

Department Change Application

Date: DD/MM/YYYY

To
The Registrar

Through
The Department Chairman/ Director of the Program (**Desired** department)

Through
The Department Chairman/ Director of the Program (**Current** department)
North South University

Subject: Prayer for Changing Department from to

Dear Sir,

This is to inform you that I, student name NSU ID No: want to switch my department from to My details are given below:

- Reason for changing Department:

.....
.....

- Current CGPA :
- Total credit completed:
- Entry semester/Starting semester:
- **Attachment:**
 1. Recent unofficial transcript
 2. Admission acceptance letter

Sincerely,

Student's Signature
Student's Contact Number:

Parent's Signature
Parent's Contact Number:

Department's Part (must be filled by the officials of concerned departments):

- Current program/ curriculum code: _____ Signature: _____
- Desired program/ curriculum code: _____ Signature: _____

Note: The student will get a call from the Registrar's Office to pay the department change fee once the application is approved by the Pro Vice Chancellor.

Please fill up this form and submit to respective departments with supporting documents.