



# UNIVERSITI KUALA LUMPUR

## CHANGE OF ACADEMIC PROGRAMME REQUEST FORM

**NOTE TO STUDENT :**

- 1 Only qualified student is allowed to request for change of academic programme.
- 2 This request must made before the new semester begins. If the request is made during the commencement of the semester, the request may be considered for the next semester.
- 3 Student who have been terminated from study must get approval for re admission before request to change academic programme can be approved.
- 4 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.
- 5 Application must be submitted to Academic Management of the current institute (regardless of application within or inter institutes) after completion of all required information.
- 6 Your application is subject to the decision by the university (entry qualification and seats availability) and MARA/PTPTN (if you receive financial assistance).
- 7 Please take note that you are only allowed to register, subjected to the clearance of any outstanding fee at the current programme/ institute.
- 8 UniKL has the right to withdraw the approval given previously if you fail to register within the specified date stated in the approval letter.

**Section A - Student Particular**

Name : \_\_\_\_\_  
 Student ID No : \_\_\_\_\_ NRIC/PASSPORT NO : \_\_\_\_\_  
 Mailing : \_\_\_\_\_  
 Address : \_\_\_\_\_  
 Telephone No : \_\_\_\_\_ Email Address : \_\_\_\_\_

**Section B - Information on the Current Programme**

Intake : January /Jun/ July/ Sept \_\_\_\_\_  
 Programme : \_\_\_\_\_  
 Institute : \_\_\_\_\_  
 Academic Performance (Attach results for each semester) Semester : \_\_\_\_\_  
 GPA : \_\_\_\_\_ CGPA : \_\_\_\_\_ Academic Standing (Please circle) GS / P1 / P2 / F&O\*

\*Note: Student with Academic Standing F&O must get approval for readmission before request for change of programme

**Section C - Information on the Applied Programme**

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

**Section D - Remark from Academic Advisor/ Any authorised person required by the Institute**

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 International Student Office first.

Section E - DISCLAIMER	Circle		Initial
	Yes	No	
i) I hereby admit the information provided, pertaining to my application is true and correct.	<input type="checkbox"/>	<input type="checkbox"/>	
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 the first semester.	<input type="checkbox"/>	<input type="checkbox"/>	
- I must clear all outstanding fee before being allowed to register for the new programme (Refer Section F)	<input type="checkbox"/>	<input type="checkbox"/>	

\*\* Note to Student : Please make sure Section F is completed before submitting this form to the Academic Services Section (AcSS)

**Checklist of items to be submitted/completed with this form**

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

Student's signature \_\_\_\_\_

Date : \_\_\_\_\_



# UNIVERSITI KUALA LUMPUR

## CHANGE OF ACADEMIC PROGRAMME REQUEST FORM

NAME : \_\_\_\_\_  
STUDENT NO : \_\_\_\_\_ NRIC/PASSPORT NO : \_\_\_\_\_

### TO BE COMPLETED BY UNIKL

For request within the same institute - Complete Section F, G, H and J only  
For request of INTER institute change - Complete all sections below.

Section F - Financial Information (Current Programme/Institute)	
<b>Campus Lifestyle (Loan Unit)</b> Does this student receive any financial assistance? Yes / No <i>circle</i>  Verified by : _____  Date : _____	<b>Finance</b> Does this student has any outstanding fee? Yes / No <i>circle</i> If Yes, i) outstanding fee amount : RM _____ ii) The student is given SAJ, payment must be cleared before (date) ____  Verified by : _____  Date : _____
Section G : AcSS Verification (Current Programme/Institute)	Section H - Dean's Approval / Recommendation*
If Inter Institute, check the entry requirement for the new programme before proceed i) The student is qualified for the new programme Yes / No ii) Seat available? Yes / No <i>circle</i>  Received/ Verified by : _____ Date : _____	<input type="checkbox"/> Approved /Recommended <input type="checkbox"/> Not Approved / Not Recommended Reason for Not Approved/ Not Recommended : _____  Signature _____ Date: _____
*Note : Dean from Institute of the applied programme will be responsible for approving for inter Institute change of programme.	

### Section J - AcMD - Change within Institute

Approval send to:  Student  CL, Finance Dept

Update :  Change Student Status to Change Prog (27)  Register with New ID number

Update Academic Advisor  Update Re Assign Group (If Any)

Update Course Registration\*  Update Credit Transfer (If Any)\*

New ID : \_\_\_\_\_

### Change of Academic Programme - Inter Institutes

Section K - AcSS (Applied Programme)	Section L - Dean's Approval (Applied Programme)
i) The student is qualified for the new programme Yes / No ii) Seat available? Yes / No <i>circle</i>  Received/ Verified by : _____ Date : _____	<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved Reason for Not Approved _____  Signed _____ Date : _____

### AFTER APPROVAL

Section M1 - AcSS (Applied Programme)	Section M2 - AcSS (Current Programme)
<b>Step 1</b> Approval/ disapproval send to: <input type="checkbox"/> Student cc to: <input type="checkbox"/> AcSS (Prev Inst) <input type="checkbox"/> Finance/CL  Processed by : _____ Date : _____	<b>Step 2</b> Approval/ disapproval send to: <input type="checkbox"/> Update : <input type="checkbox"/> Drop Registered Courses <input type="checkbox"/> Remove from Academic Advisor List <input type="checkbox"/> Change student status to Change Programme (27)
<b>Step 3</b> <input type="checkbox"/> Register with New ID (date) _____ New ID : _____ <input type="checkbox"/> Course Registration <input type="checkbox"/> Assign Academic Advisor <input type="checkbox"/> <input type="checkbox"/> Credit Transfer (If Any) <input type="checkbox"/> <input type="checkbox"/> Assign Group (If Any)	