



APPLICATION TO CHANGE PROGRAMME OF STUDY

Trimester: First Trimester/Second Trimester/Third Trimester Session: 20____ / 20____

INSTRUCTIONS:

SECTION A

To be completed by the applicant

SECTION B

To be completed by the releasing School/College

SECTION C

To be completed by the accepting School/College

Note: Students have to pay a non-refundable fee of RM200 when applying for a change a programme. For research based programmes, please submit the research proposal.

SECTION A: TO BE COMPLETED BY THE APPLICANT

Name:	Matric No:
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Telephone No.: Home: Office: Mobile No.:	Mailing Address:
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Centre:	Email:
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Current Programme:	New Intended Programme:
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Mode of Study: <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time	Sponsorship (if applicable):
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Current Structure of Study: <input type="checkbox"/> Coursework <input type="checkbox"/> Coursework and Thesis/Dissertation <input type="checkbox"/> Research	New Structure of Study: <input type="checkbox"/> Coursework <input type="checkbox"/> Coursework and Thesis/Dissertation <input type="checkbox"/> Research
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Reasons for Change of Programme:
(Please use additional paper if necessary):

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Applicant's Signature:	Date:
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SECTION B: TO BE COMPLETED BY THE RELEASING SCHOOL/COLLEGE

Comments of the Dean of School/College:

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Recommended

Not Recommended

Signature and Stamp:

Name:

Date:

SECTION C: TO BE COMPLETED BY THE ACCEPTING SCHOOL/COLLEGE

Comments of the Dean of School/College:

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Recommended

Not Recommended

Signature and Stamp:

Name:

Date:

FOR OFFICE USE ONLY

Date Received: _____

Processing Date: _____

Signature and Stamp: