

 UTM <small>UNIVERSITI TEKNOLOGI MALAYSIA</small>	ACADEMIC MANAGEMENT DIVISION (AMD) DEPARTMENT OF THE REGISTRAR	Form No. : UTM/AMD/o6 Edition : 1 Effective Date : 1/6/2024 Page (s) : 2
	APPLICATION FOR CHANGE OF PROGRAMME (BACHELOR DEGREE MAINSTREAM)	

Terms and Conditions:

1. Application has to be submitted no later than TWO (2) weeks after the examination results are released.
2. Change in programme is only eligible after ONE (1) semester of study in the University is completed and latest by the FOURTH (4) semester of study.
3. Students' academic achievement should not be in the position of Failed Status (KG).
4. The initial Faculty would verify the students' application and get the approval from the new Faculty.
5. Academic Management & Conferment Section (AMaCS) will release the results of the application whether it is successful or otherwise.
6. Students who are given the approval to change their programme of study ARE NOT ALLOWED to retract their application.
7. A change in programme is permitted only ONCE during the period of study.

Section I (To be completed by Student)

Full Name :

MyKAD No. / ISID No. :

Mobile Phone No. :

Email : _____

Sponsorship status : Self Sponsored Sponsored by : _____
(Sponsored students are not permitted to change their program without the sponsor's consent.)

PROGRAMME DETAILS	CURRENT PROGRAMME	NEW PROGRAMME
Faculty		
Programme Name		
Programme Code		
Matric No.		

Reason/Justification : _____

Correspondence Address : _____

Please append copies of the following documents along with the application form. If the documents are not complete, your application will not be processed

- | |
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| |
| |
| |
1. SPM Certificate
 2. STPM/ Matriculation/ Foundation Programme/ Diploma/ Equivalent Certificate
 3. Academic Transcript
 4. UTM examination slip for each semester followed
 5. MUET/ IELTS/ TOEFL/ Equivalent Result

Student's Declaration

I solemnly swear that I have never been subjected to any disciplinary action by the University, and I affirm that the information provided in this form is true.

Student's Signature : _____

Date : _____

Section II (To be completed by Academic Advisor)

Supported : Not Supported :

Signature : _____

Stamp :

Academic Advisor's Comment :

Date : _____

Section III (To be completed by Initial Faculty)

Supported : Not Supported :

** If it involve change of Faculty, leave this section blank*

Deputy Dean's Comment :

Programme Name : _____

Signature : _____

Programme Code : _____

Stamp :

Session/Semester Offered : _____ / _____ - _____

(e.g : 2023/2024 – II or 2024 / 2025 – I)

Date : _____

Year Offered : Year 1 Year 2

Continue with current PNG & PNGK ? : Yes No

Section IV (To be completed by New Faculty – If it involve change of Faculty)

Supported : Not Supported :

Deputy Dean's Comment :

Programme Name : _____

Signature : _____

Programme Code : _____

Stamp :

Session/Semester Offered : _____ / _____ - _____

(e.g : 2023/2024 – II or 2024 / 2025 – I)

Date : _____

Year Offered : Year 1 Year 2

Continue with current PNG & PNGK ? : Yes No

Section V (To be completed by Assistant Registrar, SRAdS)

Qualified : Not Qualified :

Signature : _____

Stamp :

Assistant Registrar's Comment :

Date : _____

Section VI (To be completed by UTM International Office - For International Student Only)

Approved : Not Approved :

Signature : _____

Stamp :

Assistant Registrar's Comment :

Date : _____

For the use of Academic Management & Conferment Section (AMaCS)

Approved : Not Approved :

Signature : _____

Session/Semester : _____ / _____ - _____

Stamp :

(e.g : 2023/2024 – II or 2024 / 2025 – I)

Assistant Registrar's Comment :

Date : _____

Reviewed and updated by : _____

Date : _____