



DEPARTMENT OF THE ACADEMIC REGISTRAR

APPLICATION FORM FOR CHANGE OF PROGRAMME / SUBJECT(S) 2013/2014 ACADEMIC YEAR

- I. One completed form should be returned to Academic Registrar (Admissions), with evidence of payment of Shs.6,000 plus bank charge. The forms will be issued and received back from Monday 9th to Friday 13th September, 2013 by the Undergraduate and Records Division, Room 314, Level 3, Senate Building. Photocopies of your Admission Letter, O'and A' level slips or Diploma Transcripts must be attached to this form.
- II. No student shall transfer from one Programme to another, from one School to another or from one subject to another, until he/she has been informed by the Academic Registrar in writing.
- III. Once a change of Programme / Subject(s) request for a student has been granted, the student must register with the new department(s) and School concerned and takes up the offer. Failure to take up a change of Programme/Subject(s) offer would mean retaining your original Programme/Subject(s).

(To be completed by the student)

1. (a) Registration No: Student No:.....
(b) Name (in Capitals)-(Surname first):.....
(c) Programme Admitted To.....
E.g. Bachelor of Science in Population Studies (Day)
(d) Present subject combination where applicable, as appears on your Admission Letter
.....

2. O'level Grades

(a) No. of Distinctions..... (b) No. of Credits..... (c) No. of Passes.....

3. A' level Grades

(a) Index No.: Year of Examination.....

(b)	Subject:	Grade:	Subject:	Grade:
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4. Proposed Change: (1 choice only)

EITHER; 1. Names of Proposed DEGREE/DIPLOMA Programme and Programme Code

Programme Name.....Programme Code.....

Subject Combination from Approved List (Where Applicable):

OR; 2. Change in Subject combination only; Proposed Subject Combination: (indicate all 3 Subjects):

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SIGNATURE OF APPLICANT

.....
DATE