



ALBUKHARY INTERNATIONAL UNIVERSITY

APPLICATION FORM FOR CHANGE OF PROGRAMME

Instructions to Applicant:

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

PART A: (To be fill-up by student)

Name :

Student ID Number : MyKad/Passport Number :

Mailing Address :

Postcode:..... City:..... Country:.....

Current Programme :

Programme Code : Current Semester : **Year 1** Semester.....

Contact No. : Email :

Address :

Please tick (v).

Level of Study: ☐ English Preparatory ☐ Foundation Studies ☐ Undergraduate

Commence Semester: ☐ February 20..... ☐ March 20..... ☐ September 20..... ☐ October 20.....

Mode of Study: ☐ Full Time ☐ Part Time

PART B: (To be filled-up by student)

I wish to change:

Item	From	To
<input type="checkbox"/> Programme	<input type="checkbox"/> Foundation Studies <input type="checkbox"/> Bachelor of Business Administration (Hons) <input type="checkbox"/> Bachelor of Business Administration (Hons) (Marketing) <input type="checkbox"/> Bachelor of Business Administration (Hons) (Human Resource Management) <input type="checkbox"/> Bachelor of Elementary Education (Honours) <input type="checkbox"/> Bachelor in Early Childhood Education (Honours) <input type="checkbox"/> Bachelor of Media and Communication (Honours) <input type="checkbox"/> Bachelor of Computer Science (Honours) <input type="checkbox"/> Bachelor of Economics (Honours) <input type="checkbox"/> Bachelor of Social Development (Honours) <input type="checkbox"/> Bachelor of Politics and International Relations (Honours) <input type="checkbox"/> Bachelor of Finance (Islamic Finance) (Honours) <input type="checkbox"/> Other:	<input type="checkbox"/> Foundation Studies <input type="checkbox"/> Bachelor of Business Administration (Hons) <input type="checkbox"/> Bachelor of Business Administration (Hons) (Marketing) <input type="checkbox"/> Bachelor of Business Administration (Hons) (Human Resource Management) <input type="checkbox"/> Bachelor of Elementary Education (Honours) <input type="checkbox"/> Bachelor in Early Childhood Education (Honours) <input type="checkbox"/> Bachelor of Media and Communication (Honours) <input type="checkbox"/> Bachelor of Computer Science (Honours) <input type="checkbox"/> Bachelor of Economics (Honours) <input type="checkbox"/> Bachelor of Social Development (Honours) <input type="checkbox"/> Bachelor of Politics and International Relations (Honours) <input type="checkbox"/> Bachelor of Finance (Islamic Finance) (Honours) <input type="checkbox"/> Other:
Beginning Semester	<input type="checkbox"/> February 20..... <input type="checkbox"/> March 20..... <input type="checkbox"/> September 20..... <input type="checkbox"/> October 20.....	

[illegible]

Date

I verify the student's application for a change of programme is supported/not supported (*delete those not relevant):

Remarks:.....

Date

Remarks:.....

Date

For Office's use only

I hereby ☐ **Support**
☐ **Do not support**

the application of this student.

Comments: _____

Date _____

Name: _____

PART F: Approval from the Dean

1. Change programme within the same school requires approval from the Dean and Head of Department of that school.
2. Change programme with another school requires approval from releasing and receiving Deans
3. Prior approval, School is required to check on applicant's academic qualifications (***please tick (v) below***):

☐ Meet Academic Entry Requirements of new programme☐ Do not meet the Academic Entry Requirements of new programme

Releasing: Dean /Head of Department/Course Coordinator	Receiving: Dean /Head of Department/Course Coordinator
<input type="checkbox"/> Approved <input type="checkbox"/> Not approved	<input type="checkbox"/> Approved <input type="checkbox"/> Not approved
Remarks (compulsory):	Remarks (compulsory):
.....
.....
.....
.....
.....
.....
.....
..... Signature / Official Stamp Signature / Official Stamp
..... Date Date

PART G: To be completed by Finance Department

Total Payable : RM 3,500.00		Additionally Remarks:
Total Paid :		
Outstanding Balance :		
Payment Mode :	Cash / Online Transfer / Telegraphic Transfer / Cheque / Money Order / Bank Draft	
Official Receipt Number :		
Official Receipt Date :		
Signature & Official Stamp:		
Date:		

PART H: ICT Department & Registrar Office

<p>The student application had been updated into the Student System</p> <p><u>Documents to be processed by Registrar Office:</u></p> <p><input type="checkbox"/> Issuance of New Offer Letter</p> <p><input type="checkbox"/> Approval on Changing of Programme Letter</p> <p>Acknowledged by (Registrar Office):</p> <p>.....</p> <p style="text-align: center;">Signature</p>	<div style="border: 1px dashed blue; padding: 10px; margin-bottom: 10px;"> <p>On...../...../..... By.....</p> <p>Time..... Signature.....</p> <p><i>*to be filled by ICT Department</i></p> </div> <p>.....</p> <p style="text-align: center;">Official Stamp</p>
<p>.....</p> <p style="text-align: center;">Date</p>	