Dear applicants, please access the **Student Affairs Organization portal**, go to the **Services** tab, and select the **General Office of Domestic Student Affairs**. Then click on **Transfer of Students from Abroad to Inside the Country** to submit your request. (Figure 1)

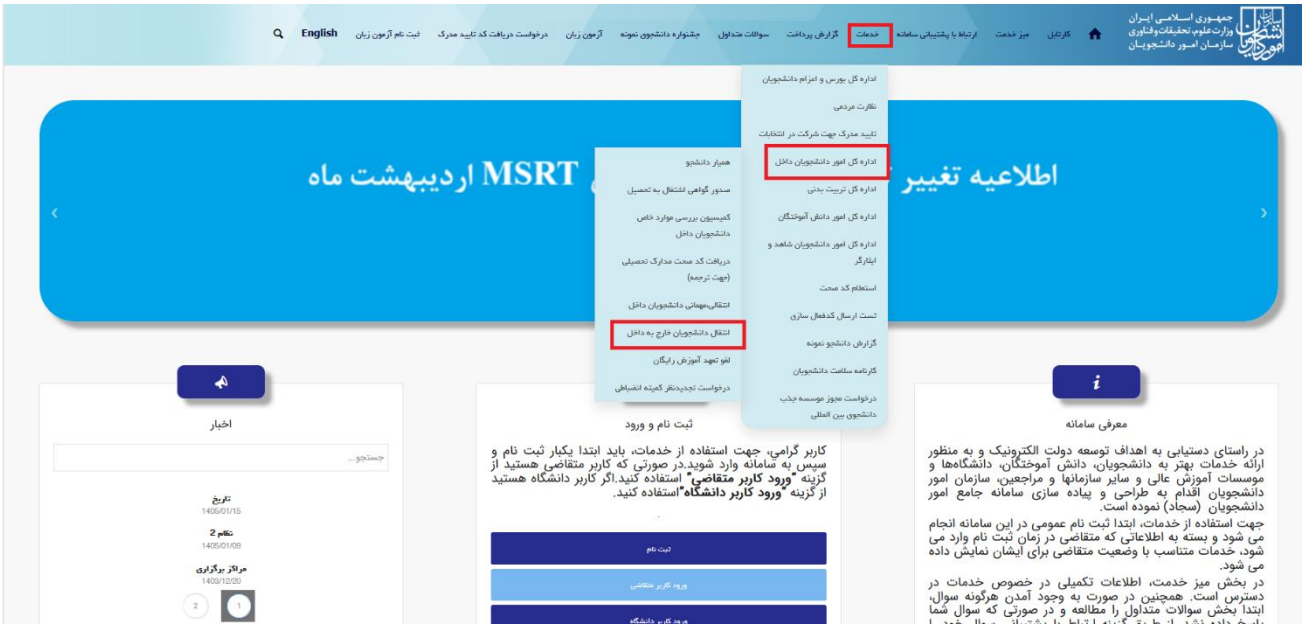

Figure 1 – Transfer of Students from Abroad to Inside the Country

The system will display the **Rules and Regulations** page. After reading and accepting the regulations, select the option **"I agree with the stated regulations"** and click the **Next** button to continue the process of registering the transfer request. (Figure 2)

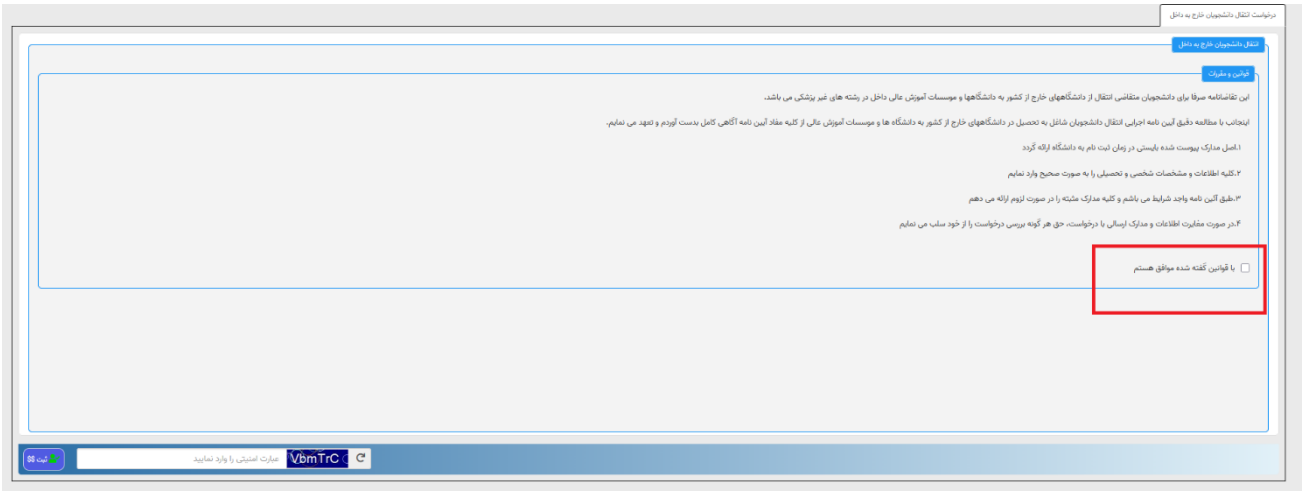

Figure 2 – Display of Rules and Regulations

If your degree level is not listed in the **Academic Records** table, select the option **"The degree level and university I am looking for are not in the above list"** and complete the related fields. (Figure 3)

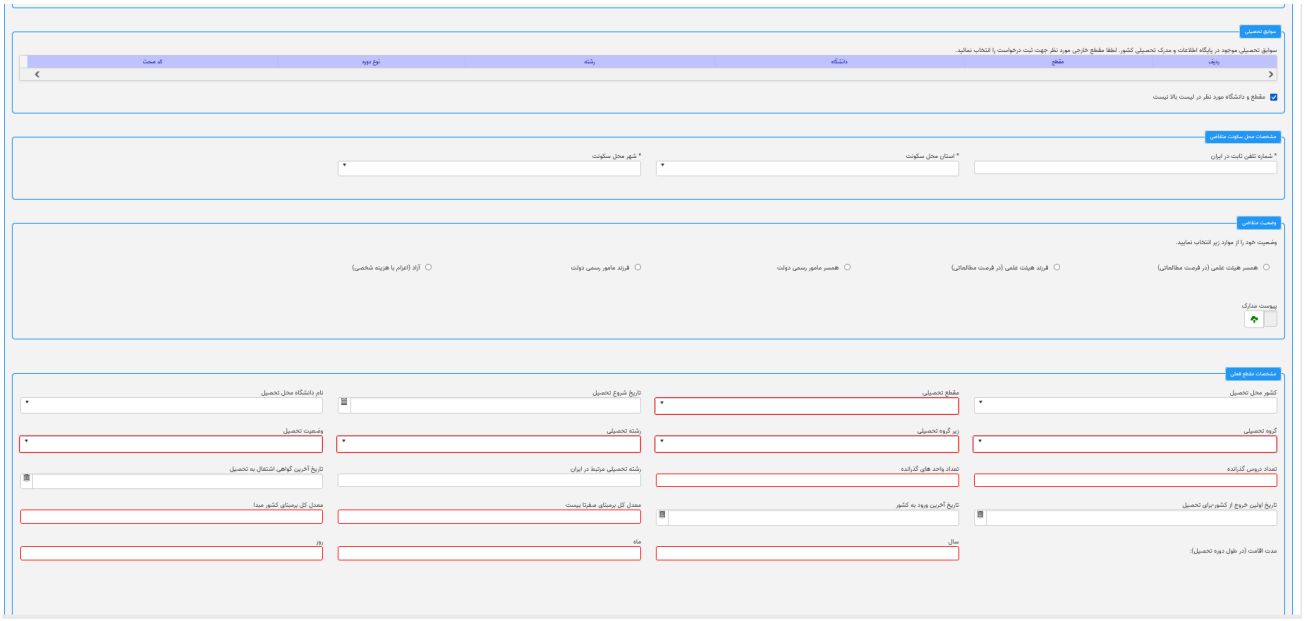

Figure 3 – Academic Records

After completing the **Applicant's Residence Information** section, upload the required document in the **Attachments** section. (Figure 5)

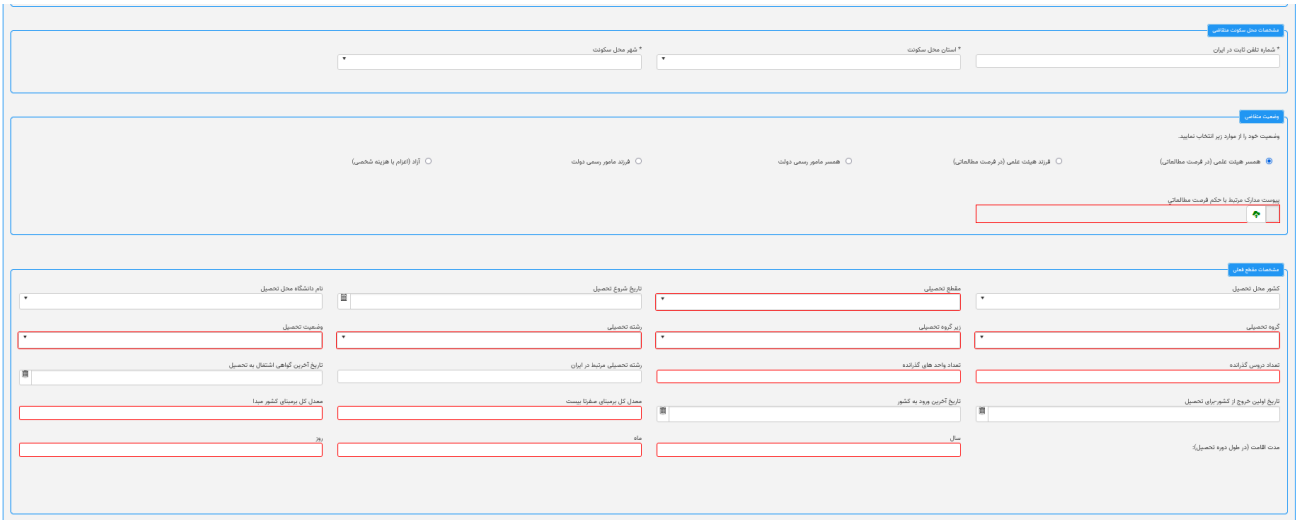

Figure 5 – Completing Academic Information

After completing the **Current Degree Information** section, upload the required documents and click the **Add** button so that the record is added to the table. (Figure 6)

According to the notes below, complete the following section:

Please pay attention to the following points:

1. Enter your proposed universities in order of priority.
2. Please note that even if the transfer is approved, the destination university may not necessarily be one of the universities you proposed.
3. From the **sixth priority onward**, it is not possible to select **public universities**.
4. Before selecting a university, please ensure that your chosen field of study is offered at that university.

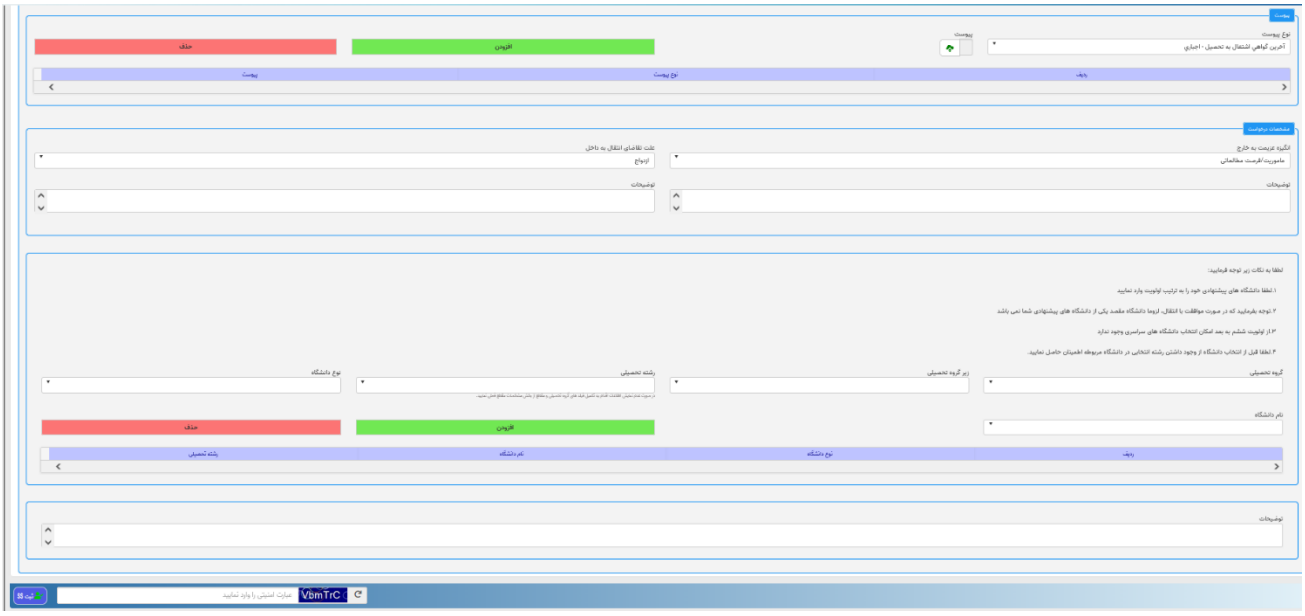

Figure 6 – Adding Universities

If the required fields are left empty, a message will appear at the top of the page and the system will prevent the request from being submitted. (Figure 7)

Figure 7 – Completing Required Fields

If you have previously submitted a request of the same type for the same degree level, the system will display an appropriate error message and prevent the request from being registered. (Figure 8)

Figure 8 – Request in Progress

After submission, a **bank payment gateway** will be displayed for paying the specified amount. You must enter your **bank card information**. After completing the payment, your request will be successfully registered.

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