

学术课程_转系/转班/转组申请表格

Academic Program_Transfer Programme / Class / Group Application Form

_____年度 Year _____学期 Semester

| 申请者填写 To be filled in by Applicant | | | | | |
|--|----------|---|--|----------------------|-------------------------|
| 学号 Student ID No.: | | 姓名 Name (中/C): | | (英/E): | |
| 科系 Course: | | 班级 Class: | | 电话号码 Tel No.: | |
| 申请转系/转班/转组的名称 Programme /class/group you wish to join: | | | | | |
| 申请转系/转班/转组的原因 Reason for transfer programme/class/group: | | | | | |
| <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) | | | | | |
| 科目 Subject | 等级 Grade | 最好的 5 科成绩及总积分 Grade/Aggregate of 5 best subjects: | | | |
| 华文 Chinese | | 科目 Subject | 等级 Grade | 科目 Subject | 等级 Grade |
| 国文 B.Malaysia | | 1. | | 4. | |
| 英文 English | | 2. | | 5. | |
| 数学 Maths | | 3. | | 总积分 Aggregate | |
| 注意: 1. 手续费为 RM50。 2. 申请期限为每学期结束后至新学期开课的两周之内。 3. 申请表格须在期限内交到注册处签收方为有效。 | | | Note: 1. Processing fee : RM50. 2. Duration of application is from end of each semester till two weeks after the commencement of the new semester. 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 |
| 原系 Current Faculty | | | | | |
| 新系 New Faculty | | | | | |
| <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: | | 日期 Date: | |
| | | 收据编号 Receipt No.: | | | |
| | | | | | |
| 注册处签准 Signature of Registrar's Office | | | | | |
| 转 transfer <input type="checkbox"/> 课程 program <input type="checkbox"/> 班 class <input type="checkbox"/> 组 group 至 to _____ 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 奖贷学金组 Scholarship and loan: <input type="checkbox"/> _____ | | | | 签名 Signature: | |
| | | | | 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.: |
| | | | | | |