



**LAHORE UNIVERSITY OF MANAGEMENT SCIENCES**  
**OFFICE OF THE REGISTRAR**



**INTER-SCHOOL TRANSFER/MAJOR CHANGE FORM**

Form A

***The form comprises of five parts (A, B, C, D & E). Kindly, fill out the complete form. Incomplete forms will not be accepted.***

Roll Number:

2	0			-			-				
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Applicant Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Landline #: \_\_\_\_\_ Cell #: \_\_\_\_\_ Email: \_\_\_\_\_  
(other than LUMS)

Parent/ Guardian's Contact #: \_\_\_\_\_ Parent/Guardian's Email: \_\_\_\_\_

Parent/Guardian's CNIC #: \_\_\_\_\_ Parent/Guardian's Signature: \_\_\_\_\_  
(Attach CNIC copy)

**Transfer Status**

**Level**

**Academic Standing**

**Fee Payment Status**

Inter-School Transfer	<input type="checkbox"/>	Freshman	<input type="checkbox"/>	Good	<input type="checkbox"/>	Financial Aid	<input type="checkbox"/>
Major Change	<input type="checkbox"/>	Sophomore	<input type="checkbox"/>	Probation	<input type="checkbox"/>	NOP	<input type="checkbox"/>
		Junior	<input type="checkbox"/>	Readmission	<input type="checkbox"/>	Self-paying	<input type="checkbox"/>

***Current CGPA \_\_\_\_\_ (including last semester in current school)***

***Disclaimer: The major/school change is based on merit and is subject to availability of space and cutoff CGPA. Please refer to the Undergraduate student handbook for Inter-school/Intra-school transfer policies.***



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**Form B**

**For Faculty Advisor**

Name: \_\_\_\_\_ Signature \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Inter School/Major Change Details**

Current Programme /Major Details	
School Name	
Academic Programme	
Major	
Last Semester Attended	
Signature of Coordinator	
Signature of Department Chair	
Date	

Proposed Programme/Major Details		
	Preference 1	Preference 2
School Name		
Academic Programme		
Major		
First Semester to Join		
Signature of Coordinator		
Signature of Department Chair		
Date		

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**Form C**

**Student's Under-taking**

"I am aware that I am a self-paying/financial aid/NOP student. Processing of my inter school/major change application and subsequent change in school/major might result in a delay in my graduation up to a year or more. In that case I take full responsibility of the fee payment for the extra semesters that I need to take for the completion of my degree requirements within the time period specified by the University policy (The degree completion time is maximum six years for BS/BA/BSc programmes and maximum seven years for the Law programme)"

Student's Name: \_\_\_\_\_ Campus ID: \_\_\_\_\_

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Parent/Guardian's Under-taking**

"I \_\_\_\_\_ (Parent/Guardian) of \_\_\_\_\_ (student's name and campus ID) am aware that my son/daughter is a self-paying/financial aid/NOP student at LUMS. Processing of his/her inter-school/intra-school change application and subsequent change in school/major might result in a delay in his/her graduation up to a year or more. In that case I take full responsibility of the fee payment for the extra semesters that my son/daughter might need to take for the completion of his/her degree requirements."

Parent/Guardian's Name: \_\_\_\_\_

Parent/Guardian's CNIC Number: \_\_\_\_\_

(Attach CNIC copy)

Parent/Guardian's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**Form D**

**Inter- School / Intra- School Transfer Check List**

Name: _____ Campus ID: _____			
Sr. No.	Particulars	Submitted/Not Submitted	Reason If not Submitted
1.	Parent/Guardian's CNIC Copy		
2.	Reason for Major/School Change		
3.	Semester by Semester Plan to Complete Graduation		

**Parent/Guardian's Signature:** \_\_\_\_\_

**Student's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Note:** The University reserves the right to change the policies at any time. In case wrong information is provided, the case will be referred to DC/V&E Committee.

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**Form E**

**For Official Use Only** (Not to be filled by student)

Roll Number:

2	0			-			-				
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Student Name: \_\_\_\_\_ Current Major: \_\_\_\_\_

CGPA \_\_\_\_\_ Preference 1: \_\_\_\_\_ Preference 2: \_\_\_\_\_

**Inter-School Transfer/ Major Change Decision**

**Preference – 1**

Inter School Transfer/ Major Change Status

Approved

☐

Denied

☐

Reason \_\_\_\_\_

Dept. Coordinator/ HoD (Sign) \_\_\_\_\_ Date \_\_\_\_\_

**Preference – 2**

Inter School Transfer/ Major Change Status

Approved

☐

Denied

☐

Reason \_\_\_\_\_

Dept. Coordinator/ HoD (Sign) \_\_\_\_\_ Date \_\_\_\_\_

**Registrar Office Use Only:**

Received by & Date: \_\_\_\_\_ Processed by & Date: \_\_\_\_\_

Verified by & Date: \_\_\_\_\_

CC: Student, Student's File, Accounts Hostel, Admissions, IST, OSA, OFA

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