



**CHANGE OF LEARNING MODE APPLICATION FORM**

**INSTRUCTIONS:** Please fill up the form completely. Only completed form will be processed. Completed application form must be submitted to admission and Records Department not later than the second week of the commencement of the new semester.

Full Name

Matric No.

Mailing Address

Contact No.

Current Programme \_\_\_\_\_ Study Centre \_\_\_\_\_ Intake \_\_\_\_\_ (e.g: Jan 2023)

**(Please tick ✓)**

Study Mode:  Conventional  Full-time  Distance Learning  Full-time  
 Part-time  Part-time

Reason for Change of Learning Mode: \_\_\_\_\_

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 Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

FACULTY/SCHOOL	REGIONAL CENTRE	STUDENT ACCOUNTS
(Please tick ✓) <input type="checkbox"/> Approved <input type="checkbox"/> Not Approved Programme: _____ Remark: _____ Signature & Stamp _____ Date: ____/____/____	(Please tick ✓) <input type="checkbox"/> Approved <input type="checkbox"/> Not Approved Programme: _____ Remark: _____ Signature & Stamp _____ Date: ____/____/____	Remark: _____ _____ Signature & Stamp _____ Date: ____/____/____

**ADMISSION AND RECORDS**

Application Status: **PROCESSED / PENDING**

Programme Offered at RC/ Main Campus Yes  No  Semester: Feb\_\_\_\_  June\_\_\_\_  Sept\_\_\_\_

Received from Faculty \_\_\_\_/\_\_\_\_/\_\_\_\_

Informed/ Called/ Letter to Student \_\_\_\_/\_\_\_\_/\_\_\_\_ Study Mode: Conventional  Full-time Distance Learning  Full-time  
 Updated in system \_\_\_\_/\_\_\_\_/\_\_\_\_  Part-time  Part-time

Processed by: \_\_\_\_\_  
 Signature \_\_\_\_\_  
 Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Verified by: \_\_\_\_\_  
 Signature \_\_\_\_\_  
 Date \_\_\_\_/\_\_\_\_/\_\_\_\_

**PROCEDURE CHANGE OF LEARNING MODE**

- (a) Student is allowed to change his/her current learning mode (i.e. conventional learning or distance learning or full-time or part time) provided that the student remains in the same programme.
- (b) Completed application must reach Admission and Records Department at least TWO WEEKS before the commencement of new semester.
- (c) The change of learning mode is allowed only once during the student's period of study.
- (d) Should student need further clarification pertaining to the transfer of study centre, kindly raise a new ticket via One Stop Centre Helpdesk System (OSCHS): <https://osc.unitar.my//>