

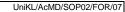
UNIVERSITI KUALA LUMPUR CHANGE OF ACADEMIC PROGRAMME REQUEST FORM

Page 1 of 2

NOTE TO STUDENT:

- 1 Only qualified student is allowed to request for change of academic programme.
- 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.
- Student who have been terminated from study must get approval for re admission before request to change academic programme can be approved.
- 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.

Application must be submitted to Academic Management of the current institute (regardless of application within or inter institutes) after completion information.	of all required
6 Your application is subject to the decision by the university (entry qualification and seats availability) and MARA/PTPTN (if you receive financial ass	istance).
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:	/ F0.0*
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 ✓)	Year
Reasons to change (please state) :	
Section D - Remark from Academic Advisor/ Any authorised person required by the Institute	
Signed by	
This residence who have replaced by a secondary of the right of the secondary of Anadomic Advisory	Deter
This section can also be completed by counselor/ authorised person by the institute in the absence of Academic Advisor International Student MUST get clearance from International Student Office first.	Date:
Section E - DISCLAIMER	Circle Initial
i) I hereby admit the information provided, pertaining to my application is true and correct.	Yes No
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.	Yes No
- I must clear all outstanding fee before being allowed to register for the new programme (Refer Section F)	Yes No
** 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	
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 :	







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			Page 2 of 2
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) Campus Lifestyle (Loan Unit) **Finance** Does this student has any outstanding fee? Does this student receive any financial assistance? Yes / No Yes / No circle circle i) outstanding fee amount: RM_ ii) The student is given SAJ, payment must be cleared before (date) Verified by: Verified by: Date: 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 Approved /Recommended proceed i) The student is qualified for the new programme Yes / No Not Approved / Not Recommended ii) Seat available? Yes / No Reason for Not Approved/ Not Recommended: circle Received/ Verified by: Date: Date: Signature *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 Update: Approval send to: Student Change Student Status to Change Prog (27) Update Academic Advisor Update Course Registration* CL, Finance Dept Register with New ID number Update Re Assign Group (If Any) Update Credit Transfer (If Any)* New ID : _ Change of Academic Programme - Inter Institutes Section L - Dean's Approval (Applied Programme) Section K - AcSS (Applied Programme) i) The student is qualified for the new programme Yes / No ___ Approved Not Approved ii) Seat available? Yes / No Reason for Not Approved circle Received/ Verified by: Signed Date: Date: AFTER APPROVAL Section M1 - AcSS (Applied Programme) Section M2 - AcSS (Current Programme) Approval/ disapproval send to: Approval/ disapproval send to: AcSS (Prev Inst) Update : Student cc to: Finance/CL Drop Registered Courses Remove from Academic Advisor List Processed by: Change student status to Change Programme (27) Date Step 3 Register with New ID (date) New ID: Assign Academic Advisor Course Registration Credit Transfer (If Any) Assign Group (If Any)