

*In the name of God the Most Merciful*

**The University of Jordan**

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**Request for Internal Conversion of Specialization**

**The Dean of the Faculty.....**

**Greeting,,,**

**According to Paragraph (25 - B-1) of the Instructions to Grant a Bachelor's Degree at the University of Jordan:**

**I kindly ask for permission to study the faculty requirements / specialty for the purposes of conversion to..... with a full commitment to the above mentioned paragraph.**

**Student Name: ..... University ID.....  
Current Specialization: ..... Required Specialization.....  
High School Average:.....  
Student's Signature:.....  
Date:.....**

**Initial approval of the Dean:**

**Signature:.....**

**Date:.....**

**Important Notes:**

- 1 - The student must achieve the specific conditions applied for the conversion within a period not further than the 4<sup>th</sup> semester at the University, and conversion must be - according to the above mentioned paragraph - for one time only.**
- 2 - The decision of the Faculty's Council to approve the conversion is issued upon meeting the conditions.**
- 3 - After the initial approval of the Dean of the Faculty, a copy of this form is to be sent to the Admission and Registration Unit.**