

Study Semester Courses Transfer

Upon completion of study semester, student is required to follow the steps below to get his/her passed courses approved and transferred to GJU transcript:

1. Make sure the IO validated and uploaded the transcript from Host University on MyGJU/GY portal
2. Fill SATS credit transfer file with the courses passed at the host university and their equivalent course at GJU and sign it (use course name and code (If shown) as in the transcript from Host University)
3. Send the SATS credit transfer file to the exchange coordinator
4. The exchange coordinator and dean will sign the final equivalency and will send them to the registration department.

Note:

- Only courses found in the original LA and modified LA files on MyGJU and approved by Dean will be transferred
- Only 12 CHs of elective courses can be transferred