**Department Change Application**

Date: ………………..

To

The Registrar

Through,

The Department Chairman (**Desired** department)

Through,

The Department Chairman (**Current** department)

North South University

**Subject: Prayer for Changing Department from ……………………………. to …………………………**

Dear Sir,

**student name**

This is to inform you that I, …………………...……………… 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 \*Parent’s Signature**

 **\*Student’s Contact Number: \*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.**