



MINHAJ UNIVERSITY LAHORE

Last Updated: 22-12-2022

Application Form for Change of Program (Non Liberal Arts Only)

Applicant's Information			
Name:			
School/Department:		Registration No.:	
Contact Number:		Email:	
Current Program:		Desired Program:	
Reason for Change:	<hr/> <hr/>		
<p>I have carefully read and understood the instructions / policy guidelines printed overleaf. In case of not complying with /violating the policy/guidelines, I will be responsible for any consequences.</p> <p style="text-align: center;">Applicant's Signature: _____ Date: _____</p>			

Note: Signatures must be same as that on the CNIC. Please attach copies of CNIC, Processing fee voucher (Rs. 5000/-) and previous transcript.

(For Office Use Only)

Remarks by DSA:	<hr/>
	<hr/>
	Signature & Date _____

Moving From (School)	Moving To (School)
School of: _____	School of: _____
Program: _____	Program: _____
HOD's Consent: _____	HOD's Consent: _____
<hr/>	<hr/>
Signature & Stamp: _____	Signature & Stamp: _____

Remarks by DSA:	<hr/>
	<hr/>
(For Approval)	Signature & Date _____
Approval by Vice Chancellor:	<hr/>
	Signature & Date _____

For additional remarks, use the backside of the form.

Instructions / Policy Guidelines (For Change of Program):

1. Required documents:
 - a. Application form, complete in all respect, duly signed by the student.
 - b. Attested copy of valid CNIC
 - c. Attested copy of the previous transcript
 - d. Payment proof, copy of the challan form (pink copy if paid at MUL)
 - e. Any other document (as per requirement)
2. Change of Program, if deemed necessary, should be applied before the commencement of the classes. However, the request can be submitted within the stipulated time as mentioned in the academic calendar. Late submissions shall NOT be entertained.
3. For online applications, the request has to be sent from the email address issued by MUL.
4. For manual / by hand submission of application, the request shall be submitted at DSA office.
5. Incomplete applications shall NOT be entertained.
6. Change of program can ONLY be allowed subject to eligibility and the consent of both the concerned HODs.
7. Once the student is enrolled in requested program, he/she shall be liable to pay the fee package of that program.
8. A student can apply for the change of program for once ONLY. Once the approval is obtained, the student cannot apply for change of program again.
9. The processing fee (Rs.5000/-) will be non-refundable in any case.

Applicant's signatures and date: _____

Additional Remarks (For office use ONLY)