

UNITAR International University
3-01A Level 3, Tierra Crest
Jalan SS6/3 Kelana Jaya
47301 Petaling Jaya, Selangor
Tel: +603 7627 7200 Fax:+603 7627 7238



TRANSFER OF STUDY CENTRE APPLICATION FORM

INSTRUCTIONS: Only completed form will be processed. Please read the below instructions carefully before you fill up the form.

Full Name																				
Matric No.																				
Mailing Address																				
Contact No.			-																	

Current Study Centre: _____ New Study Centre: _____

Reason for Transfer Study Centre: _____

----- Student's Signature	____/____/____ Date	
FACULTY/SCHOOL	REGIONAL CENTRE (RELEASING)	REGIONAL CENTRE (ACCEPTING)
(Please tick ✓)	(Please tick ✓)	(Please tick ✓)
<input type="checkbox"/> Approved <input type="checkbox"/> Not	<input type="checkbox"/> Approved <input type="checkbox"/> Not	<input type="checkbox"/> Approved <input type="checkbox"/> Not
Approved	Approved	Approved
Programme: _____	Programme: _____	Programme: _____
Remark: _____	Remark: _____	Remark: _____
Signature & Stamp _____	Signature & Stamp _____	Signature & Stamp _____
Date: ____/____/____	Date: ____/____/____	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 ____/____/____

Updates in CMS/ PGMS ____/____/____

Study Mode: Conventional Distance Learning

Study Centre: _____

Processed by: _____ Signature
Date ____/____/____

Verified by: _____ Signature
Date ____/____/____

PROCEDURE OF TRANSFER OF STUDY CENTRE

- Student is allowed to change his/her current study centre provided that the student remains in the same programme.
- Complete application must reach Admission and Records Department at least ONE MONTH before the commencement of new semester. **Request for transfer of study centre shall not be entertained once the new semester commences.**
- The approval of the transfer of study centre shall subject to the availability of the programme at the new Study Centre, student's record for library and outstanding payment.
- The transfer also shall obtain an approval from Head of Regional Centre and Dean of Faculty. **(Applicable to student at regional centre only)**
- Officer from Admission and Records Department shall advise the student if any of the above condition is not fulfilled and confirmation from student is required pertaining to the transfer.
- Official letter pertaining to the status of the application will be sent the student's mailing address and official student's e-mail. A copy of form and letter will be sent to the new study centre for notification.
- Student **MUST** bring the approval letter to the new study centre on the first day of commencement of new semester and report to Admission and Records Department at the respective study centre.
- 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//>