



APPLICATION FOR CHANGING PROGRAMME (POSTGRADUATE)

STEP 1

Attention: Please read instructions behind this form.

Student's name: _____

Current student ID No. : _____ NRIC / Passport: _____

Telephone No.: _____ Handphone No.: _____

Current Address: _____

Current Enrolled Program: _____ New Program Applied: _____

Reason for changing program: _____

Sponsor: _____

Approval from sponsor on the Program change (date of approval): _____ (Please attach copy of authorization letter)

I hereby have read and understand the instructions given. I agree with rules and regulation stated.

Date: _____ Student Signature : _____

STEP 2

RECOMMENDATION FROM PROGRAM COORDINATOR (New Program Applied)

Result: Recommended / Not recommended

Total credits transfer allowed: _____

Date: _____ Program Coordinator Signature and Stamp: _____

STEP 3

PAYMENT VERIFICATION

RM100 payment accepted Receipt No. : _____

Date: _____ Finance Clerk Signature and Stamp: _____

STEP 4

APPROVAL FROM DEAN (COGS)

Application changing program: Approved / not approved

Date: _____ Dean Signature and Stamp: _____

STEP 5

FOR OFFICE USE ONLY (College of Graduate Studies)

Application changing program will be effective from Semester _____.

1. Result of application will be informed by letter.

Admin Officer Signature and Stamp: _____

Date: _____

2. Change of information is updated in the system (first week of semester)

Admin Officer Signature and Stamp: _____

Date: _____

RULES AND REGULATIONS FOR CHANGING PROGRAM

1. Student applying to change program, must meet the minimum entry requirement for new program. Completed application form for changing program must be submitted to the COGS Office before the last day of the final examination for the current semester. The change of program will be effective on the first week of the following Normal Semester (long semester).
2. Sponsored students must have a written approval from the sponsors before changing program.
3. An application fee of RM100.00 will be charged from changing program. This fee is not refundable, even though your application is not successful.
4. If subjects listed on the previous program are not the same with the new program, therefore the students will carry forward the relevant passed subjects with grade and new CGPA will be calculated. Please refer to your Program Coordinator for confirmation.
5. Students must complete their Credit Transfer process (if any) and this should be done before the add/drop session ends.
6. Students who are successful in changing their program before final result have been announced but later failed and terminated, the approval of changing program will be null and void.
7. Please be present at the place and time stipulated in the approved letter for changing program process.

College of Graduate Studies
12th March 2013