**APPLICATION FORM FOR CHANGE OF PROGRAMME**

Instructions:

1. Please complete Section A and get recommendation from Head of Department or Dean of Faculty of Economics and Business (if necessary).
2. This application is valid for applicant who registered within the first regular semester of his/her studies.
3. Application received after week four (4) of a regular semester will take effect in the following semester.
4. Please attach official academic transcript.
5. Student will be informed accordingly after approval.

**FOR OFFICE USE (ONLY CHECKLIST)**

**Date received:**

**SECTION A: TO BE COMPLETED BY THE APPLICANT**

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| --- | --- |
| 1. Name | 2. Matric No. |
| 3. Email Address | 4. Telephone |
| 5. Current Programme | |
| 6. Intended Programme | |
| 7. Reason(s) of Application | |
| Applicant’s Signature | Day, Date: |

**SECTION B: TO BE COMPLETED BY DIRECTOR IPIEF**

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| Recommended Not Recommended  Remarks:  Signature & Stamp Day, Date:  Director of IPIEF |

**SECTION C: TO BE COMPLETED BY HEAD/SECRETARY OF DEPARTMENT**

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| Recommended Not Recommended  Date of Interview (If Any): *(If Recommended, Please complete the following)*  Recommended for Semester: 20 / 20  Recommended for Mode of Programme : Regular Programme  Remarks/Comments:  Signature & Stamp Day, Date:  Head of Department |

**SECTION D: TO BE COMPLETED BY THE DEAN OF FACULTY**

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| Recommended Not Recommended  Remarks:  Signature & Stamp Day, Date:  Dean of Faculty |