Notes

1. Students should note that program transfer may cause a delay in their academic progress.
2. Normally, the transfer, if approved, will NOT be effected until the following term.
3. If a transfer is approved, the transfer-in department/School will determine which credits from the student’s former program apply to the new program.

Application Procedures

1. Undergraduate students may apply for program transfer by completing Sections I and II below, and submit the form to the transfer-in department/School for approval.
2. Students will be notified of the result of the application by ARR.

I. Student Particulars

Student Name: ___________________________ Student No.: ___________________________
(In English)
Program of Study: ___________________________ Year of Study: ___________________________
Contact Telephone No.: ___________________________

II. Application Details

Program to be Transferred to: ___________________________ Option / Stream: ___________________________
(e.g. BBA (ECON)) (where applicable)
Year of Study: ___________________________
Reasons for Transfer: ___________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
Signature of Student: ___________________________ Date: ___________________________

The information given in this form will be used for checking of records and processing this application only.
III. Decision of Transfer-in Program Department/ School

The application is [ ] approved   [ ] not approved

Effective Term: _____________________ Term, 20___ - 20___

[The approval should be effective in the following term unless under special circumstances]

Year of Study upon Transfer: Year

[ ] 1 [ ] 2 [ ] 3 [ ] 4

[Please tick as appropriate]

Signature of UG Coordinator _____________________ Name _____________________ Date _____________________

* Signature of Dean or Dean’s Designate _____________________ Name _____________________ Date _____________________

* Applicable to school based programs or programs in School of Business and Management.

IV. Academic Records and Registration Use Only

<table>
<thead>
<tr>
<th>Result Received On</th>
<th>Student Notified</th>
<th>Computer Record Updated</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>by</td>
<td>on</td>
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Remarks:

RR-6 (07/2015)