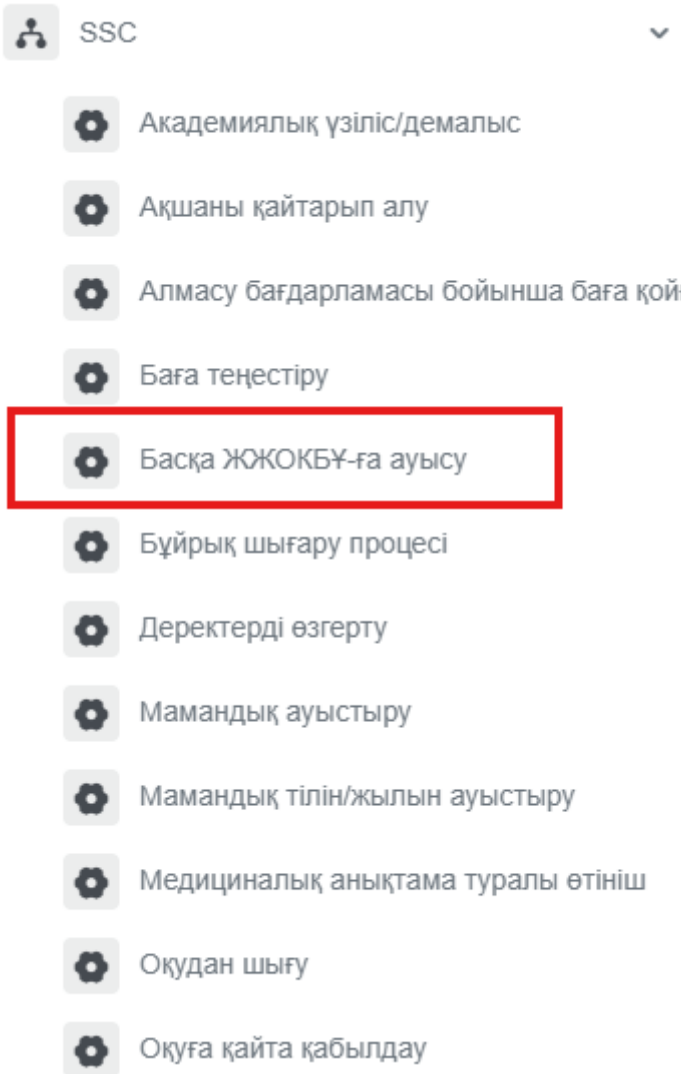
Transfer to another higher education institution

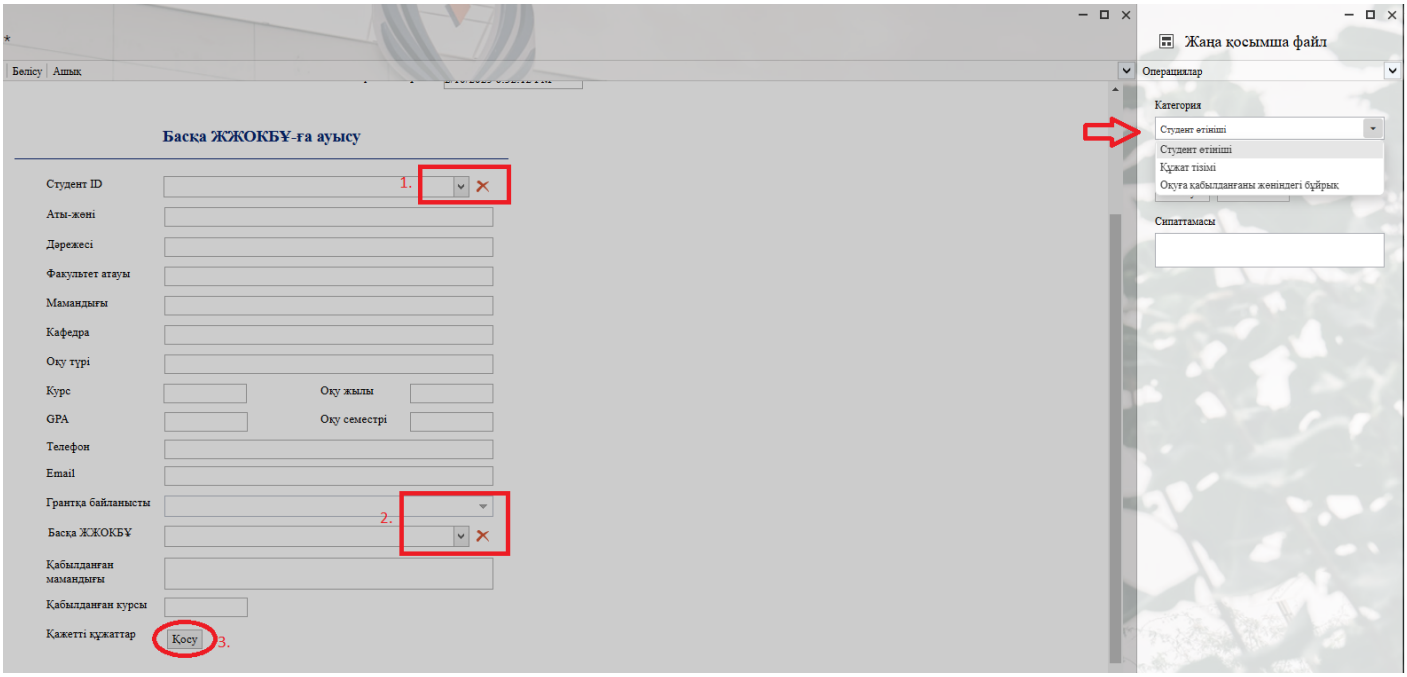
Process purpose and use cases
This process is used for processing a student's transfer to another higher education institution.

How can I initiate the Transfer to another higher education institution process in the DMS system?

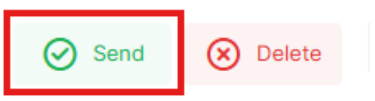
1. Go to dms.sdu.edu.kz, navigate to the "**Start Process**" section, and proceed to **SSC → Басқа ЖЖОКБҰ-ға ауысу / Transfer to another higher education institution** process**.**
Note: SSC processes can only be initiated by SSC employees.



2. 1) Click the button in the **Студент ID / Student ID** column and enter the student's **ID** number or full name in the opened window. Once you select the required student, the remaining fields will be filled in automatically.
2) Select the other higher education institution. Enter the accepted major and course.
3) In the opened window after clicking the **"Қосу" — "Add"** button, you can attach the required document to the categories on the left.

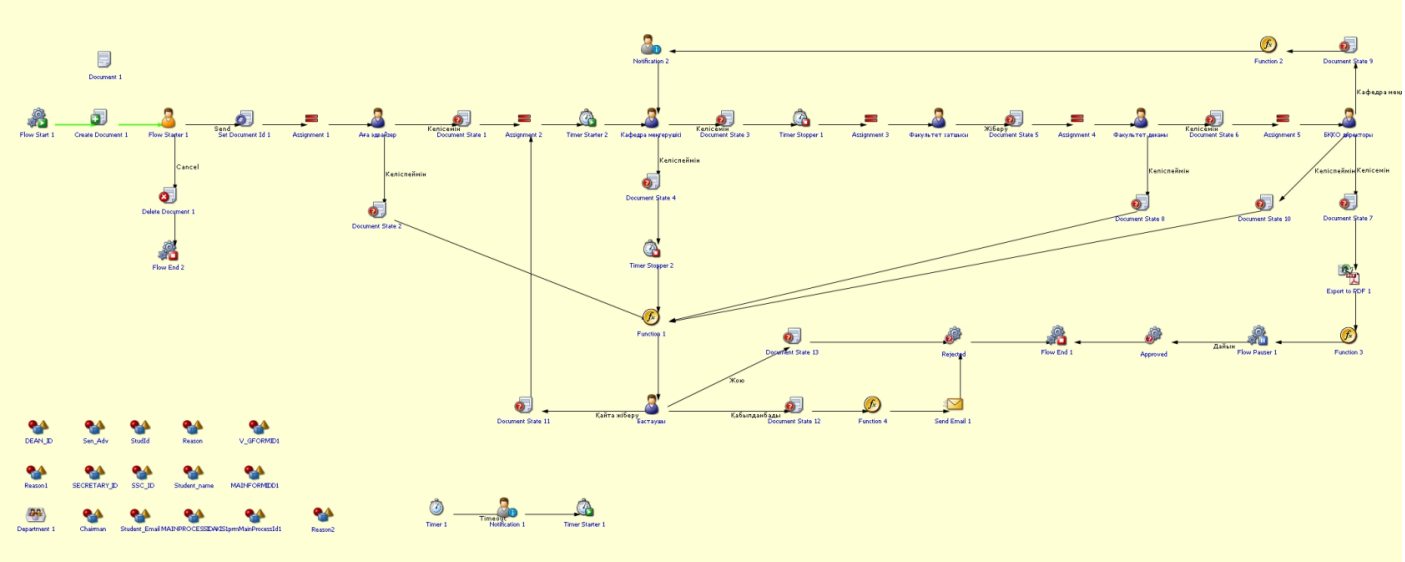


3. Once the required information is provided, click the "**Submit** / **Жіберу**" button.



Process guidelines

You can view the process workflow in the section below.



For all inquiries, you can submit a request through helpdesk.sdu.edu.kz → "Submit a ticket" → "BPM" or contact us via email at dms@sdu.edu.kz!

Revision #6
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