

UAEU

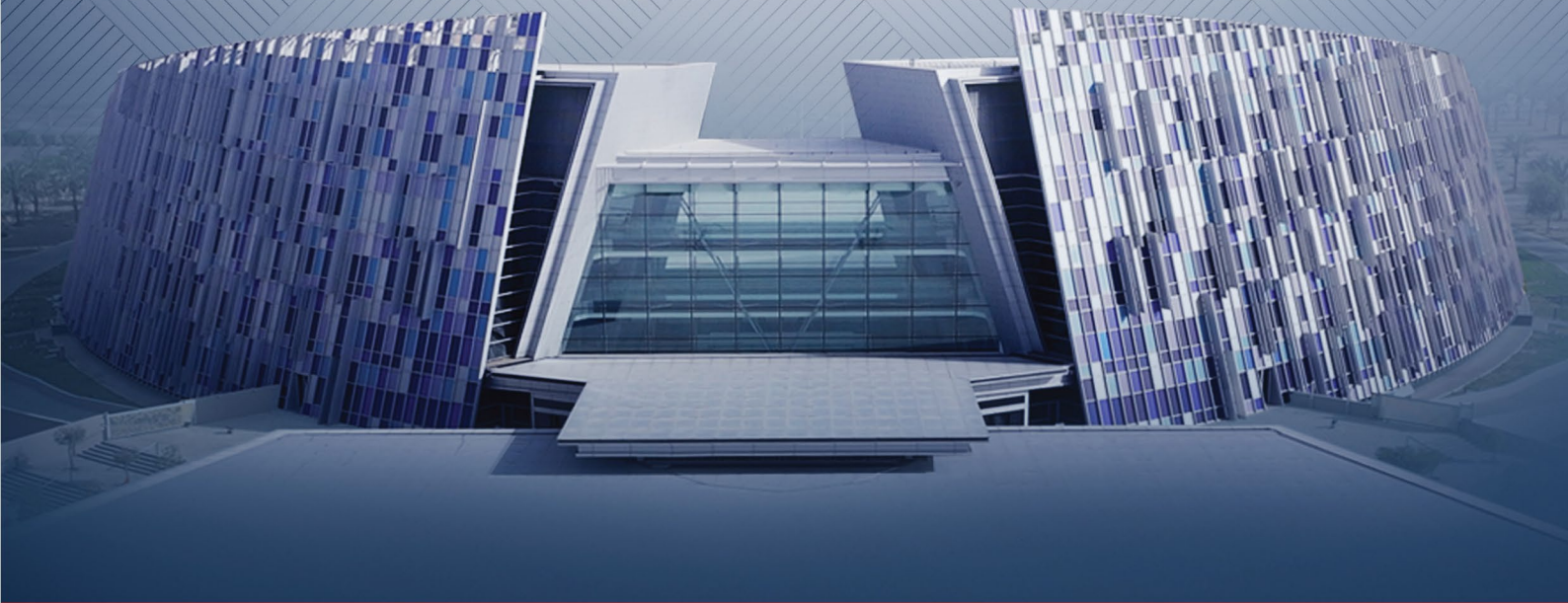
جامعة الإمارات العربية المتحدة
United Arab Emirates University



Inter-College Transfer

**United Arab Emirates University Website
User Guide**

Version 1.0



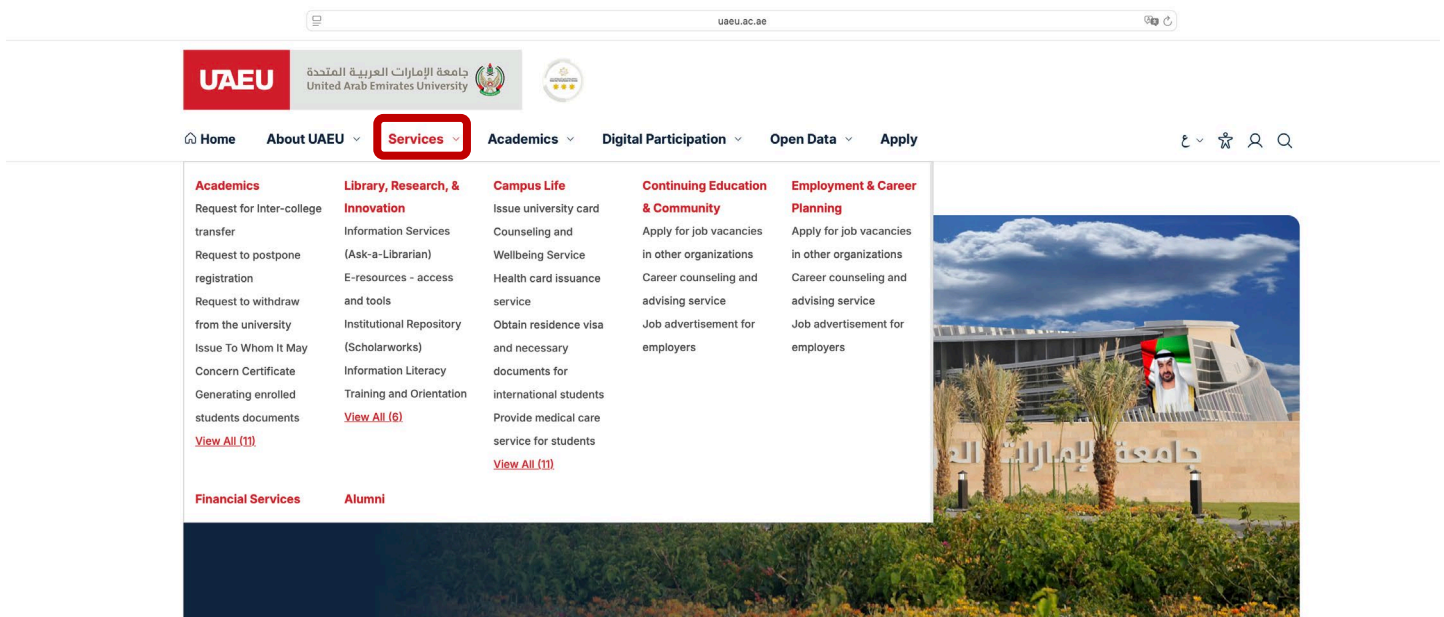
Accessing the University Website:

1. Start by visiting the official website of the United Arab Emirates University at <https://www.uaeu.ac.ae>



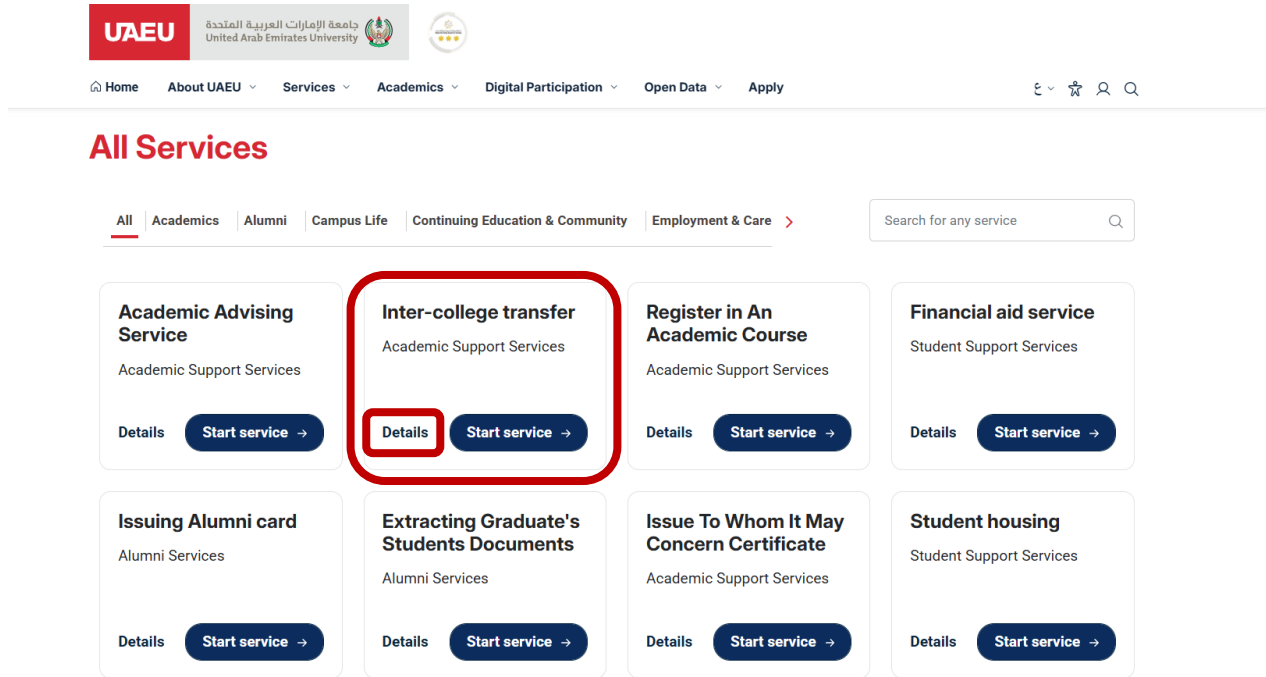
Accessing the Service:

2. From the main page click on "Services" tab.



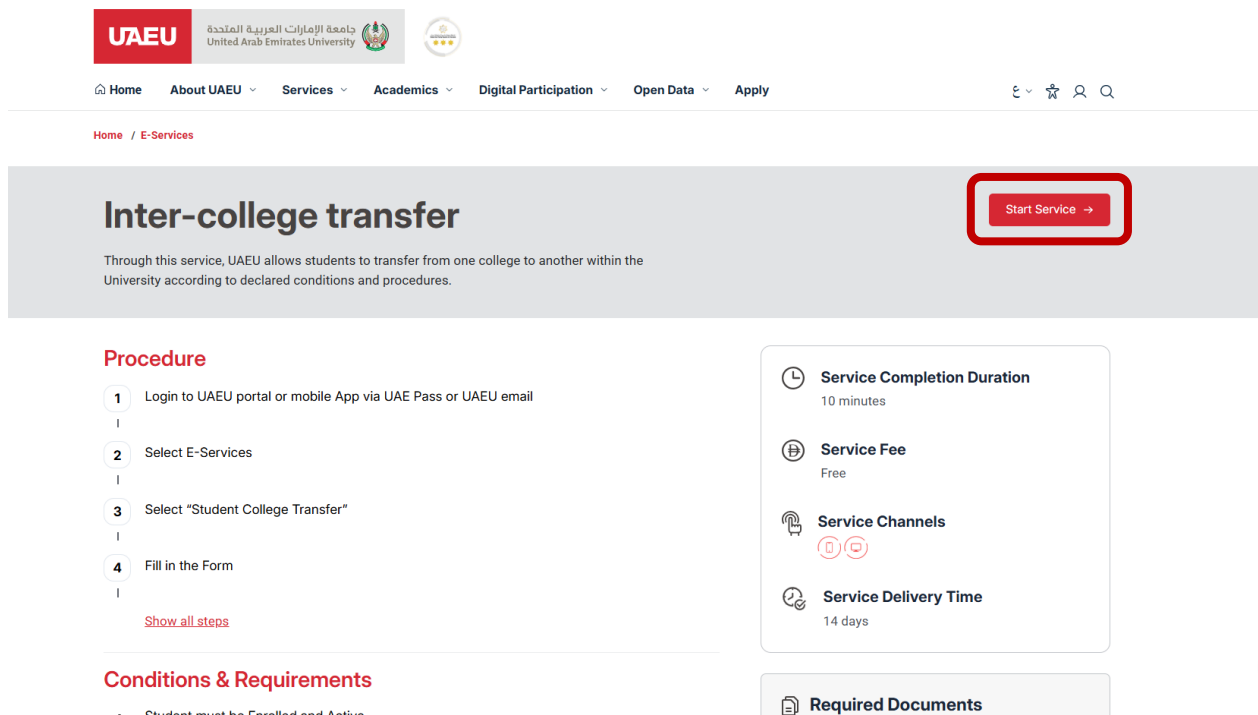
3. On the services page, search for “Inter-college Transfer”

4. Click on “Details”



Viewing the Service Information Before Proceeding:

5. Click on “Start Service”, You can also access the service directly via the link: [Inter-college Transfer](#)



Sign in:

6. Sign in to the website using UAE PASS or your UAEU Username and Password.

Sign In

USERNAME

PASSWORD

[Sign In](#)

[Forgot password?](#)

Switch to [login with UAE pass](#)

Sign In

 [Sign in with UAE PASS](#)

Need a UAE PASS account? [Create an account](#)

[Use other login option](#)

Form Completion

7. Please review the instructions mentioned at the top of the form carefully.

- You must enter your first choice for the college you wish to transfer to, in addition to the first and second majors (these fields are mandatory).
- Attach the required documents, such as "Letter of approval from sponsor" for scholarship and study seat students.
- Click the "**Submit**" button to submit your application.

Home > Services > Request for inter-college transfer

Previous

College Transfer

Instructions

- Completion of all UGRU Courses.
- Student can apply for a maximum of two different colleges.
- The students with scholarship must upload approval letter from the sponsor.
- Student must contact the Advising Unit to know their required conditions such as:
 - Required GPA.
 - Interview.
 - Grades of certain courses.
 - Result of (TOEFL) or (IELTS).
- Student may check the status of their transfer request through e-Services.
- Cancellation of transfer application must be done before the Add/ Drop week.
- Students must follow up with the Registration Department.

First College * required First Major * Second Major

Select a college * Select a major Select a Second major

Second College First Major Second Major

Select a second college Select a major Select a Second major

Reason/ Comments (Max 300 character)

Reason/ Comments

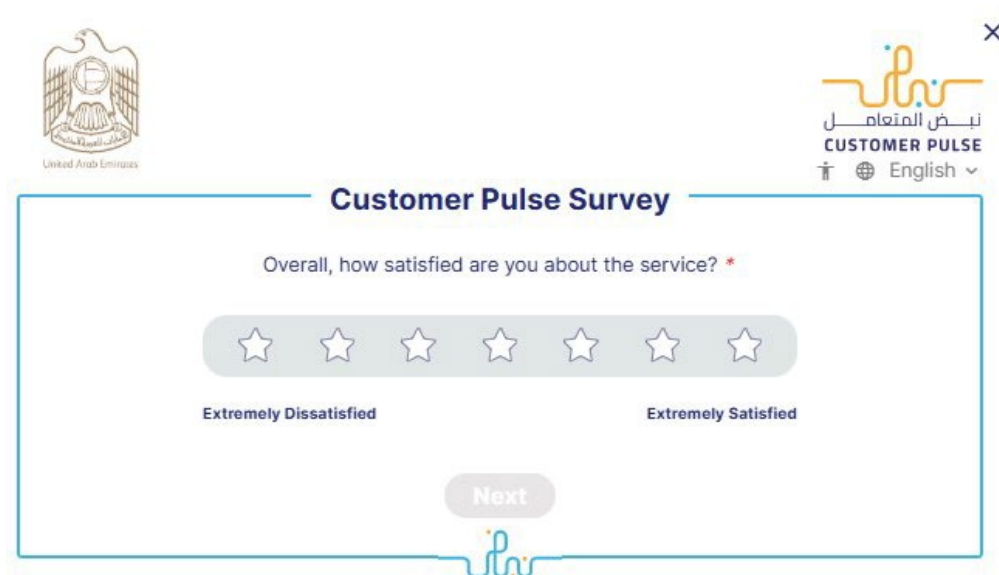
Cancel **Submit**

Important Notes:

1. The list of colleges available for transfer different for each student based on admission criteria required for each college.
2. The student must be in Good Academic Standing (Students who are under probation are not allowed to apply for internal transfer).
3. A student should not have finish more than 50% of credit hours in his/her current college to apply for Internal transfer.
4. Students who have a scholarship need approval from the sponsoring and must be attached to the online application.
5. The student can cancel or modify the transfer request electronically before the college's decision.
6. The student will be notified via email about the status of their application, whether it is accepted or rejected, and they can track the application status online.

Customer Pulse Survey:

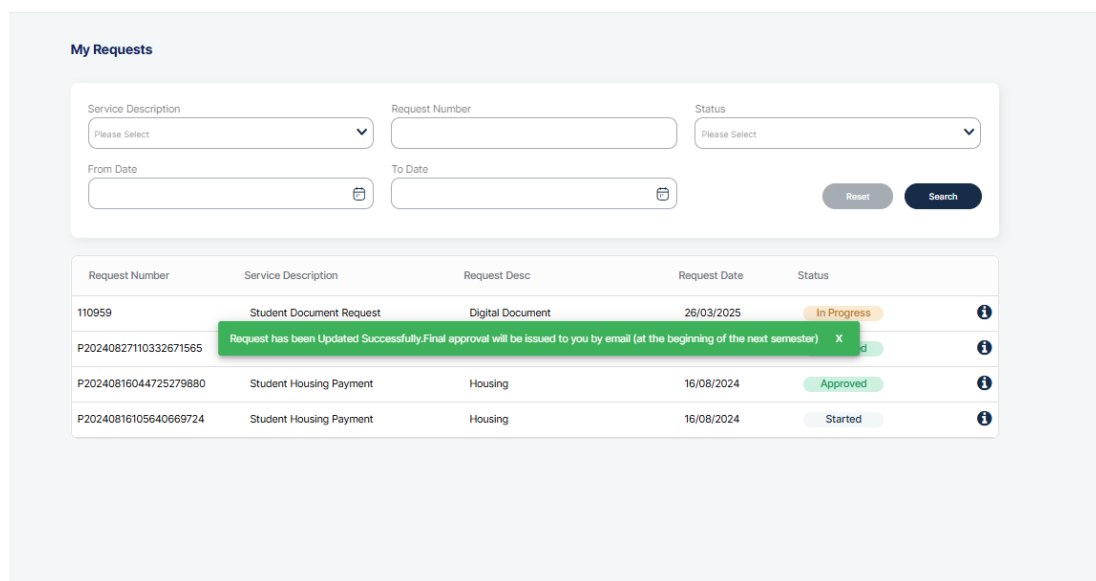
8. You can evaluate your experience with the service through the customer pulse survey screen shown below.



The screenshot shows the 'Customer Pulse Survey' interface. At the top left is the UAEU logo. At the top right is the 'نابض المتعامل' (Customer Pulse) logo with a close button. The main heading is 'Customer Pulse Survey'. Below it is the question: 'Overall, how satisfied are you about the service? *'. There is a row of seven stars for rating. Below the stars, 'Extremely Dissatisfied' is on the left and 'Extremely Satisfied' is on the right. A 'Next' button is at the bottom center.

Checking the Application Status

9. All applications are displayed on the student portal's main page.



The screenshot shows the 'My Requests' section of the student portal. It features a search filter area with dropdowns for 'Service Description' (Please Select), 'Request Number', and 'Status' (Please Select). There are also 'From Date' and 'To Date' input fields with calendar icons, and 'Reset' and 'Search' buttons. Below the filters is a table of requests.

Request Number	Service Description	Request Desc	Request Date	Status	
110959	Student Document Request	Digital Document	26/03/2025	In Progress	
P20240827110332671565	Request has been Updated Successfully.Final approval will be issued to you by email (at the beginning of the next semester)				
P20240816044725279880	Student Housing Payment	Housing	16/08/2024	Approved	
P20240816105640669724	Student Housing Payment	Housing	16/08/2024	Started	

- To see the details of the application status, please click on the icon 

Request Number	Service Description	Request Desc	Request Date	Status															
17873	Request for Inter-College Transfer	Summer 2025	23/07/2025	In Progress	  														
Term Summer 2025 College <table><thead><tr><th>Choice</th><th>College</th><th>First Major</th><th>Second Major</th><th>Date</th><th>Comment</th><th>Status</th></tr></thead><tbody><tr><td>First Choice</td><td>Agriculture & Veterinary Med.</td><td>Food Science</td><td>Horticulture</td><td>---</td><td>---</td><td>Pending</td></tr></tbody></table>						Choice	College	First Major	Second Major	Date	Comment	Status	First Choice	Agriculture & Veterinary Med.	Food Science	Horticulture	---	---	Pending
Choice	College	First Major	Second Major	Date	Comment	Status													
First Choice	Agriculture & Veterinary Med.	Food Science	Horticulture	---	---	Pending													

- To cancel the request, click on the icon  , then press "Yes," and you will be notified that the application has been successfully canceled.

Request Number	Service Description	Request Desc	Request Date	Status	
17873	Request for Inter-College Transfer	Summer 2025	23/07/2025	In Progress	  

Cancel Request

Do you want to cancel this request?

Request has been Canceled Successfully. X

Additional Information

- For Assistance: If you encounter any difficulties or have inquiries, you can contact the Admission & Registration Deanship via UAEU's toll-free number: 800-8238.
- Instructional Video: An explanatory video is available to help you use the service. (The link is provided within the service details on the university website).