



Deanship of **عمادة**
Admissions **القبول**
& 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>



Princess Sumaya
University
for Technology

الجامعة
الأميرة سميرة
للتكنولوجيا

Login

User Name

Password

Login

Forgot Password? [Click Here](#)



University ID

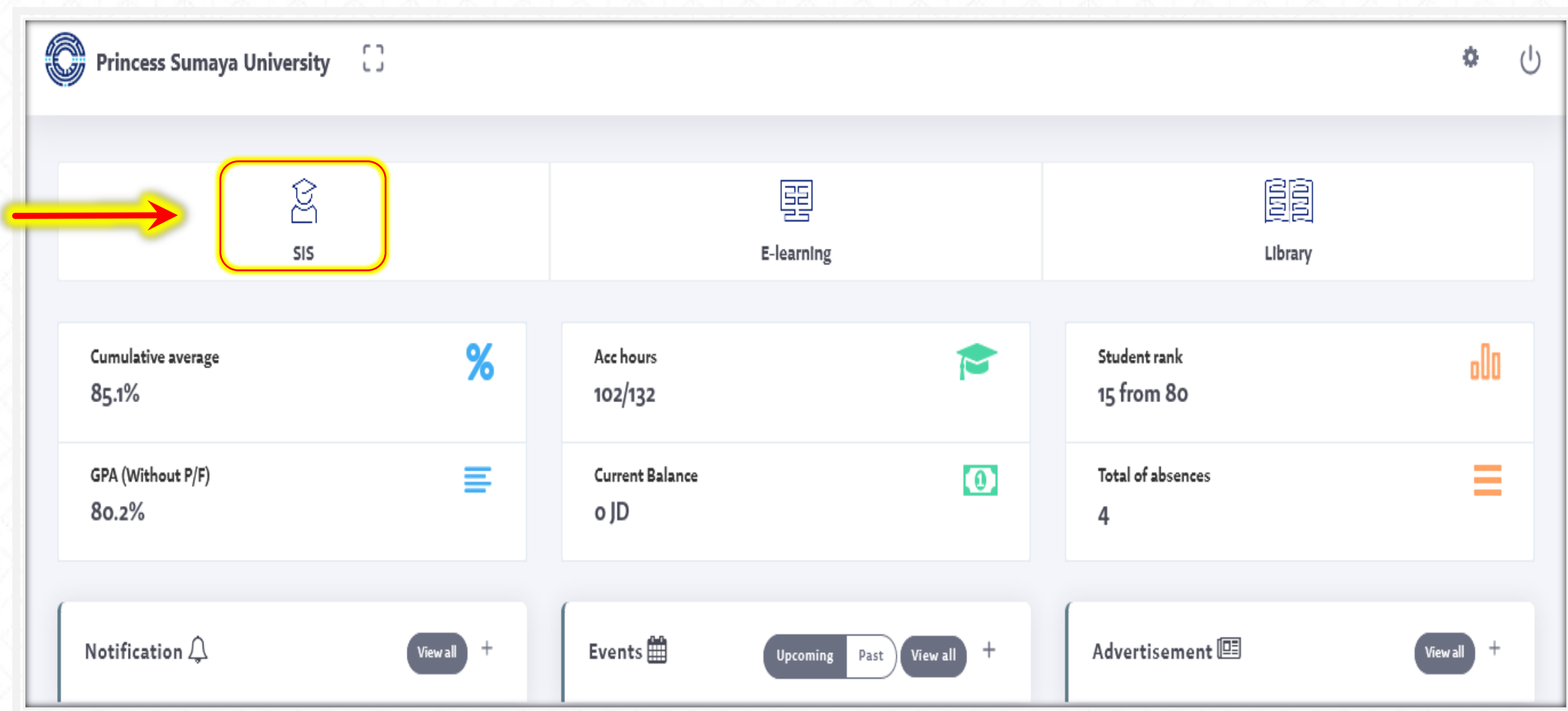


Password



Login

✓ Select 'Academic System' (SIS)



1 Select the 'Electronic Services' menu.

2 Click on 'Service Request' button.

The screenshot displays the user interface of the Princess Sumaya University for Technology portal. On the left, a dark blue sidebar contains a list of menu items: 'Student Information', 'Current Schedule', 'Exams Schedule', 'Calc Average', 'Semesters Courses', 'Study Plan', 'Registration', 'Financial', 'E-Services', 'Subscriptions', and 'Survey'. The 'E-Services' item is highlighted with a yellow box and a green circle with the number '1' next to it, with a yellow arrow pointing to it. The main content area has a light gray header with the university's logo and name in Arabic and English. Below the header, there is a section for 'Type of service' with radio buttons for 'All' (selected), 'Official Certificate Request Form', 'E-Services', and 'Other Procedures'. A 'Service' dropdown menu is set to 'All'. A blue 'Search' button is located to the right of the dropdown. Below this, a blue button labeled 'Request for service' is highlighted with a yellow box and a red circle with the number '2' next to it, with a yellow arrow pointing to it.

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.

The screenshot displays the user interface of the Princess Sumaya University for Technology portal. On the left is a dark blue sidebar with navigation links: Student Information, Current Schedule, Exams Schedule, Calc Average, Semesters Courses, Study Plan, Registration, Financial, E-Services, Subscriptions, and Survey. The main content area has a light gray background. At the top left of this area is the university's logo and name in Arabic and English. Below the logo, there are three radio buttons for 'Type of service': 'Official Certificate Request Form' (selected), 'E-Services', and 'Other Procedures'. Underneath, a dropdown menu for 'Service' is set to 'Request to change major', highlighted with a yellow box and a red circle with the number 3. A red box titled 'Notes regarding action' contains the following text: '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.', and 'The action can be canceled before final approve.' Below the notes is a red box labeled 'Student Info' containing the text: 'Avarege : 85.1 / Hours : 102 / Feez Amount : 100 / Current Major : Accounting'. At the bottom of the main area, there is a dropdown menu for 'Specialization' set to 'Electronics Engineering', highlighted with a yellow box and a red circle with the number 4. To its right is a blue button labeled 'Prepare and print', highlighted with a yellow box and a red circle with the number 5. A blue 'Back' button is located below the 'Specialization' dropdown. The footer of the page contains the copyright notice 'Copyright ©2022 Princess Sumaya University for Technology. All Rights Reserved.Developed by Royal Scientific Society' and social media icons for Facebook, LinkedIn, Twitter, YouTube, and Instagram.

Princess Sumaya University for Technology

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

Service
Request to change major

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

Specialization
Electronics Engineering

Prepare and print

Back

Copyright ©2022 Princess Sumaya University for Technology. All Rights Reserved.Developed by Royal Scientific Society

Counting of the completed hours

The screenshot shows the PSUT Registration System interface in a Mozilla Firefox browser. The address bar displays the URL: 172.27.1.128/ReportsViewer.aspx?ubesSb8TbhjlrMezUOo5mouABkVHA5zDm24N31CvC. The page title is 'PSUT Registration System - Mozilla Firefox'. The main content area shows a search bar with the text 'بحث' (Search) and a table titled 'سجل علامات الطالب المحول' (Transfer Student Record). The table has columns for 'اسم الطالب' (Student Name), 'رقم الطالب' (Student ID), 'تاريخ القبول' (Acceptance Date), 'الجنس' (Gender), 'معدل الثانوية' (High School GPA), 'التخصص القديم' (Old Major), 'المساعات الممتدة قبل التحويل' (Extended Hours Before Transfer), 'الجنسية' (Nationality), 'المعدل التراكمي قبل التحويل' (Cumulative GPA Before Transfer), 'المستوى' (Level), 'التقدير' (Grade), and 'نوع الثانوية' (Type of High School). The table is currently empty. The sidebar on the right contains navigation links: 'الخطة الدراسية' (Academic Plan), 'التسجيل' (Registration), 'مالية' (Finance), 'الخدمات الإلكترونية' (Electronic Services), 'إستبيان' (Survey), 'الاشتراكات' (Subscriptions), 'تعديل البيانات' (Edit Data), and 'التخصص' (Major). The footer of the page includes the text 'Copyright © 2020 Princess Sumaya University for Technology'.

PSUT Registration System - Mozilla Firefox

172.27.1.128/ReportsViewer.aspx?ubesSb8TbhjlrMezUOo5mouABkVHA5zDm24N31CvC

بحث

Next | Find | 1 of 1

جامعة الأميرة سمية للتكنولوجيا Princess Sumaya University for Technology

التاريخ: 11:11 2020/12/20

صفحة: 1/1

اسم الطالب

رقم الطالب

تاريخ القبول

الجنس

معدل الثانوية

التخصص القديم

المساعات الممتدة قبل التحويل

الجنسية

المعدل التراكمي قبل التحويل


المستوى

التقدير

نوع الثانوية

Copyright © 2020 Princess Sumaya University for Technology

Click 'Confirmation'



Princess Sumaya
University
for Technology

Student Information

Current Schedule

Exams Schedule

Calc Average

Semesters Courses

Study Plan

Registration

Financial

E-Services

Subscriptions

Survey

Change Password

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

Service

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 Accumulate 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

6

Copyright ©2023 Princess Sumaya University for Technology. All Rights Reserved.Developed by Royal Scientific Society

- 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

جامعة
الأميرة سميرة
للتكنولوجيا

Student Information

Current Schedule

Exams Schedule

Calc Average

Semesters Courses

Study Plan

Registration

Financial

E-Services

Subscriptions

Survey

Change Password

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

Service
Request to change major

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 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

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

7

8

Send

Back

Copyright ©2023 Princess Sumaya University for Technology. All Rights Reserved.Developed by Royal Scientific Society

f


in

Twitter

YouTube

Instagram

A message indicating the success of the submission



Princess Sumaya
University
for Technology

Student Information

Current Schedule

23 Exams Schedule

Calc Average

Semesters Courses

Study Plan

Registration

Financial

E-Services

Subscriptions


Survey

Change Password

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






Service
Select

Back



The action has been successfully saved and approved and transferred for authority Registered Admission and Registration

Copyright ©2023 Princess Sumaya University for Technology. All Rights Reserved. Developed by Royal Scientific Society





عمادة القبول والتسجيل
Deanship of Admissions & Registration

مكتب الإرشاد الأكاديمي
Academic Advising Office