



## APPLICATION FOR CHANGE LEVEL OF STUDIES (INTERNATIONAL STUDENT)

Attention: Please read the Change Level Rules and Regulation behind this form.  
\*Please be informed that there will no credit transfer allowed for changing level of studies.

<b>APPLICANT DETAILS</b>				
Name				
Student ID		Intake		Passport no.
Handphone No.		Email Address		
Programme (current)				
New Programme (apply)				
Reason for changing programme				
Sponsor				
<b>SPONSORSHIP UNIT REVIEW</b>				
Review : _____		Sponsorship Officer Signature & Official Stamp: _____		
		Date : _____		
<b>INTERNATIONAL OFFICE REVIEW</b>				
Review : _____		International Officer Signature & Official Stamp: _____		
		Date : _____		
<b>RECOMMENDATION FROM DEAN (New Programme Dean)</b>				
Application changing programme :		New programme version : _____		
Recommended <input type="checkbox"/>	Not Recommended <input type="checkbox"/>	Dean's Signature & Official Stamp: _____		
		Date : _____		
<b>PAYMENT VERIFICATION</b>				
<b>RM100 payment accepted</b> Receipt No. : _____ Finance Clerk Signature : _____ Date: _____				
<b>SUBMISSION FORM:</b>				
I hereby have read and understand the instructions given. I acknowledged that the above information is true and correct.				
Student Signature : _____			Date: _____	
*Please submit the completed form to Registrar Counter, UNITEN Customer Centre (UCC), Admin Building or email <a href="mailto:enrol@uniten.edu.my">enrol@uniten.edu.my</a>				
<b>REGISTRAR'S OFFICE USE ONLY</b>				
<b>REVIEW FROM ENROLMENT UNIT</b>				
Application changing programme will be effective from Semester _____				
Assistant Registrar (Enrolment) Note : _____		Signature : _____		Date : _____
Deputy Registrar (Enrolment) Note : _____		Signature : _____		Date : _____
<b>APPROVAL FROM DEPUTY VICE CHANCELLOR (ACADEMIC &amp; INTERNATIONAL)</b>				
Application changing programme		Approved <input type="checkbox"/>	Not Approved <input type="checkbox"/>	
Deputy Vice Chancellor Signature & Official Stamp: _____			Date : _____	

**RULES AND REGULATIONS FOR CHANGE LEVEL STUDIES**

No	Notes
1	Student who intend to change the level of studies, must meet the minimum entry requirement of new programme. This form must be submitted to the Registrar Office before the last day of the final examination for the current semester. The change level of studies will be effective on the first week of the following semester.
2	Students (with sponsorship) must get a written approval from the sponsor before starting the new programme.
3	Kindly seek advice from International Office regarding for visa before submitting this form.
4	An application fee of RM100 will be charged for change level studies. This fee is not refundable.
5	The approval to change the level of studies is considered NULL AND VOID once the student status is fail and terminated.
6	The approval change level of studies is considered NULL AND VOID if the student fail to come and register as stated in the approval letter.