UNIVERSITI KUALA LUMPUR

APPLICATION TO CHANGE ACADEMIC PROGRAMME
(FOR REGISTERED NEW STUDENT)

SECTION A - STUDENT PARTICULAR   [To be completed by the student]

NAME

STUDENT ID | **NRIC/PASSPORT NO :**

CORRESPONDENCE ADDRESS | **TEL NO** | **Email**

CURRENT PROGRAMME

PROGRAMME CODE | PROGRAMME | **UniKL**

PROGRAMME APPLIED

PROGRAMME CODE | PROGRAMME | **UniKL**

REASON

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

STUDENT SIGNATURE | DATE

PRINT/TYPE YOUR NAME

* Attach email from student if the request is made through email

TO BE COMPLETED BY UNIKL

SECTION B : VERIFICATION & APPROVAL   [To be completed by MESRA Institute of the new programme applied]

Tick ☑

i) Received Date

ii) Student entry qualification for the new programme

☐ Qualified   ☐ Not Qualified

If Not qualified, state reason :

If qualified;

iii) Availability of seat in the programme applied

☐ Available   ☐ Full

iv) Feedback from AcSS (Institute of New Programme)

Sign/Print Name | Date:

Tick ☑

☐ **Approved**   ☐ **Not Approved**

REMARK | If approved, suggest the Registration Date (If student from different institute):

Sign :

Name :

Designation

Date

SECTION C : NOTIFICATION TO STUDENT & ACSS   [To be completed by MESRA Institute of the current programme]

	CheckList ☑ (If Approved)	Date	Processed By
	Notify student on the approval		
	Send this approved form to AcSS of the current programme		

SECTION D : UPDATING OF STUDENT RECORD   [To be completed by ACSS of the current programme]

Checklist:☑		Date
☐	(i) Receive approved form	
☐	(ii) AMEND RECORD ECITIE ☐a) Course Registration ☐b) Credit Transfer ☐c) Academic Advisor	
☐	(iii) Change to the new programme (New Student - ID number remain the same)	
☐	(iv) Notify Student to dowload offer letter via Student Portal	
☐	(v) Notify Finance Unit	

Processed by : | Remark: