

# MACAU UNIVERSITY OF SCIENCE AND TECHNOLOGY

## APPLICATION FORM FOR TRANSFER OF MAJOR

Please read the notes before completing this form.

### **I. PARTICULARS OF STUDENT**

Student Name \_\_\_\_\_ Student No. \_\_\_\_\_

Correspondence Address \_\_\_\_\_ Postal Code \_\_\_\_\_

Contact Phone No. \_\_\_\_\_ E-mail Address \_\_\_\_\_

### **II. INFORMATION OF APPLYING TRANSFER OF MAJOR**

Current program: \_\_\_\_\_

Current major: \_\_\_\_\_ Apply for transferring to the major of: \_\_\_\_\_

Reason for Transfer of Major: \_\_\_\_\_

Intended changing semester: \_\_\_\_\_ / \_\_\_\_\_ Academic Year \_\_\_\_\_ Semester

### **III. DECLARATION**

1. I declare that the information provided in this application form is true and correct; I have also acknowledged and understood the “\_\_\_\_\_”.

2. I fully understand that I can only apply once for transfer of major, the changes may lead to extension of my study period. I will accept all the details in the study plan, course schedules and respective charges for the new major.

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

### **IV. APPLICATION PROCEDURES AND REQUIRED DOCUMENTS**

1. Students who wish to apply transfer of major should follow the procedures below:

(1) \_\_\_\_\_ / \_\_\_\_\_  
Settle all outstanding tuition fee and/or other fees of original program. Tuition Fee for all courses enrolled must be settled whether the courses have been completed or not.

(2) \_\_\_\_\_ / \_\_\_\_\_ Clear/settle all outstanding loans/fines with the Library.

2. \_\_\_\_\_ 3 \_\_\_\_\_  
Students have to submit their written applications to the respective Faculty Office three weeks before the class commencement of the major

**APPROVAL FROM RELATED DEPARTMENTS**