

NOTICE

FACULTY OF COMPUTING

2019 – Semester Registration

Weekend Transfer Requests for 3rd Year & 4th Year Students

- All 3rd year & 4th Year students in the year 2019 who wish to transfer to the weekend program need to submit a letter from the employer (appointment letter/ employment verification letter) on or before **14th January 2019** to the 1st Floor, Student Services Reception. Those who do not submit this letter will be registered to the weekday programme.

NOTE : You should mention your **Registration Number** in the top left hand corner of your appointment letter/ employment verification letter.

Very Important Information for **YEAR 3** Weekend Transferring Students

- Those who are already doing internships (not those who are planning to do) must obtain a confirmation from the Manager/Industrial Training mentioning that they have started the training.
 - If a student started an internship during the semester, they have to make a request to the relevant Head of Department to transfer to the week-end program.
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- Those who are under any of the above must obtain approval in writing and hand it over to the Academic Affairs – Registry Division

Students in the weekday programme and who wish to transfer to the weekend programme will be allowed to do so **ONLY** if the aforementioned letter is submitted on or before the given deadline.