

Full Name:		Student ID:	
Transfer from : (current Programme Code)		Transfer to : (new Programme Code)	
Current Programme Name:		New Programme Name:	
<input type="checkbox"/> I will be completing the _____ (e.g.: 2017-05) semester of this programme <input type="checkbox"/> I want to withdraw all courses with immediate effect (please attach a duly completed course withdraw form)		I will start the programme in: _____ (e.g: 2017-05)	

Terms & Conditions:

- Seek the approval from the Dean/Head/designate of the current and new Faculty/School before submitting this form to Registrar's Office (RO) and Finance Office.
- Complete the course's transferability (see **2. Approval from receiving Faculty / Institute / Centre**)
- Pay a processing fee for the Transfer of Programme's request amounting RM150
- Obtain advice from the Finance Officer on fees before confirming the transfer of programme
- Update financial sponsor (e.g.: PTPTN, Yayasan Sabah, JPA, etc.) upon successful transfer of programme
- For International Student, if required to re-apply student pass:
 - International Student is **ONLY** allowed to transfer to new programme **within the 1st year of studies** in current programme or **within 12 months of the 1st visa sticker issuance**.
 - Upload/Submit the following documents for new VAL application to Visa Processing Unit
 - One set of latest copy color scan passport (***all the pages, with 2 pages in 1(One) sheet, in PDF.***)
 - New passport size photograph (***with white background, in JPG.***)
 - Health declaration form
 - Student Explanation letter of transferring to new programme
 - Seek advice from VPU(Visa Processing Unit) for cancellation of current student pass or any other requirement for visa application

Acknowledgements from student

- I hereby acknowledge and confirm my understanding of the term and conditions governing the transfer of programme and agree to adhere to them.
- I agree :
 - To pay RM150/- programme transfer fee, which is non-refundable even if I decide not to transfer later
 - That upon completion of a programme transfer, subsequent additional course(s) to be transferred into the new programme will be charged RM150/- accordingly
 - To settle the top-up fees if I transfer from a programme with lower course fee to a programme with higher course fee
 - And understand that the differences in course fee arising from a request for transfer of programme are not refundable or transferable. If I have done courses in a programme where the course fee was higher later choose to transfer to programme in which the course fee is lower, the differences will not refunded or transferred.

STUDENT'S SIGNATURE

DATE

<p>1. Approval to transfer out of programme</p> <p>Remark, if any :</p>	<p>Head of Programme / Designate (current programme) signature</p> <hr/> <p>Name : Date : <i>*Kindly include faculty stamp</i></p>																
<p>2. Approval to receive into programme</p> <p>Transfer Condition(s)/ Remark, if any:</p> <p>Transferability of course(s): Yes () No ()</p> <p><i>If yes, please complete and attach the Exemption/Credit Transfer Form (UCSI-RO-003)</i></p> <p>Remark, if any :</p>	<p>Head of Programme / Designate (new programme) signature</p> <hr/> <p>Name : Date : <i>*Kindly include faculty stamp</i></p>																
<p>3. Approval from Visa Process Unit (for international student only)</p> <p>Required to change Student Pass: <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>Seek advice from VPU for <u>cancellation of current Student Pass and Special Pass application</u></p> <p>a. 1st Visa Sticker Expiry Date : _____</p> <p>b. Has student submitted 1st visa renewal application within the visa renewal submission deadline? : <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p style="padding-left: 20px;">i. if Yes, Date VPU received 1st visa renewal application: _____</p> <p>c. The student can proceed to apply for programme transfer request based on the current visa status: <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>Remark, if any :</p>	<p>Designator's signature</p> <hr/> <p>Name : Date : <i>*Kindly include Department stamp</i></p>																
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #4a4a8a; color: white;"> <th style="width: 50%;">GOING BACK</th> <th style="width: 50%;">STAY IN MALAYSIA</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/> Single Entry Visa (SEV) –Location to apply VDR/ SEV</td> <td><input type="checkbox"/> Valid Visa/ Special Pass* <small>*Not applicable for more than 2 months of current visa expiry date till programme's commence date</small></td> </tr> <tr> <td><input type="checkbox"/> Cancellation of current student pass and/ or Passport page with "Exit" Stamp</td> <td><input type="checkbox"/> Latest scan color full passport copy - Passport validity must not be less than 18 months (2 passport pages in 1 A4 page)</td> </tr> <tr> <td><input type="checkbox"/> Complete Health Declaration form</td> <td><input type="checkbox"/> Declaration Letter (discrepancy of name/ date of birth on passport & academic transcripts)/ No Objection Certificate (NOC - Sudan)/ Eligibility Letter (EL - Iran)</td> </tr> <tr> <td><input type="checkbox"/> Latest scan color full passport copy - Passport validity must not be less than 18 months (2 passport pages in 1 A4 page)</td> <td><input type="checkbox"/> Passport size photo with white background</td> </tr> <tr> <td><input type="checkbox"/> Declaration Letter (discrepancy of name/ date of birth on passport & academic transcripts)/ No Objection Certificate (NOC - Sudan)/ Eligibility Letter (EL - Iran)</td> <td><input type="checkbox"/> EMGS Payment RM: _____</td> </tr> <tr> <td><input type="checkbox"/> Passport size photo with white background</td> <td><input type="checkbox"/> Complete Health Declaration form</td> </tr> <tr> <td><input type="checkbox"/> EMGS Payment RM: _____</td> <td></td> </tr> </tbody> </table>		GOING BACK	STAY IN MALAYSIA	<input type="checkbox"/> Single Entry Visa (SEV) –Location to apply VDR/ SEV	<input type="checkbox"/> Valid Visa/ Special Pass* <small>*Not applicable for more than 2 months of current visa expiry date till programme's commence date</small>	<input type="checkbox"/> Cancellation of current student pass and/ or Passport page with "Exit" Stamp	<input type="checkbox"/> Latest scan color full passport copy - Passport validity must not be less than 18 months (2 passport pages in 1 A4 page)	<input type="checkbox"/> Complete Health Declaration form	<input type="checkbox"/> Declaration Letter (discrepancy of name/ date of birth on passport & academic transcripts)/ No Objection Certificate (NOC - Sudan)/ Eligibility Letter (EL - Iran)	<input type="checkbox"/> Latest scan color full passport copy - Passport validity must not be less than 18 months (2 passport pages in 1 A4 page)	<input type="checkbox"/> Passport size photo with white background	<input type="checkbox"/> Declaration Letter (discrepancy of name/ date of birth on passport & academic transcripts)/ No Objection Certificate (NOC - Sudan)/ Eligibility Letter (EL - Iran)	<input type="checkbox"/> EMGS Payment RM: _____	<input type="checkbox"/> Passport size photo with white background	<input type="checkbox"/> Complete Health Declaration form	<input type="checkbox"/> EMGS Payment RM: _____	
GOING BACK	STAY IN MALAYSIA																
<input type="checkbox"/> Single Entry Visa (SEV) –Location to apply VDR/ SEV	<input type="checkbox"/> Valid Visa/ Special Pass* <small>*Not applicable for more than 2 months of current visa expiry date till programme's commence date</small>																
<input type="checkbox"/> Cancellation of current student pass and/ or Passport page with "Exit" Stamp	<input type="checkbox"/> Latest scan color full passport copy - Passport validity must not be less than 18 months (2 passport pages in 1 A4 page)																
<input type="checkbox"/> Complete Health Declaration form	<input type="checkbox"/> Declaration Letter (discrepancy of name/ date of birth on passport & academic transcripts)/ No Objection Certificate (NOC - Sudan)/ Eligibility Letter (EL - Iran)																
<input type="checkbox"/> Latest scan color full passport copy - Passport validity must not be less than 18 months (2 passport pages in 1 A4 page)	<input type="checkbox"/> Passport size photo with white background																
<input type="checkbox"/> Declaration Letter (discrepancy of name/ date of birth on passport & academic transcripts)/ No Objection Certificate (NOC - Sudan)/ Eligibility Letter (EL - Iran)	<input type="checkbox"/> EMGS Payment RM: _____																
<input type="checkbox"/> Passport size photo with white background	<input type="checkbox"/> Complete Health Declaration form																
<input type="checkbox"/> EMGS Payment RM: _____																	
<p>4. Approval from Registrar's Office</p> <p>Registrar's Office to upload below 3 items if International Students:</p> <ul style="list-style-type: none"> Academic Transcript New Offer Letter Attendance report <p>Remark, if any :</p>	<p>Designator's signature</p> <hr/> <p>Name : Date : <i>*Kindly include Department stamp</i></p>																
<p>5. Finance Office</p> <p>Remark, if any :</p> <p>RM150 processing fee's Receipt no. : _____</p> <p>Acknowledgement by student:</p> <p>I hereby confirm my understanding of the computation of fees and agree to remit the payable amount in order to affect my transfer</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">Name: _____ Date : _____</p>	<p>Designator's signature</p> <hr/> <p>Name : Date : <i>*Kindly include Department stamp</i></p>																

Note: Please return duly completed form to Registrar's Office for processing.