

 SOUTHERN UNIVERSITY COLLEGE 南方大學學院	ACADEMIC AFFAIRS, ADMISSION AND REGISTRATION OFFICE	Document No:	AARO/F_CP/02/2021
	CHANGE OF PROGRAMME APPLICATION FORM	Revision:	02
		Effective Date:	5-May-2021
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Instruction to candidates:	
1.	Students may apply for change of programme before academic add / drop period end and it is limited for once.
2.	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 .
3.	Processing fees RM100 will be charged for every application.
4.	Students are COMPULSORY to attach with letter / related documents if necessary.
5.	The application of their new programme shall be approved by both the Heads of Departments and the Academic Affairs, Admission & Registration Office.
6.	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.	Student ID:
Contact No.	Batch No:
Email:	
Level of Study	<input type="checkbox"/> PhD <input type="checkbox"/> Master <input type="checkbox"/> Bachelor <input type="checkbox"/> Diploma <input type="checkbox"/> Foundation
Current Programme of Study	
New Programme of Study	
Reasons	Signature: Date:

Current Academic Faculty (Head of Department / Dean)	
Approved: <input type="checkbox"/> Yes <input type="checkbox"/> No	Signature:
Remarks / Suggestions:	
	_____ Name:
	_____ Date:

New Academic Faculty (Head of Department / Dean)	
Approved: <input type="checkbox"/> Yes <input type="checkbox"/> No	Signature:
Has Credit Transfer: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Effective Semester:	
Remarks / Suggestions:	
	_____ Name:
	_____ Date:



Student Affairs Office

Scholarship holder : Yes No

Approved: Yes No

Remarks / Suggestions:

Sign & Stamp:

Name:

Date:

Account & Finance Office

Processing Fee (RM 100): Yes

Remarks:

Sign & Stamp:

Name:

Date:

FOR ACADEMIC AFFAIRS, ADMISSION & REGISTRATION OFFICE USE ONLY

Student ID Card Return: Yes No

Remarks:

➤ **Registrar:**

Proceed by:

Name:

Name:

Date:

Date: