



APPLICATION FOR CHANGE LEVEL OF STUDIES (LOCAL 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.

APPLICANT DETAILS				
Name				
Student ID		Intake		NRIC
Handphone No.		Email		
Programme (current)				
New Programme (apply)				
Reason for changing programme				
Sponsor				
SPONSORSHIP UNIT REVIEW				
Review : _____	Sponsorship Officer Signature & Official Stamp : _____			
	Date : _____			
RECOMMENDATION FROM DEAN (New Programme Dean)				
Application changing programme :	New programme version: _____			
Recommended <input type="checkbox"/>	Not Recommended <input type="checkbox"/>	Dean's Signature & Official Stamp : _____		
		Date : _____		
PAYMENT VERIFICATION				
RM100 payment accepted Receipt No. : _____ Finance Clerk Signature : _____ Date: _____				
SUBMISSION FORM:				
I hereby have read and understand the instructions given. I acknowledge 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 enrol@uniten.edu.my				
REGISTRAR'S OFFICE USE ONLY				
REVIEW FROM ENROLMENT UNIT				
Application changing programme will be effective from Semester _____				
Assistant Registrar (Enrolment) Note : _____		Signature : _____		Date : _____
Deputy Registrar (Enrolment) Note : _____		Signature : _____		Date : _____
APPROVAL FROM DEPUTY VICE CHANCELLOR (ACADEMIC & INTERNATIONAL)				
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	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 change level studies. This fee is not refundable.
4	The approval to change the level of studies is considered NULL AND VOID once the student status is fail and terminated.
5	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.