APPLICATION FORM FOR CHANGE OF PROGRAMME



ALBUKHARY INTERNATIONAL UNIVERSITY

Instructions to Applicant:

- 1. Incomplete form will not be processed.
- Application without using the AIU-AAM-O09-CPF.230131.rev02 form **WILL NOT** be entertained.
- The change of programme is only allowed once throughout the student's period of study which is during the **FIRST YEAR** of undergraduate study.
- Please append copies of Highest Academic/Foundation/MUET/IELTS certificates. Attached to this form, the official receipt of payment for Change of Programme (International Student Only)

Name	:					
Student ID Number		MyKad/Passport Number :				
Mailing Address						
		Postcode: City:		Country:		
Current Programme						
Programme Code			Current Semest	: Year 1 Semester		
Contact No.			Email Address	•		
Please tick (v).						
Level of Study:	☐ English F☐ Foundat☐ Undergr	on Studies March 2 aduate Septemb				
PART B: (To be fil	lled-up by stu	<u>ident)</u>				
I wish to change:						
Item	From			То		
☐ Programme		Foundation Studies		Foundation Studies		
	☐ Bach	Bachelor of Business Administration (Hons)		☐ Bachelor of Business Administration (Hons)		
		☐ Bachelor of Business Administration (Hons) (Marketing)		Bachelor of Business Administration (Hons) (Marketing)		
	_	achelor of Business Administration (Hons) Human Resource Management)		☐ Bachelor of Business Administration (Hons) (Human Resource Management)		
	☐ Bach	Bachelor of Elementary Education (Honours)		☐ Bachelor of Elementary Education (Honours)		
	☐ Bach	Bachelor in Early Childhood Education (Honours)		☐ Bachelor in Early Childhood Education (Honours)		
	☐ Bach	nelor of Media and Communication (Hono	ours)	☐ Bachelor of Media and Communication (Honours)		
	☐ Bach	nelor of Computer Science (Honours)		\square Bachelor of Computer Science (Honours)		
	☐ Bach	nelor of Economics (Honours)		☐ Bachelor of Economics (Honours)		
	☐ Bach	nelor of Social Development (Honours)		☐ Bachelor of Social Development (Honours)		
		☐ Bachelor of Politics and International Relation (Honours)		☐ Bachelor of Politics and International Relations (Honours)		
	☐ Bach	☐ Bachelor of Finance (Islamic Finance) (Honours		☐ Bachelor of Finance (Islamic Finance) (Honours)		

Reason to change (to be filled by the student; add attachment if space is insufficient):							
Student's Signature			Date				
			-2.2				
PART C: Recommendation from the Academic Advis							
I verify the student's application for a change of pro	ogramme is suppo	orted/not supported (* <i>delete th</i>	oose not relevant):				
Remarks:							
Signature	Official Stamp		Date				
	Official Staffip		Date				
PART D: Consultation from the Registrar Office							
Remarks:							
Signature	Official Stamp		Date				
PART E: Approval from the Dean							
1 Change programme within the same sche	od roquiros appro	wal from the Dean and Head o	f Donartmont of that school				
 Change programme within the same school Change programme with another school 							
3. Prior approval, School is required to chec							
Meet Academic Entry Requirements of new pr	ogramme [Do not meet the Academic Er	ntry Requirements of new programme				
Releasing: Dean /Head of Department/Course Co	ordinator	Receiving: Dean /Head of De	partment/Course Coordinator				
☐ Approved ☐ Not approv	ed	☐ Approved	☐ Not approved				
Remarks (compulsory):		Remarks (compulsory):					
	Date	Signature / Official Stamp	Date				

PART F: To be completed by Finance Department

Total Payable Total Paid	: RM 2,500.00	Additionally Remarks:							
Outstanding Balance	:								
Payment Mode	: Cash / Online Transfer / Telegra Cheque / Money Order / Bank D								
Official Receipt Number	·								
Official Receipt Date	· · · · · · · · · · · · · · · · · · ·								
Signature & Official Stamp:									
Date:									
PART G: ICT Department & Registrar Office									
The student application had been updated into the Student System On									
		Time	Signature						
Documents to be processed	hy Registrar Office	*to be filled by ICT Depar	tment						
Documents to be processed by Registrar Office: ☐ Issuance of New Offer Letter ☐ Approval on Changing of Programme Letter									
Acknowledged by (Registrar Office):									
Signature	Official Stamp	Date							