



**Change of Degree Program Form for Undergraduate Students**

**Instructions:**

- Please attach your Unofficial Transcript with the form.
- Write the reason of changing Program/Major legibly and to the point.

**Step 1:**

**Student Name:** \_\_\_\_\_ **Roll No:** \_\_\_\_\_ **Date:** \_\_\_\_\_

(Old) Program: Major:
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Switching to →

(New) Program: Major:	Effective term
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Reason (why do I need to change my program?): \_\_\_\_\_

**Approval by:**

**Chairperson of accepting program:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

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

**Step 2:**

**Accounts Office:**

Tuition structure/ID Changed on

Empower accordingly.

Signature
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**Step 3:**

**Academic Office:**

To implement the program change in the  term.

Signature
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Academic office will email the concerned departments & student mentioned below for further actions;

**1) Academic Advising:**

For assigning Adviser from new Program/Major

**2) Student's ID card office**

For changing of Program information

**Student's Email address:** \_\_\_\_\_

I hereby declare that all the information above is correct: \_\_\_\_\_

Student Signature