

CHANGE OF PROGRAMME APPLICATION FORM

INSTRUCTIONS

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

SECTION I (To be completed by student)

1. STUDENT'S PARTICULAR

NAME															
(Capital Letter)															
MATRIC NO															
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)