

**CHANGE OF PROGRAMME
APPLICATION FORM**

INSTRUCTIONS

- Form must be submitted within two (2) weeks after commencement of the semester.
- Please fill up the form completely.

SECTION I (To be completed by student)

1. STUDENT'S PARTICULAR

NAME

(Capital Letter)

MATRIC NO

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EMAIL

CONTACT NO.

MAILING ADDRESS

3. PROGRAMME APPLICATION DETAILS

Previous Programme : _____

Matric No. : _____

Intake : _____

Latest CGPA : _____

Please indicate your choice of new programme:

No.	Programme
1	
2	
3	

Semester : February _____ May/June _____ September _____ Other _____ (e.g: June 2016)

Reason for Change of Programme :

Student's Signature : _____

Date : ____ / ____ / ____

SECTION II (To be completed by Scholarship Management & Financial Assistance Unit)

Please state name of the organization that awards the scholarship

Recommended by

Remarks

Signature

Date : ____ / ____ / ____

SECTION III (To be completed by Dean & Deputy Vice Chancellor)

Recommended Programme: _____

Remark : _____

Please tick (✓) :

Recommended by _____

Approved

Not Approved

Dean/ Director

Deputy Vice Chancellor

Date : ____/____/____

Date : ____/____/____

**Application is subject to the APPROVAL of the SCHOLARSHIP BODIES.*

SECTION IV (To be completed by Student Accounts and Procurement Department)

Total Amount Chargeable : RM _____ Payment Received : RM _____

Receipt No. _____

Signature & Stamp _____

Invoice No. _____

Name _____

Date : ____/____/____

SECTION V (To be completed by Academic Administration Department)

APPLICATION STATUS : PROCESSED / PENDING

Received from School : ____/____/____

Programme Offered : _____

Informed/ Called/ Letter to Student : ____/____/____

Updated in SMS / PGS : ____/____/____

Intake : February _____ May/June _____ September _____

New Matric No. : _____

Processed by : _____ Date : ____/____/____
(Name : _____)

Verified by : _____ Date : ____/____/____
(Name : _____)

*** New offer letter to be processed and issued to student.**

IMPORTANT GUIDELINES

• Completed application form must be submitted together with the following documents:

- a. UNIRAZAK's transcript
- b. SPM/STPM/Diploma transcript
- c. Credit Transfer Application Form (FM-AA/SC-11)