

APPLICATION FOR CHANGING PROGRAMME (INTERNATIONAL)



Attention: Please read instructions behind this form

APPLICANTS DETAILS					
Student's name					
Student's ID		Intake (Sem/Year)		Passport No.	
Handphone No.		Email Address			
Permanent Address					
Current Programme					
New Programme (Applied)					
Reason for Changing					
Sponsor		Date of Sponsor Approval <i>(Please attached copy of Approval Letter)</i>			
<p>By submitting this application, I agree to :</p> <p> <input type="checkbox"/> Enclosed new Research Proposal (Structure A) <input type="checkbox"/> Submit a Withdrawal Form (if candidates registered as a student for > 1 yr). <input type="checkbox"/> Follow COGS Academic rules and regulations <input type="checkbox"/> Pay RM100 Processing fee (receipt attached) </p> <p>Date: _____ Student Signature: _____</p>					
PROGRAMME COORDINATOR RECOMMENDATION (New Programme)					
Total Credit Transfer Allowed : _____		Recommended <input type="checkbox"/>		Not Recommended <input type="checkbox"/>	
Date : _____		Signature and Stamp: _____			
APPROVAL BY DEAN (COGS)					
Application for Changing Programme		Approved <input type="checkbox"/>		Not Approved <input type="checkbox"/>	
Date: _____		Signature and Stamp: _____			
DEPUTY DEAN COGS (External Relations & Business Development)					
<input type="checkbox"/> Issue Offer Letter		<input type="checkbox"/> Issue Approval Letter *			
Date : _____		Signature and Stamp: _____			
*Note: Candidates registered as a student < 1 year will receive an approval letter and a new offer letter					

MARKETING & STUDENT ADMISSION (MSA) / INTERNATIONAL OFFICE (IO) (Review)

Review : _____ Officer Signature: _____

FOR ADMIN OFFICE USE ONLY

Application for Changing Programme will be effective from semester:

1. Acknowledgement letter issue to student

2. Change of information is updated in the system
(first week of semester)

Executive (sign & stamp) : _____

Date : _____

April 2022-COGS

RULES AND REGULATIONS FOR CHANGING PROGRAM

1. Any request for changing program must strictly adhere to the criteria as stipulated in the Academic Regulations (Part 5).
2. Students must meet the minimum entry requirement for the new program. Completed application form must be submitted to COGS Admin Office before the last day of the final examination for the current semester. The change of program will be effective on the first week of the following normal Semester (long semester). For **Structure A programs, registration is open throughout the year.**
3. Sponsored students must submit a written approval from the sponsors with the application.
4. COGS Committee will evaluate the application based on student academic qualifications for approval.
5. Visa Approval Letter (VAL) will be processed by MSA/IO. The approval of changing program is subjected to VAL approval by EMGS. COGS is not responsible if VAL application is not successful.
6. Student need to submit a Withdrawal Form if the date between change program application and registration as a student is above 1 year.
7. An application fee of RM100.00 will be charged (not refundable even if the application is not successful).
8. Credit transfer from the previous program to the new program must strictly adhere to the criteria stipulated in the Academic Regulations (Part 6)
9. Students must complete their Credit Transfer process (if any) and this should be done before the add/drop session ends.
10. For students who are given approval to change the program of study before the final results have been announced, but later failed and are terminated, the approval of changing program will be null and void.
11. Student will receive the approval letter once the application is approved by the Dean