



Request for Change of School and Institute

T.11

Dear Rector

I (Mr. / Mrs. / Miss) _____ Student Code _____
 a student of School _____ Institute of _____
 under the supervision of (Advisor's Name) _____ GPAX _____
 have already had the results of the following courses in the School attached to such as Course Code _____
 Course Title _____ wish to change _____
 (Specify program of study/curriculum) Institute _____ From Trimester ____ Academic Year ____
 Reasons _____

I hereby attach my transcript

Thank you for your kind consideration.

Signature _____

Date _____

N.B. For more information, please call _____ or E-mail _____

<p style="text-align: center;">Advisor's Comments</p> <p>_____ _____ _____</p> <p>Signature _____ (_____) Date _____</p>	<p style="text-align: center;">CES Officer's Examination</p> <p>1. <input type="checkbox"/> has transferred previously <input type="checkbox"/> has never transferred or changed before 2. <input type="checkbox"/> has <input type="checkbox"/> does not have the result of specific course/s 3. attached to the former school since Trimester _____ Academic Year _____ 4. last registration in Trimester _____ Academic Year _____ 5. passed the courses for _____ credits GPAX _____ Signature _____ (_____) Date _____</p>
<p style="text-align: center;">Chair of the School's Comments</p> <p><i>(Graduate Studies Only)</i></p> <p><input type="checkbox"/> Permitted <input type="checkbox"/> Not permitted</p> <p>Reasons _____ _____</p> <p>Signature _____ (_____) Date _____</p>	<p style="text-align: center;">Decision of Proposed School</p> <p><input type="checkbox"/> Approved <input type="checkbox"/> Not approved</p> <p>Reasons _____ _____</p> <p>Signature _____ (_____) Date _____</p>
<p style="text-align: center;">Institute Committee's Decision for Transfer/Change</p> <p><i>(Graduate Studies Only)</i></p> <p>Meeting No. ____/____ Date ____/____/____ Decision <input type="checkbox"/> Approved <input type="checkbox"/> Not approved</p> <p>Reasons _____ _____</p> <p>Signature _____ (_____) Date _____</p>	<p style="text-align: center;">Proposed Institute Committee's Decision</p> <p>Meeting No. ____/____ Date ____/____/____ Decision <input type="checkbox"/> Approved <input type="checkbox"/> Not approved</p> <p>Reasons _____ _____</p> <p>Signature _____ (_____) Date _____</p>

Requirements for Transfer or Change of School and Institute

Students must submit the request within the time specified by the university or no less than 30 days before the end of the regular trimester, and can check for the schedule information from the university website under the Menu "Academic Calendar"

Steps

1. Obtain the request form or Tor. 11 from CES(Center for Educational Services)
2. Fill in the form, sign it, and get it approved by the advisor. In the case of Graduate Students, get it approved by the Chair of the School and the Institute Committee
3. Submit the form to CES for officer's initial checking
4. CES passes on the form to School/Institute for consideration and the School/Institute informs CES of result for further action
5. CES informs the student of the result

Student's Requirements

Undergraduate students must have

1. student status and result of the specific courses of the particular school
2. no less than 2.0 GPAX in the trimester in which a transfer or change has been requested for transfer or change
3. the qualifications and specific requirements of the proposed School and Institutes
4. no previous transfer or change of school and Institute

Graduates

Request should be submitted in the second trimester onward starting from the first day of study, and with a GPAX of no less than 3.00

Documents for Consideration

TRANSCRIPT