



UNIVERSITI KUALA LUMPUR CHANGE OF PROGRAMME REQUEST FORM

NOTE TO STUDENT :

- 1 Only qualified student is allowed to request for change of academic programme.
- 2 The approval to change to another programme must be obtained from the Dean of the Institute before the new semester begins (URR 8th Ed. clause 8.2)
- 3 You must complete the information required in Section A - D, discuss with your academic advisor (Section E), get loan status and outstanding fee updated by the respective departments in the current institute before submit this form.
- 4 Application must be submitted to Academic Management of the current institute (regardless of application within or inter institutes) after completion of all required information.
- 5 Your application is subject to the decision by the university (entry qualification and seats availability) and MARA/PTPTN (if you receive financial assistance).
- 6 Please take note that you are only allowed to register, subjected to the clearance of the outstanding fee at the current programme/ institute. UniKL has the right to withdraw the approval given previously if you fail to register within the specified date in the approval letter.

Section A - Student Particular

Name : _____
 Student No : _____ NRIC/Passport No : _____
 Mailing : _____
 Address : _____
 Telephone No : _____ Email Address : _____

Section B - Information on the Current Programme

Programme : _____
 Institute : _____
 Academic Performance (Attach results for each semester) Semester* : 1 / 2 *(Please circle)
 GPA : _____ CGPA : _____ Academic Standing (Please circle) GS / PB1 / PB2 / PB3 / FO

Note: Student with Academic Standing FO must get approval for readmission before request for change of programme, and is not entitled for any credit transfer

Section C - Information on the Applied Programme

Programme : _____
 Institute : _____
 Intended Commencement for New Programme* : *(Please ✓) January June/July September Year _____
 Reasons to change (please state) : _____

Section D - DISCLAIMER

	Circle	Initial
i) I hereby admit the information provided, pertaining to my application is true and correct.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input style="width: 30px; height: 15px;" type="text"/>
ii) I understand that if UniKL approves my application,		
- my loan may be suspended and I need to appeal for continuation of loan for the new programme after first semester.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input style="width: 30px; height: 15px;" type="text"/>
- I must clear all outstanding fee before be allowed to register for the new programme	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input style="width: 30px; height: 15px;" type="text"/>

Refer Section F

Student's signature _____ Date : _____

Section E - Remark from Academic Advisor (optional)

Signed by _____

This section can also be completed by counselor/ authorised person by the institute in the absence of Academic Advisor Date: _____
 International Student MUST get clearance from student international office first.

Checklist of items to be submitted/completed with this form

- | | Circle |
|---|----------|
| 1. Have you completed Section A - D ? (Y/ N) | Yes / No |
| 2. Have you submitted Previous Result slips from current institute, SPM, and other admission results? | Yes / No |

