

UNITED INTERNATIONAL UNIVERSITY**Department/Program Change Form★**

Date:

To
The Registrar
United International University
United City, Madani Avenue,
Badda, Dhaka-1212.

Sir

With due respect, I beg to state that I am a student of your university and my present CGPA is
Now I would like to change my department from to This is why,
I have enclosed a 'Clearance Form' duly filled in with clearances from the concerned departments/
offices along with this form.

I, therefore, pray and hope that you would be kind enough to grant my prayer and oblige thereby.

Full Name:	<input type="text"/>
ID Number:	<input type="text"/>
Contact No:	<input type="text"/>
E-mail Address:	<input type="text"/>

Yours obediently,

(Signature of the Applicant)

(Signature of the Guardian)
(Father/Mother/Local Guardian)

Present Department/Program: Recommended

Signature and Date (Head of the Dept.)
Department:.....

New Department/Program: Recommended

Signature and Date (Head of the Dept.)
Department:.....

Office of the Controller of Examinations: Recommended for New ID No.

Signature and Date

Approval of the Registrar: Approved

Signature of the Registrar

★ Rules for changing Department / Program are given overleaf.

Rules for changing Department/ Program:**i. School of Business and Economics:**

- 1) Concerned Heads of the Departments/Programs must agree to the department/ program change.
- 2) A student on probation will not be eligible to apply for department/program change.
- 3) A student willing to shift from BBA to BBA in AIS and Vice Versa must have a minimum CGPA of 2.00 for being eligible to apply for program change.
- 4) A student willing to shift from BBA to BSECO is free to go provided he/she has a minimum CGPA of 2.00. In such cases, the student will have to pay his/her tuition fees as per the rate fixed for students of BSECO program after the change takes effect.
- 5) A student of BSECO willing to change his/her program to BBA will not be allowed to do so unless he/she sits for the Admission Test for BBA Program and qualifies in such a test. Same condition will be applicable for a student of an academic program under School of Business & Economics intending to shift to a program of School of Science & Engineering.
- 6) A regular student changing his/her department/program will not require paying Admission Fee anymore. Tuition Fee rate will remain unchanged for the students shifting from BBA to BBA in AIS and Vice Versa. For the students shifting from School of Business & Economics to School of Science & Engineering, Tuition Fee rate applicable for the Trimester in which he/she appeared at Admission Test for the respective program will remain in force.
- 7) Grades of equivalent courses can be transferred in the case of 'Department/Program Change'.
- 8) Students intending to change department/program must apply within the deadline given by the Dean of the School of Business & Economics.
- 9) A student seeking department/program change before getting admission will require approval/permission from the concerned Heads of the Departments/Programs.

ii. School of Science and Engineering:

- 1) Concerned Heads of the Departments/Programs must agree to the department/ program change.
- 2) A student on probation will not be eligible to apply for department/program change.
- 3) A student willing to shift from CSE Dept. to EEE Dept. and Vice Versa must have a minimum CGPA of 2.00 for being eligible to apply for department change.
- 4) A student of an academic program under the School of Science & Engineering intending to shift to a program of School of Business & Economics has to appear at a fresh Admission Test for the respective program and to qualify the Test as well.
- 5) A regular student changing his/her department/program will not require paying Admission Fee anymore. Tuition Fee rate will remain unchanged for the students shifting from CSE Dept. to EEE Dept. and Vice Versa as well as B.Sc. in ETE to B.Sc. in EEE and Vice Versa. For the students shifting from School of Science & Engineering to School of Business & Economics, Tuition Fee rate applicable for the Trimester in which he/she appeared at Admission Test for the respective program will remain in force.
- 6) Grades of equivalent courses can be transferred in the case of 'Department/Program Change'.
- 7) Students intending to change department/program must apply within the deadline given by the Dean of the School of Science and Engineering.
- 8) A student seeking department/program change before getting admission will require approval/permission from the concerned Heads of the Departments/Programs.