	<h1 style="margin: 0;">Dental College HITEC-Institute Of Medical Sciences</h1>		
	<h2 style="margin: 0;">SOP for Transfer</h2>		
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General

Migration and transfer of students to or from college will be carried out in line with the guidelines issued by NUMS and PMC. In this regard, following points will be adhered to:-

- a. Migration is allowed only in 2nd and 3rd Year BDS.
- b. Student will only be allowed to migrate In/Out, if 75% of the academic year is still balance.
- c. Application from Parents any/relative/guardian will not be accepted. Students will have to apply stating reasons for migration.
- d. Student selected on W&R seat will have to get NOC from W&R Directorate, GHQ.
- e. Transfer will only be allowed between the institutions recognized by PMC.

Transfer from a Foreign College:

- a. As per PMC policy; a student studying in a foreign dental college may apply for a transfer to a Pakistan dental college subject to having completed at least two years of studies in the foreign college and having qualified the National Equivalence Board (NEB) Examination conducted by the Authority.
- b. A Foreign student may apply for transfer subject to a vacant seat being available in the college to which a transfer is sought.
- c. A foreign student shall only be allowed to transfer to the same program as the student was enrolled in the foreign college and in the year for which the student has qualified the NEB Exam.

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Documents Required for Migration:

- a. NOC of relieving college/university
- b. Clearance Certificate of relieving College
- c. Attendance record
- d. Academic Record
- e. CNIC of the student

Merit-Migration

In case of more number of applicants against a seat, merit shall be determined as per NUMS Policy.

Sanction/ Completion of Migration Process:

After issuance of NOC by the College and respective universities, the case will be processed for final sanction by the NUMS. Student will join after issuance of NOC by NUMS.