

APPLICATION FOR CHANGING PROGRAMME (INTERNATIONAL)



Attention: Please read instructions behind this form

APPLICANTS DETAILS			
Student's name			
Student's ID	Intake	Passport 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)
I hereby have read and understand the instructions given. I agree with rules and regulations stated.			
Date: _____		Student Signature: _____	
INTERNATIONAL OFFICE REVIEW			
Review: _____		International Office Signature: _____	
RECOMMENDATION FROM PROGRAMME COORDINATOR (NEW PROGRAMME)			
Application changing programme		Recommended <input type="checkbox"/>	Not Recommended <input type="checkbox"/>
Total credit transfer allowed: _____			
Date: _____		Programme Coordinator Signature and Stamp: _____	
PAYMENT VERIFICATION			
RM100 payment accepted receipt no. : _____			
Date: _____		Finance Clerk Signature and Stamp: _____	
APPROVAL FOR DEAN (COGS)			
Application changing programme		Approved <input type="checkbox"/>	Not approved <input type="checkbox"/>
Date: _____		Dean Signature and Stamp: _____	
FOR OFFICE USE ONLY (College of Graduate Studies)			
Application changing programme will be effective from semester:			
1. Result of application will be informed by letter	<input type="checkbox"/>	Executive signature and stamp	_____
		Date:	_____
2. Change of information is updated in the system (first week of semester)	<input type="checkbox"/>	Executive signature and stamp	_____
		Date:	_____

RULES AND REGULATIONS FOR CHANGING PROGRAM

- 1 Student applying to change program, must meet the minimum entry requirement for new program. Completed application form for changing program must be submitted to the COGS 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).
- 2 Sponsored students must have a written approval from the sponsors before changing program.
- 3 An application fee of RM100.00 will be charged from changing program. This fee is not refundable, even though your application is not successful.
- 4 If subjects listed on the previous program are not the same with the new program, therefore the students will carry forward the relevant passed subjects with grade and new CGPA will be calculated. Please refer to your Program Coordinator for confirmation.
- 5 Students must complete their Credit Transfer process (if any) and this should done before the add/drop session ends.
- 6 Students who are successful in changing their program before final result have been announced but later failed and terminated, the approval of changing program will be null and void.
- 7
Please be present at the place and time stipulated in the approved letter for changing program process.

College of Graduate Studies 12th March 2013