



Ghazali Shafie  
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Universiti Utara Malaysia

GSGSG/02

## APPLICATION FOR CHANGE OF PROGRAMME (in the same college)

1. Candidate is allowed to change the programme only once during the course of study.
2. Application must be made within two (2) weeks after the examination result is released by the University.
3. Candidate has to pay a non-refundable fee of M200.00 when applying for a change of programme.
4. A research proposal must be enclosed with the application to change a programme by coursework to a programme of full research.
5. Approval for the new programme will be effective in the following semester.
6. International students need to get new visa approval for the change of programme at U-Assist after the application is approved.
7. Recommendation from the current supervisor.

### SECTION A : TO BE COMPLETED BY THE CANDIDATE

Name:	Matric No.:
Tel. No.:	Address:
E-Mail:	
Current Programme:	Intended Programme:
Current Structure of Study:*	New Structure of Study:*
(    ) Coursework (    ) Coursework and Dissertation (    ) Research	(    ) Coursework (    ) Coursework and Dissertation (    ) Research
Mode of Study:*	New Mode of Study:*
(    ) Full-time (    ) Part-time	(    ) Full-time (    ) Part-time
Reasons for change (use additional paper if necessary):	
Method of Collection Approval Letter:*	
(    ) Post                      (    ) E-mail                      (    ) Collect at the office	
Date:	Signature

2024

**SECTION B: TO BE COMPLETED BY THE RELEASING SCHOOL\***

<input type="checkbox"/> Recommended <input type="checkbox"/> Not Recommended Comment:	Date:
	Signature & Stamp: (Dean)

**SECTION C: TO BE COMPLETED BY THE ACCEPTING SCHOOL\***

<input type="checkbox"/> Recommended <input type="checkbox"/> Not Recommended Comment:	Date:
	Signature & Stamp: (Dean)

**SECTION D: APPROVAL BY THE DEAN OF GSGSG\***

<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved Comment:	Date:
	Signature & Stamp: (Dean)

**SECTION E: FOR OFFICE USE (GSGSG) ONLY:**

Received Date:	Signature & Stamp:
Processing Date:	

• Tick  wherever appropriate