Deanship of عمـــــــــادة
Admissions القبـــــــول
& Registration والتسجيل

Transferring to Another Major

Submitting a Request of 'Transferring to Another Major'

✓ Log in to the student portal.psut.edu.jo

✓ Select 'Academic System'.

1. Select 'Electronic Services' menu.

2. Click on the 'Service Request' button.

3. Select 'Transferring to another major' Request.

4. Select the major you want to transfer to.

5. Click on the 'Prepare and Print' button and wait for counting of the completed hours.

6. Click 'Confirmation'.

7. Enter the authentication code you received in your mail box.

8. Press 'Send' to receive a message indicating the success of the submission.

Log in to the student portal

https://portal.psut.edu.jo

✓ Select 'Academic System' (SIS)
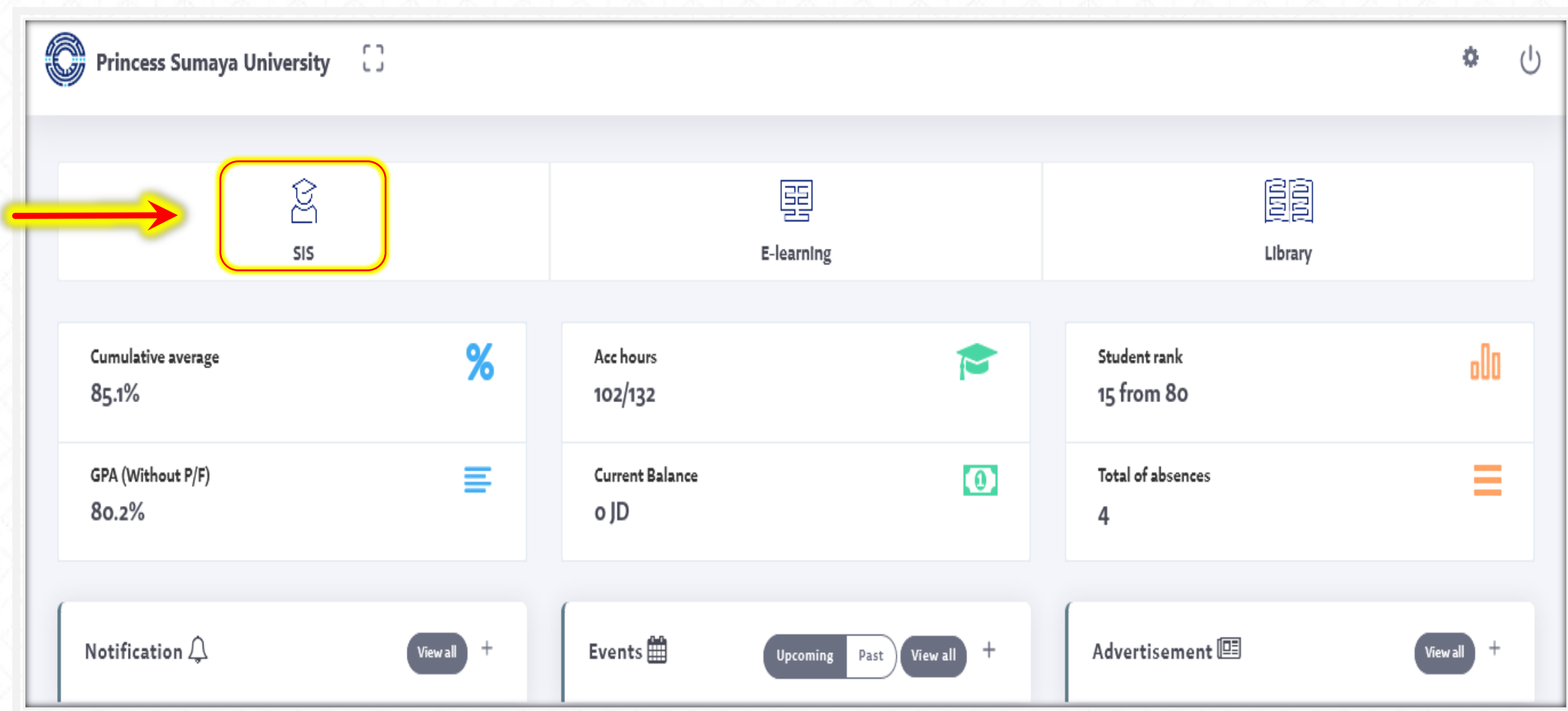
1 Select the 'Electronic Services' menu.

2 Click on 'Service Request' button.

③ Select 'Transferring to another major' Request.

④ Select the major you want to transfer to.

⑤ Click on the 'Prepare and Print' button and wait for counting of the completed hours.

Princess Sumaya University for Technology جامعة الأميرة سمية للتكنولوجيا

👤 Student Information	
🗓 Current Schedule	
📅 Exams Schedule	
Calc Average	
📖 Semesters Courses	
📑 Study Plan	
📄 Registration	
ⓢ Financial	
E-Services	
📋 Subscriptions	
📋 Survey	

Type of service   ○ Official Certificate Request Form   ○ E-Services   ○ Other Procedures

Service   Request to change major   **③**

Notes regarding action

You must prepare and view the courses calculated before sending the application .
You must confirm to send the request and then the admissions and registration will study the equivalence of some courses .
You will be notified by email when the application is approved .
Final approval will be after the final results of the semester. .
The transfer of specialization shall be in the registration semester.
The action can be canceled before final approve.

Student Info

Avarege : 85.1 / Hours : 102 / Feez Amount : 100 / Current Major : Accounting

pecialization   Electronics Engineering ∨   Prepare and print

④   **⑤**

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Counting of the completed hours

Click 'Confirmation'

Type of service   ○ Official Certificate Request Form   ○ E-Services   ○ Other Procedures

Service   Request to change major

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The Accumilate Average And Hours After Chanhe Your Major is not Final ,It May Change After The Dean Of Registration Study Your Request

Student Info

Before Change Major
Avarege : 95.8 / Hours : 98 / Feez Amount : 100 / Current Major : Computer Science

After Change Major
Avarege : 96.9 / Hours : 30 / Feez Amount : 100 / Major : Accounting

Specialization   Accounting   **Prepare and print**

·6·   **Confirmation**

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Student Information
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Princess Sumaya University for Technology جامعــة الأميــرة سميـة للتكنولوجيا

7 Enter the authentication code you received in your mail box.

8 Press 'Send' to receive a message indicating the success of the submission.

Princess Sumaya University for Technology

Student Information	
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Type of service   ○ Official Certificate Request Form   ○ E-Services   ○ Other Procedures

Service   [Request to change major]

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Specialization   [Accounting   ▼]   **7**   [Prepare and print]

The confirmation code has been sent to your email; please check your email. [   ]

8   [Send]   [Back]

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A message indicating the success of the submission

Deanship of عمـــــادة
Admissions القبـــــول
& Registration والتسجيل

مكتب الإرشاد الأكاديمي
Academic Advising Office