



Reference No.	Description	Form/Report
1	Student fill-in Change of Major form online via Camsys Note : Student has to meet the entry requirement of the new major	Change of Major online via Camsys
2	Faculty/centre office receives the student's application (hardcopy) Student has to submit the complete application which consist of confirmation from the : a. Admission b. Finance c. International Office (if applicable) d. Recommendation from the Programme Coordinator Faculty/centre office check the supporting documents. If not complete, return back to the student within 3 working days upon received.	Change of Major Form (Hardcopy)
3 & 5	Faculty/centre Dean / Director to approve. If not approved, the student will be notified within 5 working days. The faculty/centre must check and decide on the grade transfer of the equivalence subjects and exemption according to the Grade Transfer Exemption Policy.	Change of Major Form (Hardcopy) Grade Transfer Exemption Policy
4	Faculty / Centre office to issue approval letter. A copy of the Change of Major form and approval letter shall be given to ERU for student's data updates.	Change of Major Form (Hardcopy)
6	Student to collect approval letter.	Approval Letter (ACAD/LETTER/03)
Note	The whole process will take not more than 15 working days from the date of receive by the current faculty subject to the completion of the form.	