



## Instructions for Change of Program or Concentration Form

### What is the Purpose of the form?

This form is required for changing in

- **Program** students are currently enroll (DBA, MBA, BA, AS, UT), or
- **Concentration** that students are currently enroll

### How is the Form Used?

Students must

- Fill out the Change in Program or Concentration Form. Please make sure all the required fields are completed.
- If the fee is required, please bring this form to the Accounting Office for the payment, and keep the receipt
- Submit the form and receipt (only if the fee is required) to Admissions and Records Office.

### Notes

1. A fee of \$70 applies to each change of program to a lower level, or the second and further program change at the same level, or the second and further concentration change within the same program. This fee is charged per form\*. The University administration will confirm the applicability of the fee in each case.
2. The \$70 is charged per one time of request. Changes of both program and concentration requested at the same time will be counted as one change (\$70).
3. In case the fee is required, students must also show their receipt in when they submit this form. If the University cannot confirm the payment, the change in program or concentration will not be processed.

# Instructions

## Part I: Student Information

Fill out Student ID number, Last name, First name, and middle name (if applicable)

## Part II: Change of Program

Please skip this part if you would like to change in your current concentration only.

If you would like to change in the program you are currently enroll, please fill out

The name of current program after the word "From: ...."

The desire program after the word "To: ..."

Your intended concentration

The intended Semester and Year of entry to the program

## Part II: Change of Concentration

Please skip this part if you would like to change in your program.

If you would like to change the concentration you are currently enroll, please fill out this part by

Select the program you are currently enroll by ticking in the box (UT, AS, BS, BA, MBA, or DBA)

State the current concentration after the word "From: ...."

State desire concentration after the word "To: ..."

Put your signature and the date of submitting the form.

Leave the part that says "THE UNIVERSITY USE ONLY" blank.

Please note that **any incomplete forms will not be processed**. Students should make sure to provide all the required information before submission.