Number of Credit Hours Transferred Date	
Number of Credit Hours still allowed to be transferred	

For Credit Transfer Committee (CTC) Use Only

Recommendation		
Name	Signature	Date

For Department Chair Use Only

Comments		
Name	Signature	Date

For College Dean Use Only

☐ Approved ☐ Denied		
Reasons		
Name	Signature	Date

For Registrar Office Use Only

Reviewed by		
Name	Signature	Date