

Application for Change of Programme/Stream

(Please read the guidelines overleaf before completing the form.)

Student Particulars

Student Name: (English) _____
(in BLOCK LETTER)

Student No:

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(Chinese) _____

Study Mode: Full-time mode/ Part-time mode

Phone/Mobile No.: _____

Programme Name: _____

Programme Code: _____ Year of Study: _____ Class: _____

Academic Year: _____

Application Details

Programme/Stream and year to be transferred to:

Programme Code	Programme/Stream Name	Year

Effective from: _____ academic year

Reasons for transfer : _____

Signature of Student

Date

School's Recommendation

(To be completed by the School offering the programme to which the transfer is sought.)

An interview with the student was conducted by *myself / Mr / Ms _____ of my School on _____.

I support / do not support this application.

Year of study after transfer : _____ (if applicable)

Remarks: _____

Signature of Dean of School

Name

Date

(Please "√" the appropriate box. *Please delete as appropriate)

Office Use Only*(To be completed by Registry)*

Approve Not Approve Remarks: _____

Signature of Registrar

Date

	By	On		By	On
Form received			Computer record updated		
Result received			Student file transferred		
Student notified			Student ID card replaced		

Guidelines on Application for Change of Programme / Stream

1. The completed application form should be returned in person to the Registry on the Registry Counter (2/F Student Services Centre at CIHE Building).
2. Student who wishes to apply for change of programme / stream should attach relevant documentary evidence, if any, to support his / her application. He / she should expect to attend an interview conducted by the Dean of the School offering the programme to which the transfer is sought, or his / her nominee.
3. The success of application depends on academic ability, the places that are available in the programme and the student's aptitude and suitability for studying the new programme.
4. Student should pay tuition fee for the next academic year for the **current programme** until he / she is informed of the result of application by the Registry.
5. Student should make careful consideration before submitting the application. Once the form is submitted to the Registry for processing, withdrawal of application will not be entertained.
6. Late applications will not be entertained.
7. Students should familiarize themselves with the Academic Regulations governing Change of Programme / Stream.
8. Personal data provided in this form will be treated in strict confidence and will be used by the Institute for checking of records only.