



UNIVERSITI KUALA LUMPUR
MALAYSIAN INSTITUTE OF INDUSTRIAL TECHNOLOGY

**CHANGE OF PROGRAMME REQUEST FORM
(FOR NEW STUDENT)**

Section A (Student Particular)- To be filled by the student

NAME : _____

STUDENT ID : _____ NRIC/PASSPORT NO : _____

MAILING ADDRESS : _____

TELEPHONE NO : _____ Email Address : _____

CURRENT PROGRAMME

Programme : _____

Institute : _____

PROGRAMME APPLIED

Programme : _____

Institute : _____

Reasons to change : _____

-> I hereby admit the information provided, pertaining to my application is true and correct.

Student's signature : _____ Date : _____

*** Note to Student : Please make sure Section B is completed before submit this form to MESRA.*

Section B - LOAN STATUS (To be filled by Students Services)

1. Does the student have applied for loan? Yes No

2. If yes, what is the loan status Inprocess Approved

Verified by : _____

Name : _____

Designation : _____ Date : _____

APPROVAL SECTIONS

For request within the same institute, complete Section C, D and G only.
For request of INTER institute change: i) Section C is optional ii) Section D - Dean's recommendation is required
iii) Section E and F - Approval from the new institute is required.

SECTION C : MESRA EVALUATION	SECTION D : DEAN'S APPROVAL (Within the same Institute) DEAN'S RECOMMENDATION (Inter Institute)
<p>i) Entry Requirement eligibility for the new programme</p> <p><input type="checkbox"/> Qualified <input type="checkbox"/> Not Qualified</p> <p>If Not qualified, state reason : _____</p>	<p><input type="checkbox"/> Approved / Recommended <input type="checkbox"/> Not Approved / Not Recommended</p> <p>Reason for Not Approved/ Not Recommended : _____</p>
<p>ii) Availability of seat in the programme applied</p> <p><input type="checkbox"/> Available <input type="checkbox"/> Full</p> <p>Sign : _____ Date: _____</p>	<p>Dean's Sign : _____</p> <p>Date : _____</p>

FOR INTER INSTITUTE (APPLIED PROGRAMME)

SECTION E : MESRA VERIFICATION	SECTION F : DEAN'S APPROVAL
<p>i) Entry Requirement eligibility for the new programme</p> <p><input type="checkbox"/> Qualified <input type="checkbox"/> Not Qualified</p> <p>If Not qualified, state reason : _____</p>	<p><input type="checkbox"/> Approved <input type="checkbox"/> Not Approved</p> <p>Reason for Not Approved : _____</p>
<p>ii) Availability of seat in the programme applied</p> <p><input type="checkbox"/> Available <input type="checkbox"/> Full</p> <p>Sign : _____ Date: _____</p>	<p>Dean's Sign : _____</p> <p>Date : _____</p>

SECTION G - ACADEMIC AFFAIRS (NEW PROGRAMME)

<p>Approval send to:</p> <p>Student <input type="checkbox"/> Date _____</p> <p>cc : AcSS (Previous Institute) <input type="checkbox"/></p> <p>Copy to (if approved)</p> <p>SS, Finance (Both institutes) <input type="checkbox"/></p>	<p>Processed by</p> <p>Sign _____</p> <p>Date _____</p>
---	--