جامعة قطر
QATAR UNIVERSITY

User Guide for Student

For Student Transfer System

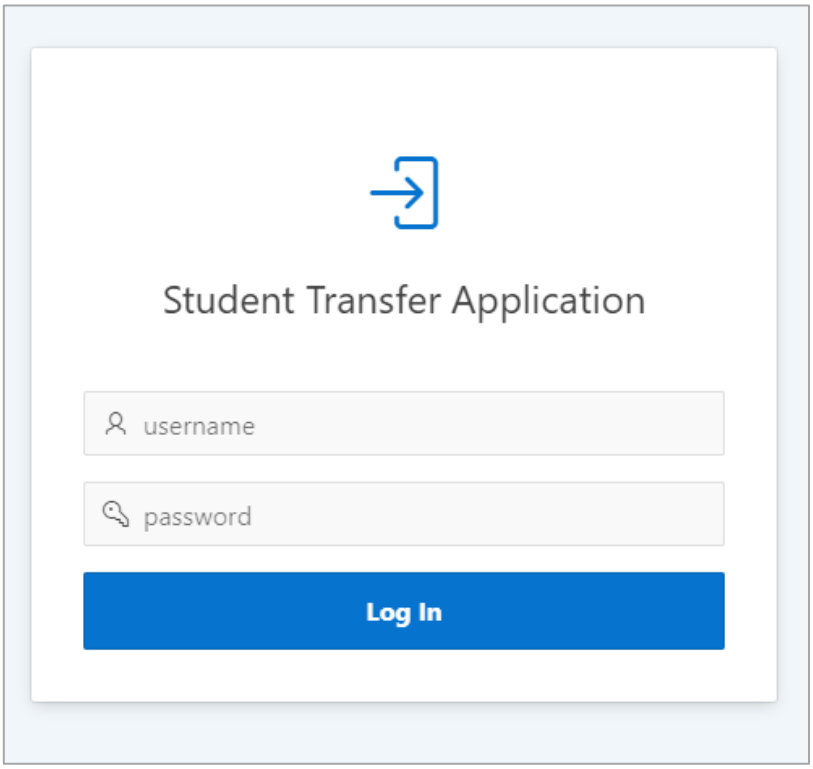
Services:

Change of Major
Change of Minor
Apply for Minor

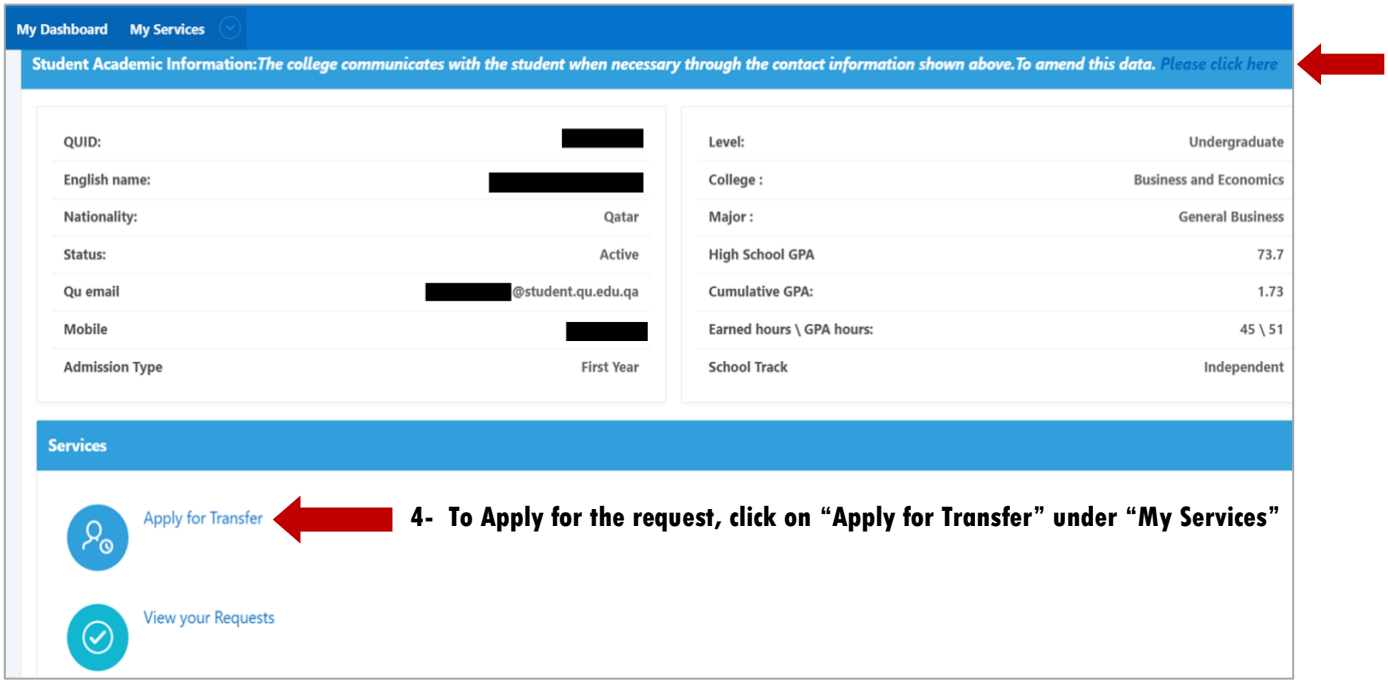
Login to the system: تسجيل الدخول للنظام:

1- **Visit the services portal through the following link https://qusis.qu.edu.qa/sisapx/f?p=209:101**

2- **Enter your Qatar University username and password to log in.**



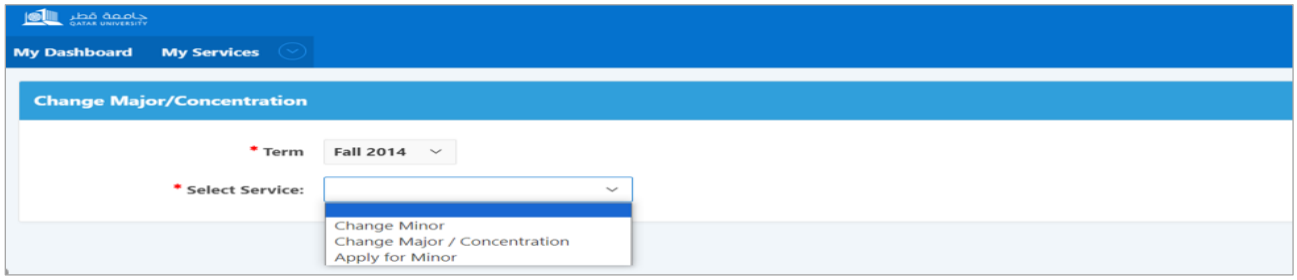
3- **Once the login is succeeded, in the Dashboard of the system, you will view your personal and academic information.**
**** To amend your mobile number, please click on the link showed in the image below:**



4- **To Apply for the request, click on "Apply for Transfer" under "My Services"**

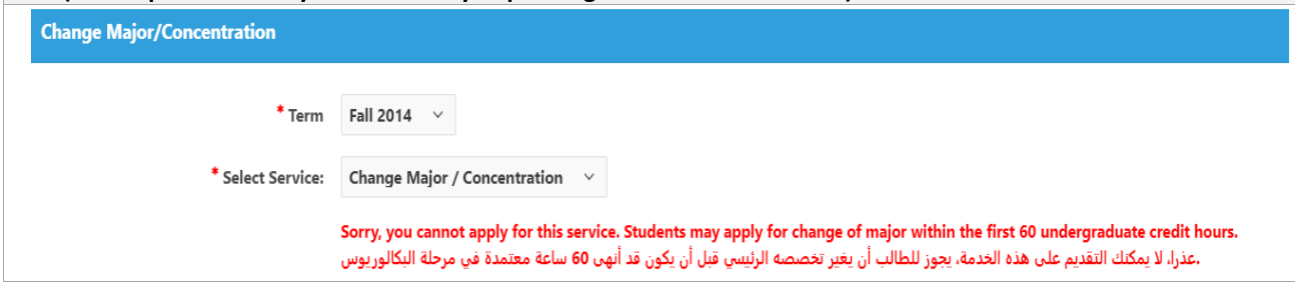
Apply For Transfer: تقديم طلب التحويل:

1- To Apply for the request, select the term of application, then select the service:

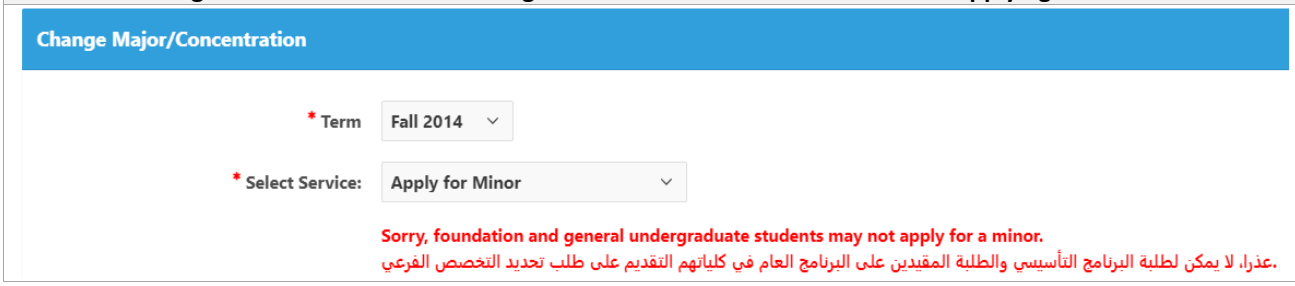


2- Students may sometimes receive error messages when selecting a service, such as:

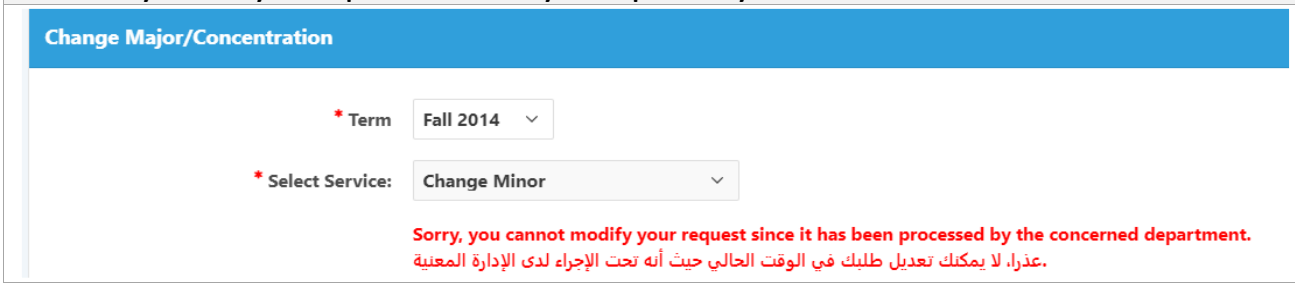
- **Not allowing applications for students who have exceeded 60 credit hours (this requirement may be mandatory depending on the rule conditions).**



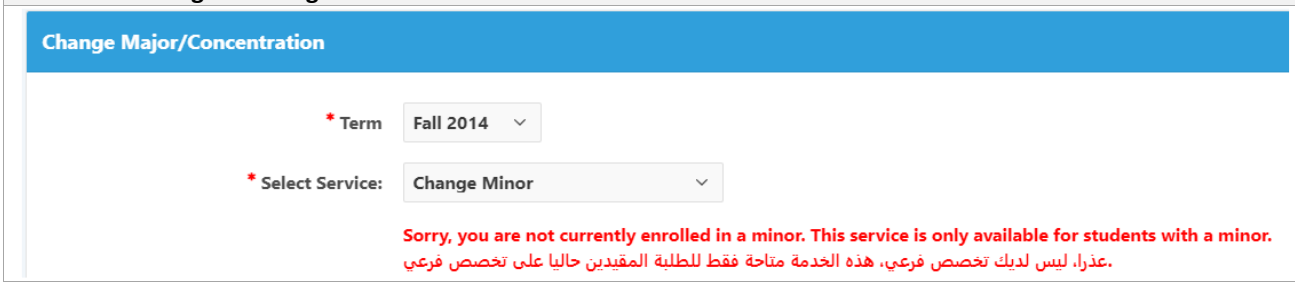
- **Not allowing Foundation and General Program students to choose the service of applying minor**



- **Inability to modify the request if it is already under process by the relevant authorities.**

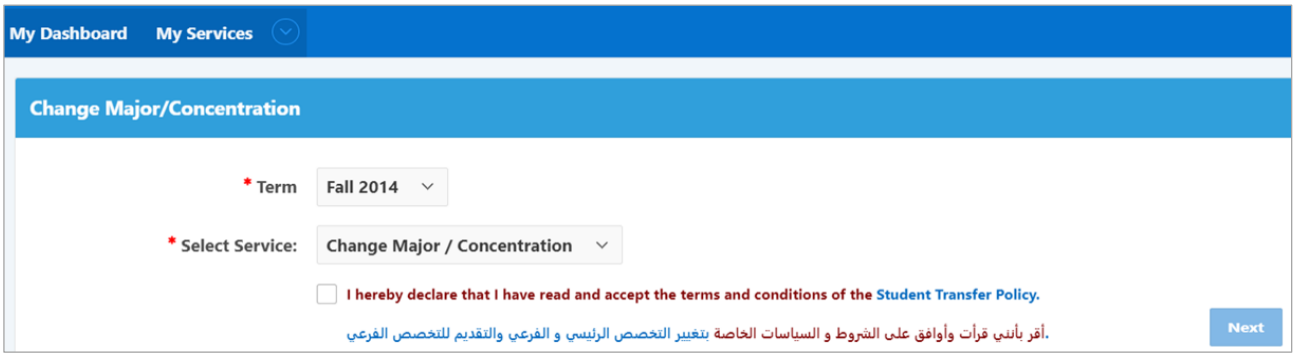


- **Not allowing the change of minor if the student is not enrolled in a minor**

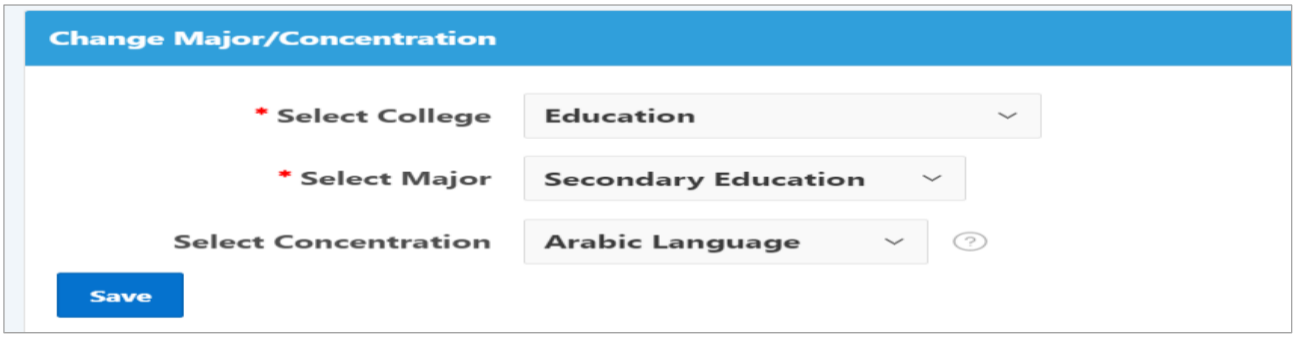


Change Major / Concentration: تغيير التخصص الرئيسي:

1- **Once the student has selected the service to "Change Major" and has agreed on the terms and conditions, student will be able to press on "Next".**

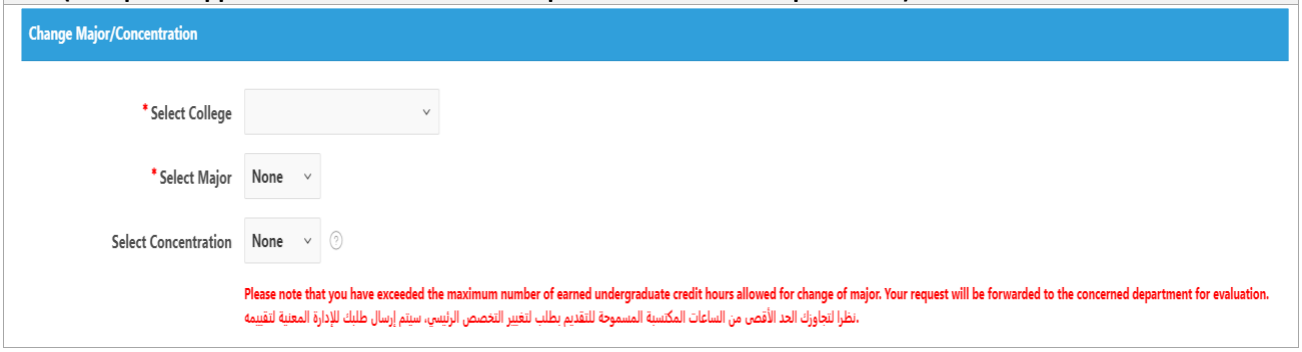


2- **Please select the College and then the Major that you would like to change to:**

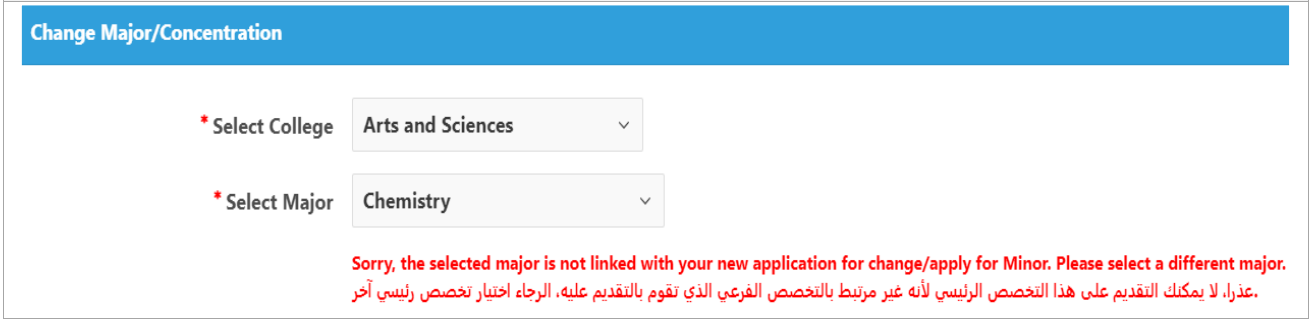


3- **You may encounter some messages that could prevent you from applying, including:**

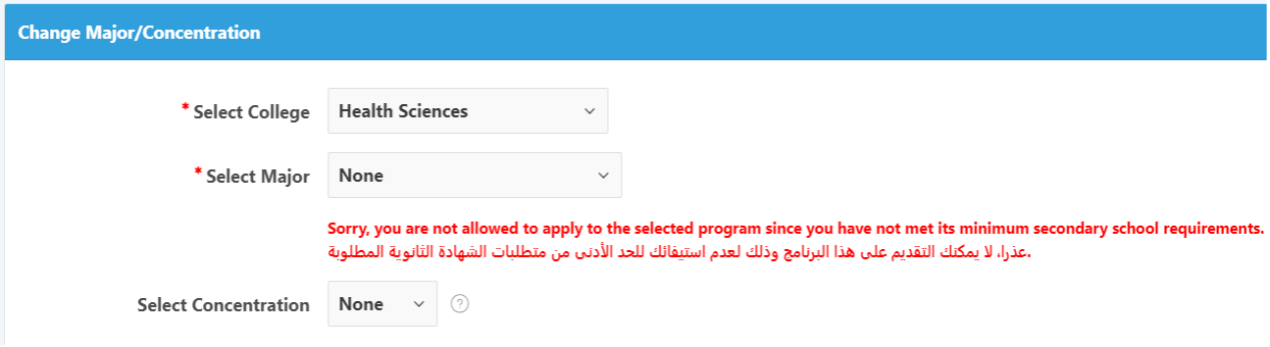
- **Not allowing applications for students who have exceeded 60 credit hours.**
  (It requires approval from the concerned department for this exception first)



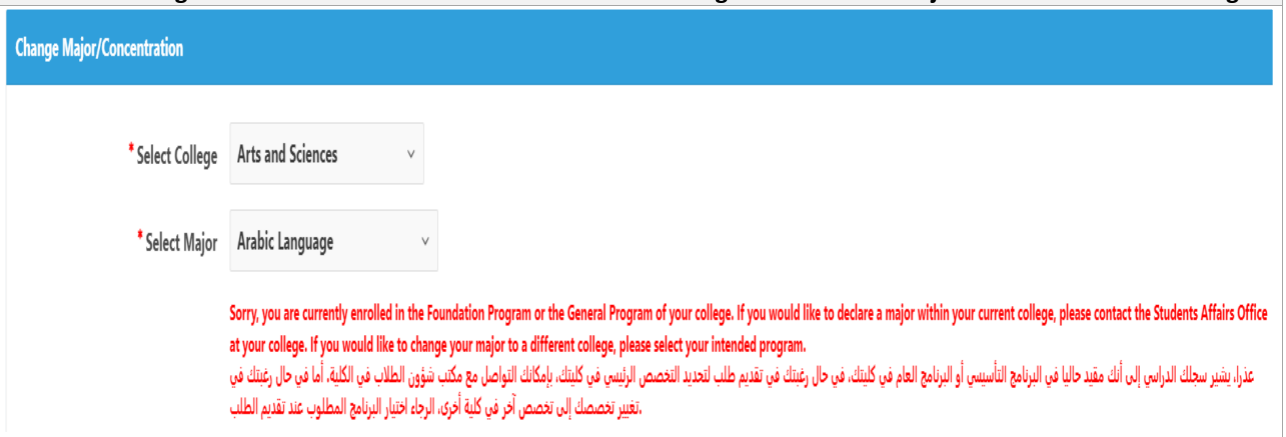
- **Not allowing students to select a major that in not linked to previously submitted application for a minor.**



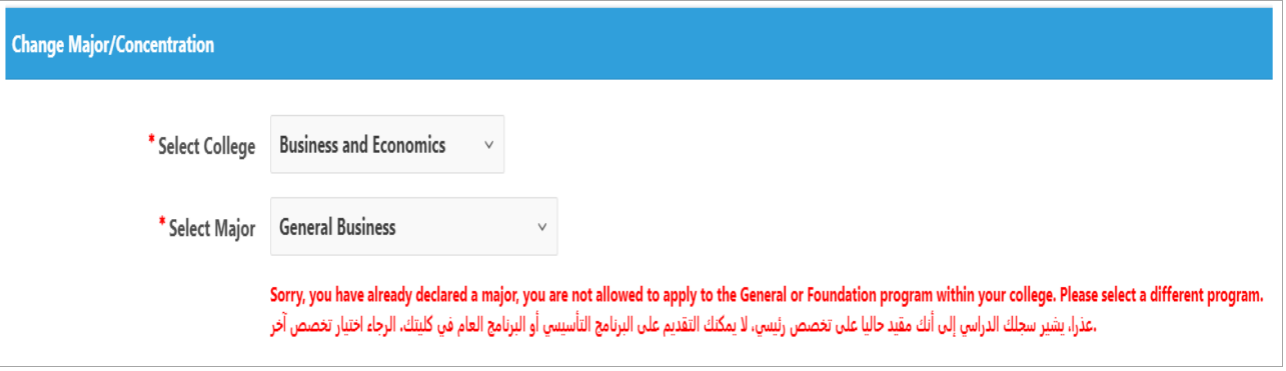
- **Applicant's high school percentage does not meet the minimum requirements of the selected major.**



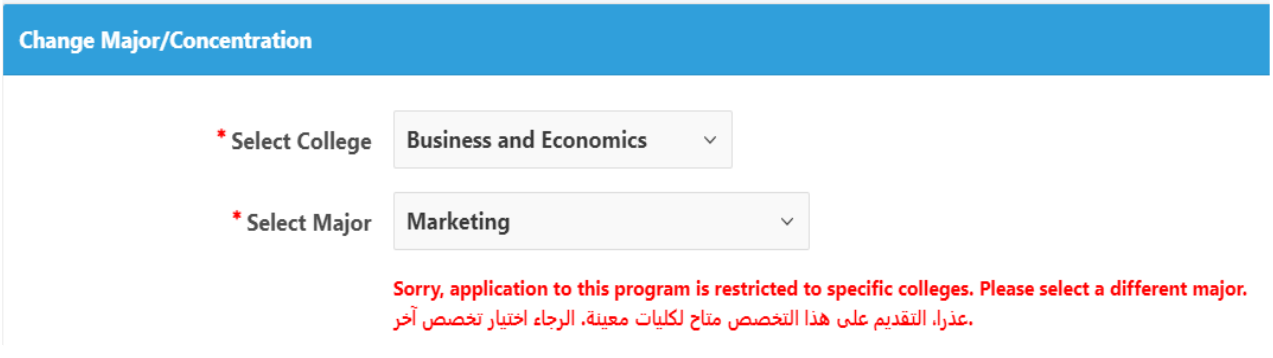
- **Not allowing students enrolled in Foundation or General Program to declare major within the current college.**



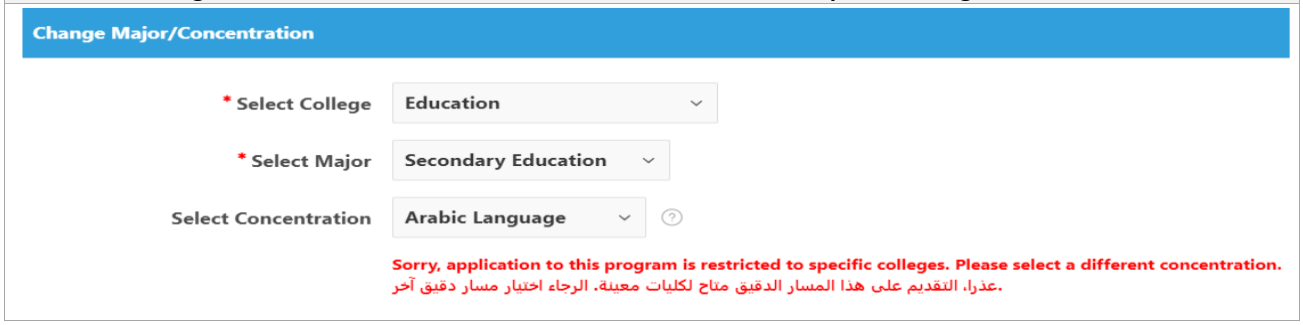
- **Not allowing students enrolled in a major to select Foundation or General Program within the current college.**



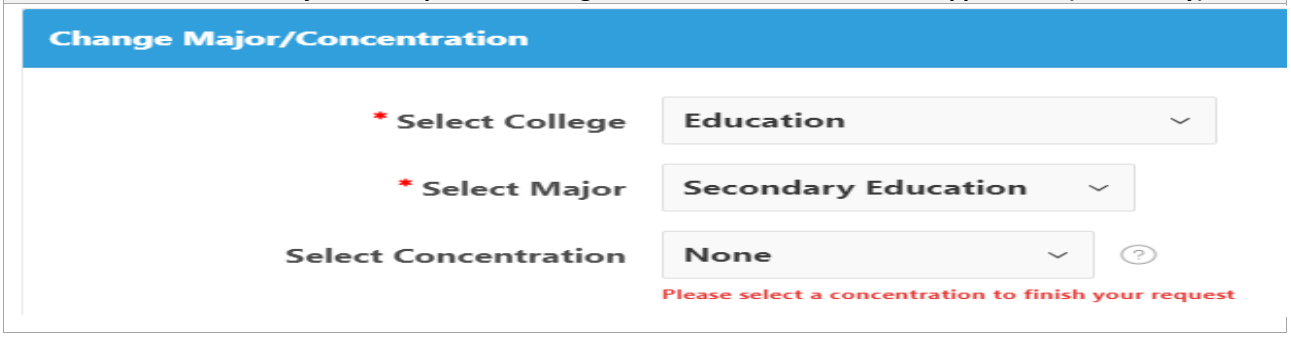
- **Not allowing students to select a major that is restricted for specific colleges.**



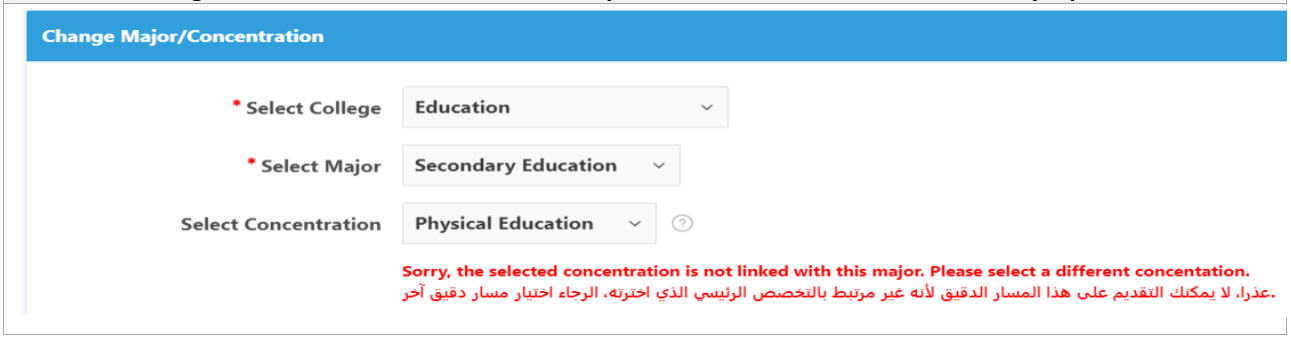
- **Not allowing students to select a concentration that is restricted for specific colleges.**



- **Student chooses a major that requires declaring a concentration at the time of application (mandatory).**



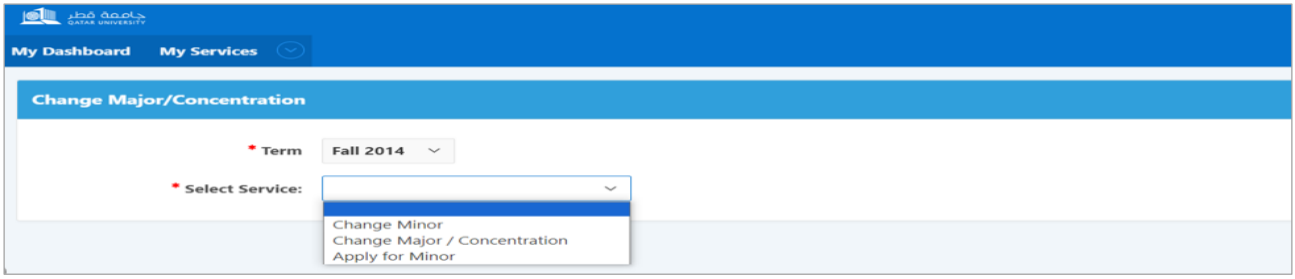
- **Not allowing students to choose a concentration preference that is not linked to the major preference.**



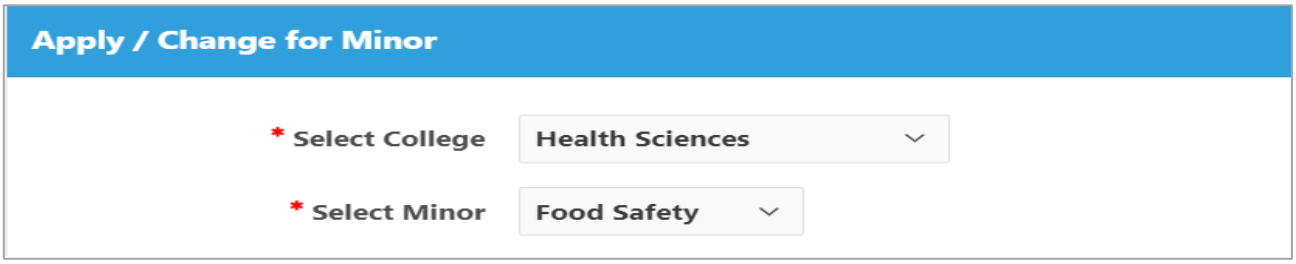
4- Once you finish filling the entire choices and you clicked on "Save Choices", you will receive an email for submission:

Change Minor: تغيير التخصص الفرعي:

1- To Apply for the request, select the term of application, then select the "Change Minor" service:

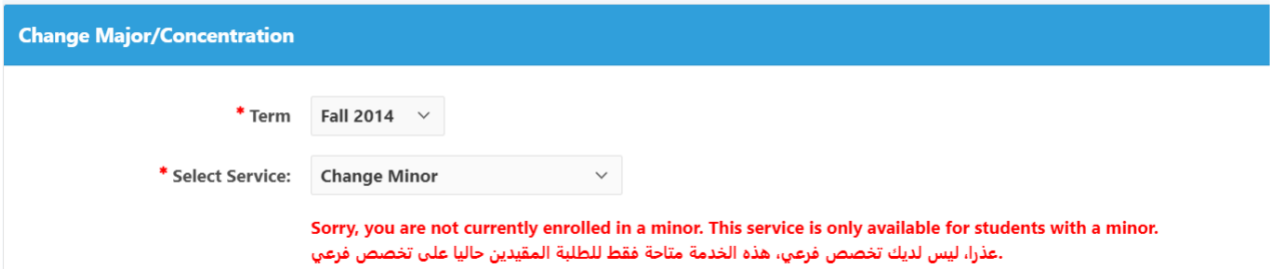


1- Please select the College and then the Minor that you would like to change for

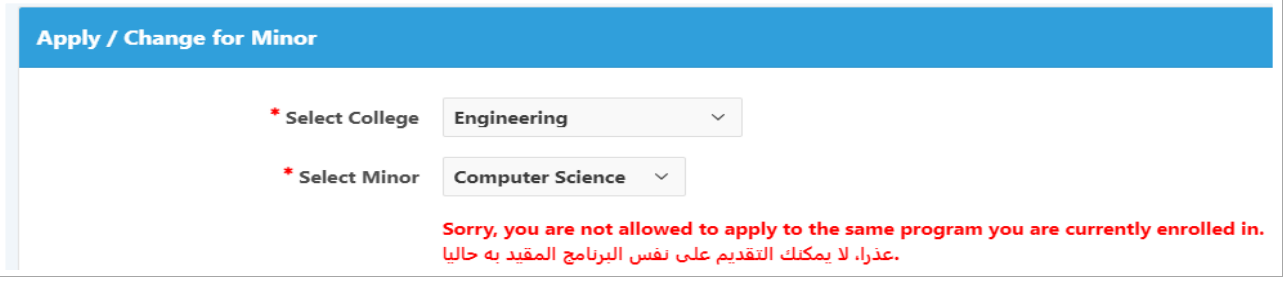


2- The system may prevent you from changing the minor for several reasons, including:

- Not allowing students to change minor if they are not currently enrolled in a minor.



- Not allowing students to change minor to the same minor that they are currently enrolled in.



3- Once you have completed the application, you will receive a confirmation message via email to confirm your request.

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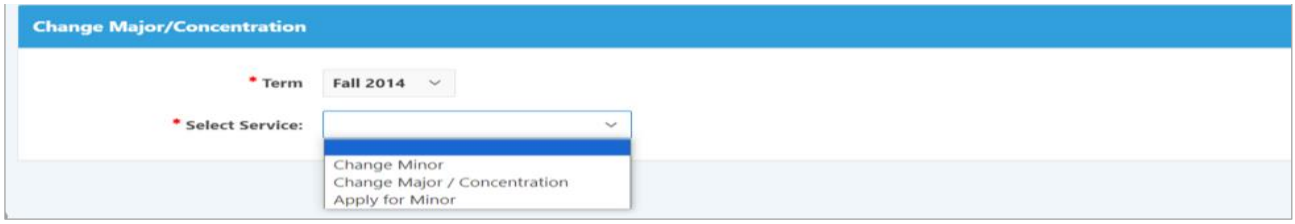
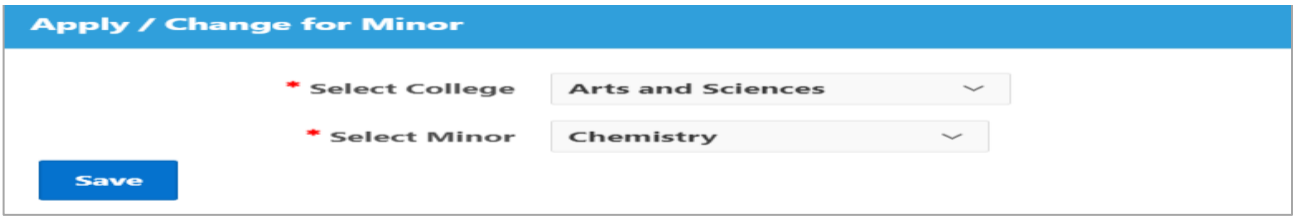
Apply For Minor: التقديم على التخصص الفرعي:

1- To Apply for the request, select the term of application, then select the "Apply for Minor" service:

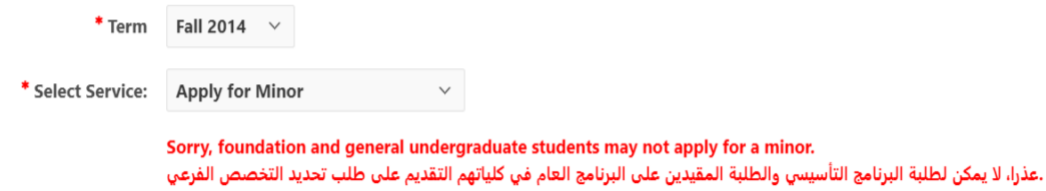


2- Please select the College and then the Minor that you would like to apply for

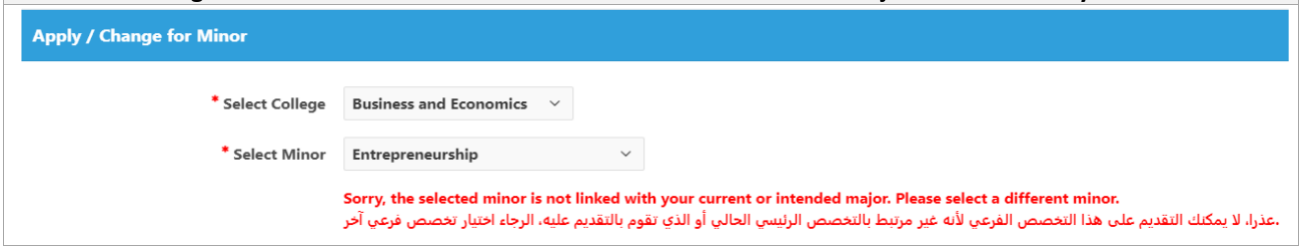


3- You may receive an alert message preventing you from applying for minor, including:

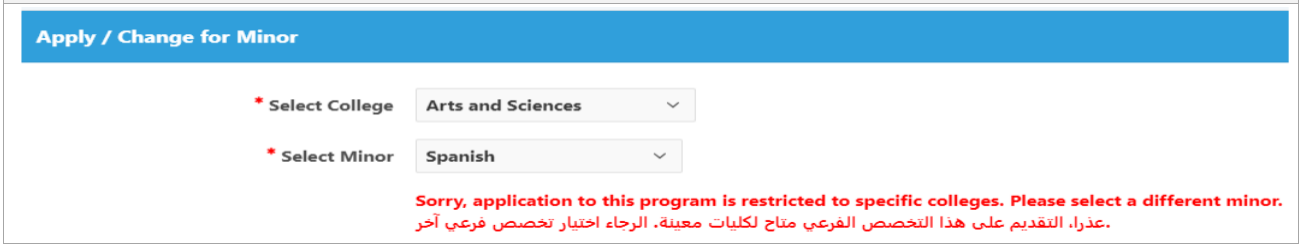
- **Not allowing Foundation and General Program students to choose the service of applying for minor.**



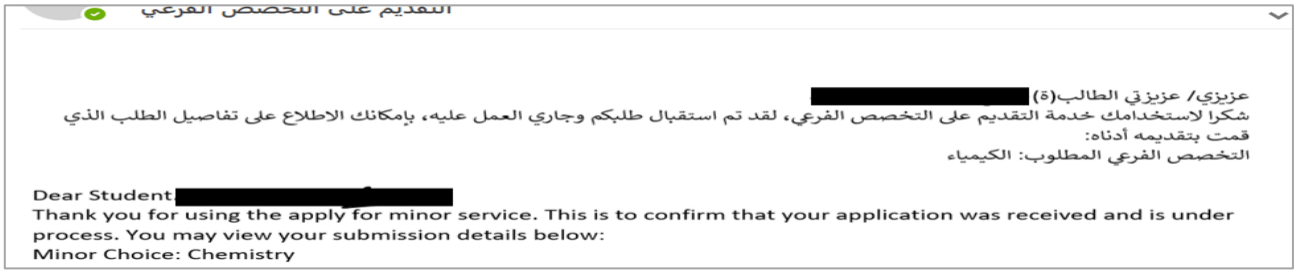
- **Not allowing students to choose a minor that is not linked to intended major or the currently enrolled in.**



- **Not allowing students to select a minor that is restricted for specific colleges.**



4- Once you have completed the application, you will receive a confirmation message on your email.



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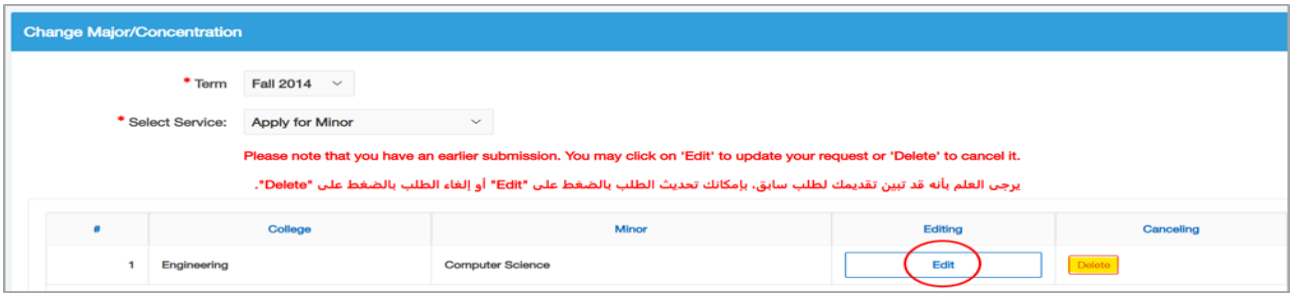
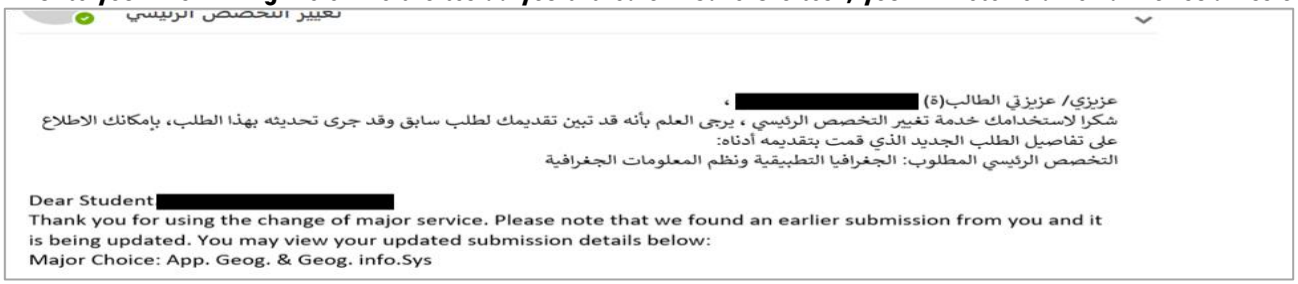
Edit or Delete your Requests: تعديل أو إلغاء الطلب:

Edit Request:

If you already applied for 'Change Major / Concentration', 'Change Minor', or 'Apply for Minor' and would like to edit your request, please click on either button (Edit) on the table:



Once you finish filling the entire choices ad you clicked on "Save Choices", you will receive an email for submission:

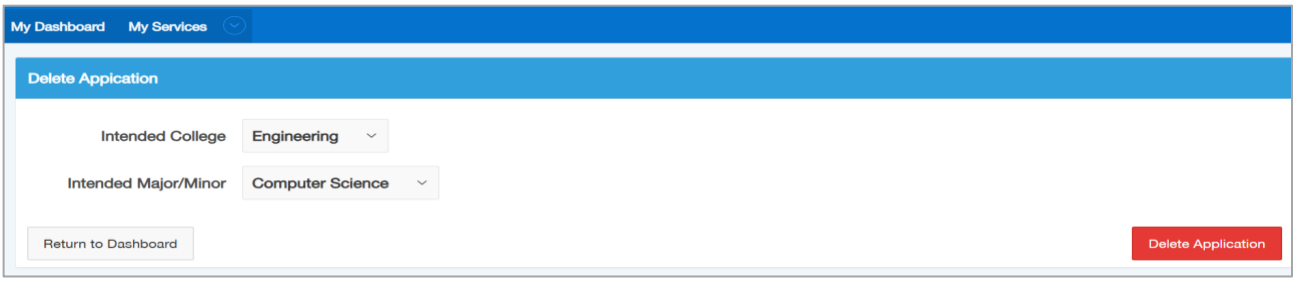

تغيير التخصص الرئيسي

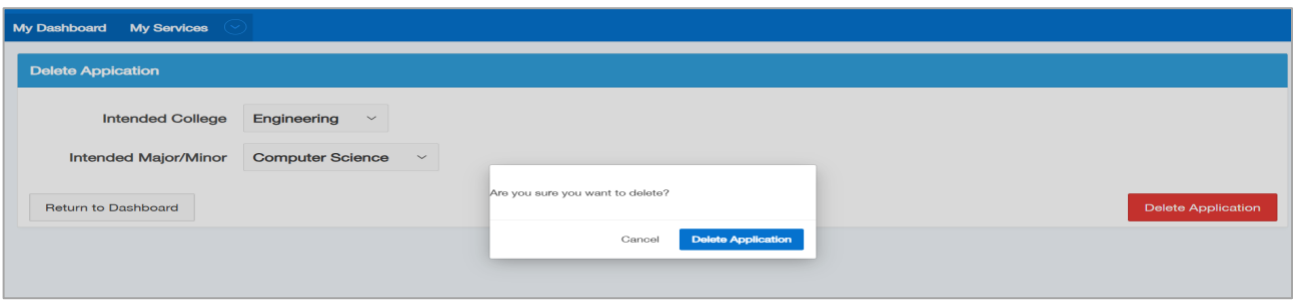
عزيزي/ عزيزتي الطالب(ة) [redacted] ،
شكرا لاستخدامك خدمة تغيير التخصص الرئيسي ، يرجى العلم بأنه قد تبين تقديمك لطلب سابق وقد جرى تحديثه بهذا الطلب، بإمكانك الاطلاع على تفاصيل الطلب الجديد الذي قمت بتقديمه أدناه:
التخصص الرئيسي المطلوب: الجغرافيا التطبيقية ونظم المعلومات الجغرافية

Dear Student [redacted]
Thank you for using the change of major service. Please note that we found an earlier submission from you and it is being updated. You may view your updated submission details below:
Major Choice: App. Geog. & Geog. info.Sys

Delete Request:

If you already applied for 'Change Major / Concentration', 'Change Minor', or 'Apply for Minor' and would like to delete your request, please click on either button (Delete) on the table:





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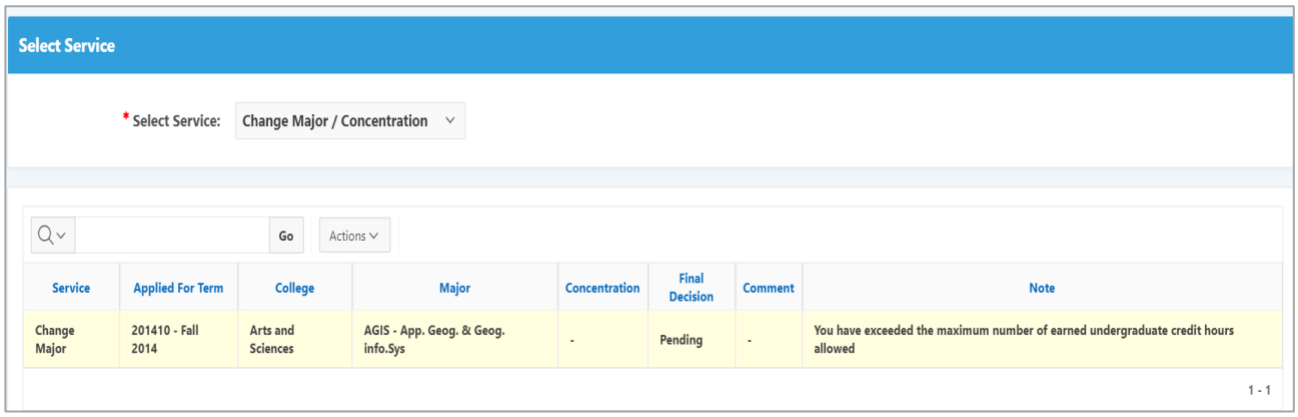
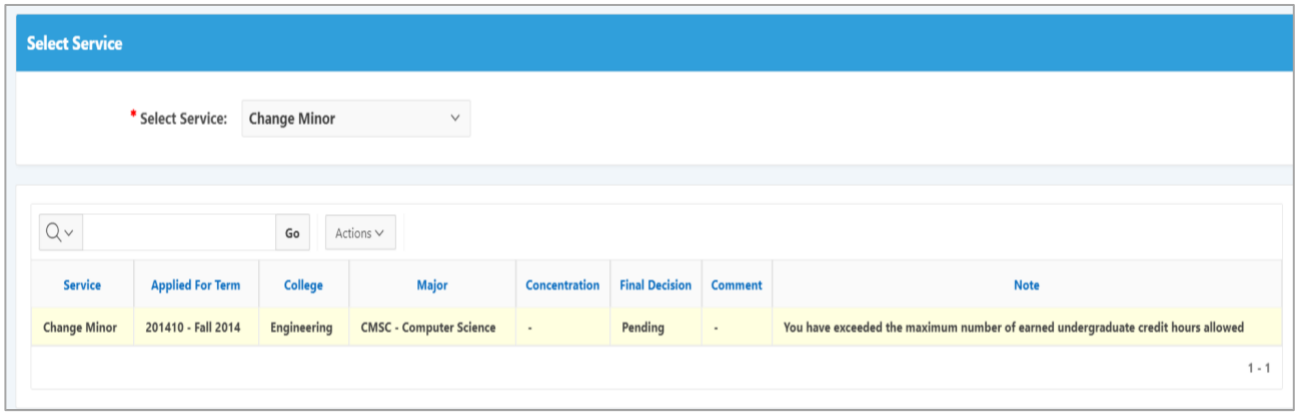
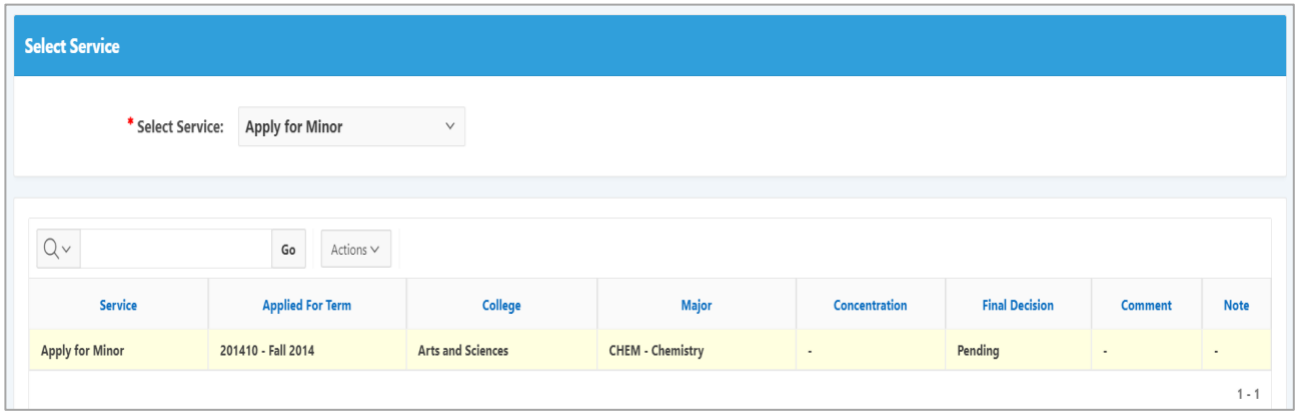
View your Requests: متابعة حالة الطلب:

To follow up your request after completing the submission, go to "view you Requests" through the system dashboard under "My Services". Then click on icon showed in the picture to check the status on each choice: