



APPLICATION FOR CHANGING PROGRAMME (LOCAL STUDENT)

Attention: Please read Change Programme Rules and Regulation behind this form.

APPLICANT DETAILS			
Name			
Student ID	Intake		NRIC no.
Handphone No.	Email Address		
Permanent Address			
Programme (current)			
New Programme (apply)			
Reason for changing			
Sponsor		Date of Sponsor Approval	(Please attached copy of Approval Letter)
SPONSORSHIP UNIT REVIEW			
Review : _____		Sponsorship Officer Signature : _____	
RECOMMENDATION FROM DEAN (New Programme Dean)			
Application changing programme		Recommended <input type="checkbox"/>	Not Recommended <input type="checkbox"/>
New programme version : _____		Dean's Signature : _____	Date : _____
PAYMENT VERIFICATION			
RM100 payment accepted		Receipt No. : _____	
Finance Clerk Signature : _____		Date : _____	
SUBMISSION FORM:			
I hereby have read and understand the instructions given. I agree with the rules and regulation stated.			
Student Signature : _____		Date: _____	
Please submit the completed form to Office of the Registrar Counter, UNITEN Customer Centre			
FOR OFFICE USE ONLY:			
REVIEW FROM ENROLLMENT UNIT			
Application changing programme will be effective from Semester _____			
Deputy Registrar (Enrolment) Signature : _____		Date : _____	
APPROVAL FROM DEPUTY VICE CHANCELLOR (ACADEMIC & RESEARCH)			
Application changing programme		Approved <input type="checkbox"/>	Not Approved <input type="checkbox"/>
Deputy Vice Chancellor Signature : _____		Date : _____	
REVIEW FROM ACADEMIC UNIT			
*Estimated Duration of studies _____			
The subject from previous programme will be transfer with		Credit Transfer <input type="checkbox"/>	Grade Transfer <input type="checkbox"/>
Assistant Registrar (Academic) Signature : _____		Date : _____	
*Estimated duration of studies based on remaining number of years that student have to complete in the new programme. It depends on:			
a. Relevant subject taken during previous program that can be transfer to new program			
b. Subject offered by College and pre-requisite / co-requisite			
c. Academic performance			

RULES AND REGULATIONS FOR CHANGING PROGRAMME

No	Notes
1	Student who intend to change programme, must meet the minimum entry requirement for the new programme. A complete application form for changing programme must be submitted to the Registrar's Office Counter 4, Uniten Customer Centre before the last day of the final examination for the current semester . The change of programme will take effect on the first week of the following semester.
2	Sponsored students must get a written approval from their sponsor before they decide to change programme.
3	An application fee of RM100 will be charged for changing programme. This fee is not refundable, even though your application is not successful.
4	<p>Below are details on the criteria of subjects that can be transferred with grade from the previous to the new programme:</p> <ul style="list-style-type: none"> • Minimum of grade C • Credit value is the same • 80% relevancy of syllabus • Only from the program that has been recognized and accredited by relevant authorities in the Country <p>The subject transferred will be included in the calculation of Grade Point Average (GPA) and Cumulative Grade Point Average (CGPA) and total credit to graduate. Please refer to your Academic Advisor or Head of Department for confirmation.</p>
5	The Registrar Office will assist the process of credit transfer by referring to the student's academic record.
6	The approval to change programme is considered as NULL AND VOID if the student fail to register on time as stated in the approval letter.
7	The approval to change programme is considered as NULL and VOID once the student FAIL AND TERMINATED.

**Enrollment Unit
Registrar Office**

Updated on 6 November 2019.