 SOUTHERN UNIVERSITY COLLEGE 南方大學學院	ACADEMIC AFFAIRS, ADMISSION AND REGISTRATION OFFICE	Document No	AARO/F_CP/00/2020
		Revision:	00
	CHANGE OF PROGRAMME APPLICATION FORM	Effective Date:	01-Jul-2020
		Page No:	Page 1 of 1

Instruction to candidates:

- Students may apply for change of programme before academic add / drop period end and it is limited for once
- The above application form is obtainable from Academic Affairs, Admission & Registration Office or you may download from Southern UC website. <https://www.southern.edu.my/aaro/en/download.html>
- Processing fees RM100 will be charged for every application
- Students are COMPULSORY to attach with letter / related documents
- The application of their new programme shall be approved by both the Heads of Departments and the Academic Affairs, Admission & Registration Office.
- Incomplete application will not be processed

PERSONAL DATA PROTECTION ACT:

I understand and agree that Southern University College has the permission to use my personal data for the purpose of administering. I have read, understood and agreed to the Personal Data Protection Act of Southern University College.

(Note: You may access and update your personal data by writing to us at reg@sc.edu.my)

SECTION I (To be filled by student)

Name: _____

NRIC/ Passport No.: _____ Gender: ☐ Male ☐ Female

Student ID No.: _____ Tel No.: _____

Faculty: _____ Semester: _____ Email: _____

Level of Study: ☐ Foundation ☐ Diploma ☐ Bachelor Programme: _____

☐ Master ☐ PhD

SECTION II - DETAILS OF CHANGE OF PROGRAMME (please (✓) in the box provided)

Type of Transfer: ☐ Programme New Programme: _____


Session of Transfer: ☐ Semester 1 ☐ Semester 2 ☐ Semester 3 Year:

Reason of Transfer: ☐ Academic ☐ Financial ☐ Others (please specify): _____

(Notes: Students are COMPULSORY to attach with official letter / supporting documents)

Declaration: I hereby undertake that I am fully aware of and will be bounded by Southern UC rules & regulations. I declare that all the particulars provided are correct.

Student's Signature: _____ Date: _____

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SECTION III (Student is required to get endorsement from the following departments)

1. CURRENT ACADEMIC FACULTY (Head of Department/Dean)	2. NEW ACADEMIC FACULTY (Head of Department/Dean)
Remarks/ Suggestion: _____ <input type="checkbox"/> Approved Signature & Official Stamp: Date:	Remarks/ Suggestion: _____ <input type="checkbox"/> Approved Signature & Official Stamp: Date:
3. STUDENT AFFAIRS OFFICE	4 ACCOUNT & FINANCE OFFICE
Scholarship / Funding: _____ <input type="checkbox"/> Approved Signature & Official Stamp: Date:	Fees / Remarks: _____ Signature & Official Stamp: Date:

SECTION IV (FOR ACADEMIC AFFAIRS, ADMISSION & REGISTRATION OFFICE USE ONLY)

Checklist: <div style="display: inline-block; vertical-align: top; margin-left: 20px;"> <input type="checkbox"/> Copy of Payment Receipt <input type="checkbox"/> Student ID Card <input type="checkbox"/> Original Offer Letter </div>	
Remarks: _____ <input type="checkbox"/> Approved	
Registrar:	Proceed by:
Date	Date