



SWINBURNE
UNIVERSITY OF
TECHNOLOGY
SARAWAK CAMPUS

REMEMBER: FILL BEFORE PRINTING

Application to Amend Enrolment

This form is only to be used when changing units or a component of your current program. Students wishing to change program need to complete an Application for Internal Program Transfer.

Student ID:		Surname:		Given Names:	
Program Code:		Program Title:			

Instructions:

1. Addition of units of study must be submitted by close of business on the Friday of the 1st week of classes for a 12 week semester or by close of business on the 1st day of 6 week term.
2. Withdrawal of units on or before close of business of the Unit of Study will avoid academic penalties.
3. Changes to Professional Majors, Co-majors and Minors are not final until approved by the Faculty/School and a new confirmation of enrolment issued.
4. It is the student's responsibility to check pre-requisites and mandatory requirements when changing their program components. International students studying on campus who wish to study less than a standard full-time load are required to have this form signed by an International Student Advisor prior to submitting it to the SIC. Limitations apply to international students on student visas studying less than a full-time load and permission may not be granted. Local students must study full-time, except in their final semester.

International Advisor Name:		Signature:		Date:	
Comments:					

UNIT OF STUDY TO BE ADDED

Unit of Study Code	Unit of Study Title	TP#	Year	Faculty Approvals				
				Yes	No	Sign	Name	Date

REASON FOR ADDING:

UNIT OF STUDY TO BE WITHDRAWN

Unit of Study Code	Unit of Study Title	TP#	Year	Faculty Approvals				
				Yes	No	Sign	Name	Date

REASON FOR WITHDRAWING:

Signature of Student:		Date:	
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- Change of Professional Major from _____ to _____
- Change of Co-major from _____ to _____
- Change of Minor from _____ to _____
- Change of Major from _____ to _____

OFFICE USE ONLY	Date entered in EV:		Initials:	
Where changes apply to international enrolments; advise Swinburne International	Date SI Advised:		Initials:	

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