



APPLICATION PROCEDURE FOR CHANGING PROGRAMMES

1. Students apply in writing to the Faculty for a change in programme by filling up the application form for change in course and append their examination results.
2. Application has to be submitted no later than **TWO (2) weeks** after the examination results are released.
3. Change in programme is only eligible after one semester of study in the University is completed.
4. Students' academic achievement should not be in the position of Failure Standing (KG).
5. The initial Faculty would verify the students' application and get the approval from the new Faculty.
6. The Office of the Registrar will release the results of the application whether it is successful or otherwise.
7. Students who are given the approval to change their programme of study **ARE NOT ALLOWED** to retract their application.
8. A change in programme is permitted only once during the period of study.
9. Students are responsible to inform their respective sponsors for the change in programme of study.



STUDENT RECRUITMENT & ADMISSION DIVISION

APPLICATION FORM CHANGE IN PROGRAMME

ATTENTION:-

1. Students are to fill up Sections A, B, C and D only.
2. Please append copies of the **SPM/STPM/MATICULATION/MUET/IEC/Foundation Programme** results (whichever is relevant)
3. Please append a copy of the UTM examination slip for each semester followed.

SECTION A: STUDENT'S DETAILS

1. Student's Name: _____
(Capitalized and as stated in the identification card)
2. New I.C. No. : _____
3. Passport No. : _____
4. Year/Programme : _____
5. Matric No. : _____
6. Faculty: _____
7. Permanent Address/Mailing Address : _____

College Address : _____

8. Telephone No. : _____
Home: _____ Mobile: _____
Email: _____
9. Sponsor: _____

SECTION B: INFORMATION ON PROGRAMME APPLIED FOR

10. Programme Applied For: _____

11. Faculty: _____

12. Reasons for applying change in programme:-

SECTION C: PRE ENTRY ACADEMIC DETAILS

13. i. **SPM/STPM/MATRICULATION OR EQUIVALENT**

ii. **SENIOR HIGH SCHOOL OR EQUIVALENT** (international student)

a) Year Taken: _____ b) Stream: _____

c) Achievement in Subjects:

No.	Subject	Grade

iii. **MUET/IELTS/TOEFL Result:** _____

** Please submit copies of the certificates/documents and transcripts.*

SECTION D: ACADEMIC DETAILS IN UTM

- 14. Session/Current Semester : _____
- 15. Number of Semester Used : _____
- 16. Total Credit Obtained : _____
- 17. Total Credit Counted : _____
- 18. Total Credit Transferred : _____
- 19. GPA/PNG in Final Semester: _____
- 20. CPA/PNGK in Final Semester : _____
- 21. Academic Standing : KB / KS*

*(*Delete those not relevant)*

22. Student's academic achievements in Universiti Teknologi Malaysia for course:

No.	Session/Semester	GPA/PNG	CPA/PNGK	Results

STUDENT'S ENDORSEMENT

1. I solemnly swear that I have never been subjected to any disciplinary action by the University.
2. I swear that the information in this form is true.

Signature: _____ Date: _____

SECTION E: FOR THE USE OF ACADEMIC ADVISOR

I verify the student's application for a change of programme is supported/not supported* from

_____ to
(current programme)

(new programme)

Reasons if the application is not supported

Name of Academic Advisor: _____

Signature: _____ Date: _____

SECTION F: FOR THE USE OF INITIAL FACULTY

The student's application is supported/not supported*

1. Student is granted to enroll for the programme: _____

i) Year Offered: _____

ii) Session/Semester Offered: _____

iii) Total Credit Transferred: _____

iv) Other Requirements: _____

Reasons if application not supported:

Dean's Signature & Stamp: _____ Date: _____

SECTION G: FOR THE USE OF THE NEW FACULTY (IF CHANGE OF FACULTY)

The student's application is supported/not supported*

1. Student is granted to enroll to the programme: _____

i) Year Offered : _____

ii) Session/Semester Offered : _____

iii) Total credit transferred : _____

iv) Other requirements : _____

Reasons if application not supported:

Dean's Signature & Stamp: _____ Date: _____

**Delete those not related*

SECTION H: REMARKS OF STUDENT RECRUITMENT & ADMISSION DIVISION

Date

Signature & Stamp
Senior Deputy Registrar
(Academic)

**SECTION I: APPROVAL FROM DEPUTY VICE CHANCELLOR
(ACADEMIC & INTERNATIONAL)**

(Approved/ Disapproved)

Date

Signature & Stamp
Deputy Vice Chancellor
(Academic & International)

SECTION J: FOR THE USE OF STUDENT RECRUITMENT & ADMISSION DIVISION

Application received on: _____

Offer letter/approval send on: _____