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| **Edited by** | **Adopted from** |
| **Hassan Mohamed Al , Tamimi**  | **Rashid Abdullah Al-Qahtani**  |

Name and signature

**Goal**

Request to change the specialist's specialty

**Application area**

 University staff

**Reference**

 Ministry of Education Regulations and Regulations

Regulations and instructions of the University Council and the Scientific Council

**Definitions and shortcuts**

AHR:Training and Scholarship Management

P:Procedure

**Amendments**

**Attached documents**

**Explain the steps**

1. Raising the student through the Ambassador program.

2. Send a suitor to the college to present the subject of extension to the board of the department and the college and complete the shortcomings of the transaction.

3. Preparing the presentation to the Standing Committee for Scholarship and Training.

4. Presentation to the President of the University to adopt the record

5. Approval of the application for a change of specialization.

6. Disapproval notify the student of this while explaining the reasons

7. Lifting the University Council to approve approval.

8. Issue a change decision and notify the happiness of the supplement.

9. Respond to the applicant through the Ambassador program.

10. College Notice.