

# 技职课程\_转换课程申请表

## Vocational Programme\_Program Transfer Application Form

\_\_\_\_\_年度 Year \_\_\_\_\_学期 Semester

### 申请者填写 To be filled in by Applicant

姓名 Name (中/C):	(英/E):
学号 Student ID No.	电话号码 Tel No.:
科系 Course:	班级 Class:
申请转换课程的名称 Programme you wish to join:	
申请转换课程的原因 Reason for programme transfer :	
<input type="checkbox"/> UEC <input type="checkbox"/> SPM <input type="checkbox"/> STPM <input type="checkbox"/> 本院学期成绩 Semester result <input type="checkbox"/> 其他 Others:	
(请附上有关成绩副本 Please attach the relevant result slip)	
注意:	Note :
1. 手续费为 RM50。	1. Processing fee: RM50.
2. 申请期限为每学期结束后至新学期开课的两周之内。	2. Duration of application is from end of each semester till two weeks after the commencement of the new semester.
3. 申请表格须在期限内交到注册处签收方为有效。	3. Application form must be submitted to Registrar's Office within the stipulated date.
申请者签名 Applicant's Signature: _____	日期 Date: _____

请至以下部门办理签准手续 (注: 须顺序办理)

Please get the signature of the following department.

部门 Department	签名 Signature	日期 Date	备注 Remarks
原课程 Current Programme			
新课程 New Programme <small>(转系者适用 Applicable to applicants who change faculty)</small>			

### 财务处填写 To be filled in by Finance Department

收款者签名 Received by:	费用 RM: 收据编号 Receipt No.:	日期 Date:
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### 注册处签准 Signature of Registrar's Office

转课程 transfer programme 至 to _____	签名 Signature:
学费 Tuition Fee (若在新学期已注册及缴费 If the fee has been paid upon registration in the new semester): <input type="checkbox"/> 加付 Add <input type="checkbox"/> 退还 Refund   RM _____ <input type="checkbox"/> 保持 Maintain	日期 Date:
	备注 Remarks:

### 注册处填写 To be filled in by Registrar's Office

处理者签名 Processed by:	日期 Date:	新学号 New Student ID No.:
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