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.
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)
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:

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<thead>
<tr>
<th>No.</th>
<th>Session/Semester</th>
<th>GPA/PNG</th>
<th>CPA/PNGK</th>
<th>Results</th>
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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

________________________________________________________________________

(from current programme) to

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

Application received on: ________________________________________________

Offer letter/approval send on: ____________________________________________