APPLICATION FOR CHANGE OF PROGRAMME FORM

ALBUKHARY INTERNATIONAL UNIVERSITY

Instructions to the applicant:
1. Incomplete form will not be processed.
2. Application without using AIU-401-PW-07/F01 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 certificate.
5. Attached to this form, the official receipt of payment for Change of Programme *(International Student Only)*.

SECTION 1 : TO BE FILLED BY THE STUDENT

Name : _____

Student ID No. : _____ IC No./Passport No. : _____

School/Centre : _____

Mailing Address : _____

Postcode : _____ City & State : _____ Country : _____

Current Programme : _____

Programme Code : _____ Current Semester : Year 1 Semester _____

Contact No. : _____ Email Address : _____

(Please tick [√])

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

Commence Semester: ☐ March 20___ ☐ October 20___ ☐ Other: _____

Mode of Study: ☐ Full Time ☐ Part Time

I wish to change:

Item	From	To
Programme	☐ Foundation in Computing	☐ Foundation in Computing
	☐ Foundation in Arts	☐ Foundation in Arts
	☐ Bachelor of Business Administration (Hons)	☐ Bachelor of Business Administration (Hons)
	☐ Bachelor of Business Administration (Hons) (Marketing)	☐ Bachelor of Business Administration (Hons) (Marketing)
	☐ Bachelor of Business Administration (Hons) (Human Resource Management)	☐ Bachelor of Business Administration (Hons) (Human Resource Management)
	☐ Bachelor of Elementary Education (Hons)	☐ Bachelor of Elementary Education (Hons)
	☐ Bachelor in Early Childhood Education (Hons)	☐ Bachelor in Early Childhood Education (Hons)
	☐ Bachelor of Media and Communication (Hons)	☐ Bachelor of Media and Communication (Hons)
	☐ Bachelor of Computer Science (Hons)	☐ Bachelor of Computer Science (Hons)
	☐ Bachelor of Economics (Hons)	☐ Bachelor of Economics (Hons)
	☐ Bachelor of Social Development (Hons)	☐ Bachelor of Social Development (Hons)
	☐ Bachelor of Politics and International Relations (Hons)	☐ Bachelor of Politics and International Relations (Hons)
	☐ Bachelor of Finance (Islamic Finance) (Hons)	☐ Bachelor of Finance (Islamic Finance) (Hons)
	☐ Bachelor in Data Science (Hons)	☐ Bachelor in Data Science (Hons)
	☐ Bachelor of Business Administration with Computer Science (Hons)	☐ Bachelor of Business Administration with Computer Science (Hons)
	☐ Others: _____	☐ Others: _____
Beginning Semester	: ☐ March 20___ ☐ October 20___	☐ Other: _____

Reason to change (to be filled by the student; add attachment if space is insufficient):

_____
_____
_____
_____
_____
_____
_____

………………………………………   …………………………..
    Student's Signature   Date

SECTION 2 : TO BE FILLED BY THE INTERNATIONAL STUDENTS SUPPORT UNIT

For Office's use only

Remarks: _____
_____
_____
_____
_____
_____
_____
_____

…………………………………..   …………………………………..   …………………………………..
    Name   **Signature & Official Stamp**   **Date**

SECTION 3 : CONSULTATION FROM THE REGISTRAR OFFICE

Remarks: _____
_____

…………………………………..   …………………………………..   …………………………………..
    Name   **Signature & Official Stamp**   **Date**

SECTION 4 : RECOMMENDATION FROM THE ACADEMIC ADVISOR

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

…………………………………..   …………………………………..   …………………………………..
    Name   **Signature & Official Stamp**   **Date**

AIU-401-PW-07/F01

SECTION 5 : APPROVAL FROM THE DEAN

1. Change programme within the same school requires approval from the Dean and Head of Programme 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 [√]) below:
   ☐ Meet Academic Entry Requirements of new programme
   ☐ Do not meet the Academic Entry Requirements of new programme

Releasing: Dean / Head of Programme
☐ Approved   ☐ Not approved

Remarks: _____
_____
_____

……………………………..	……………………………..	……………………………..
Name	**Signature & Official Stamp**	**Date**

Receiving: Dean / Head of Programme
☐ Approved   ☐ Not approved

Remarks: _____
_____
_____

……………………………..	……………………………..	……………………………..
Name	**Signature & Official Stamp**	**Date**

SECTION 6 : TO BE COMPLETED BY THE FINANCE DEPARTMENT

Total Payable   : **RM3,500.00**

Total Paid   : _____   Outstanding Balance   : _____
Payment Mode   : Cash / Online Transfer / Telegraphic Transfer / Cheque / Money Order / Bank Draft
Official Receipt Number : _____   Official Receipt Date : _____

Remarks: _____
_____
_____

……………………………..	……………………………..	……………………………..
Name	**Signature & Official Stamp**	**Date**

SECTION 7 : REGISTRAR OFFICE AND ADMISSION AND RECORD UNIT

The student application had been updated into the system on ____ / ____ / _____ by _____.

Documents to be processed by Registrar Office:
☐ Issuance of New Offer Letter   ☐ Approval on Changing of Programme Letter

……………………………..	……………………………..	……………………………..
Name	**Signature & Official Stamp**	**Date**