



APPLICATION FOR CHANGING PROGRAMME (INTERNATIONAL STUDENT)

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

APPLICANT DETAILS				
Name				
Student ID		Passport no.		Citizenship
Handphone No.		Email		
Programme (current)				
New Programme (apply)				
Reason for changing				
Sponsor				
<u>SPONSORSHIP UNIT REVIEW</u>				
Review : _____		Sponsorship Officer Signature & Official Stamps : _____ Date : _____		
<u>INTERNATIONAL OFFICE REVIEW</u>				
Review : _____ _____		International Officer Signature & Official Stamps : _____ Date : _____		
<u>RECOMMENDATION FROM DEAN (New Programme Dean)</u>				
Application changing programme :		New programme version : _____		
Recommended ☐	Not Recommended ☐	Dean's Signature & Official Stamps : _____ Date : _____		
<u>PAYMENT VERIFICATION</u>				
RM100 payment accepted Receipt No. : _____ Finance Clerk Signature : _____ Date: _____				
<u>SUBMISSION FORM:</u>				
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 Academic Registrar Counter, UNITEN Customer Centre (UCC), Admin Building or email enrol@uniten.edu.my				
ACADEMIC REGISTRAR OFFICE USE ONLY				
<u>REVIEW FROM ENROLMENT UNIT</u>				
Application changing programme will be effective from Semester _____				
Assistant Registrar (Enrolment) Note : _____		Signature : _____	Date : _____	
Deputy Registrar (Enrolment) Note : _____		Signature : _____	Date : _____	
<u>APPROVAL FROM DEPUTY VICE CHANCELLOR (ACADEMIC & RESEARCH)</u>				
Application changing programme		Approved ☐	Not Approved ☐	
Deputy Vice Chancellor Signature & Official Stamps : _____			Date : _____	

ACADEMIC REGISTRAR OFFICE USE ONLY**REVIEW FROM ACADEMIC UNIT**

The subject will transfer with :

*Estimated Duration of studies _____

Credit transfer ☐Gred transfer ☐

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 Academic Registrar's Office Counter 2, 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	Below are details on the criteria of subjects that can be transferred with grade from the previous to the new programme: • 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 The subject transferred with grade will be included in the calculation of Grade Point Average (GPA), Cumulative Grade Point Average (CGPA) and total credit to graduate. Please refer to your Academic Advisor or Head of Department for confirmation.
5	The Academic 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 is FAIL AND TERMINATED / DROPPED.