

Faculty / Department Confirmation Sheet on Student Status – Change of Study Programme for Mainland Students

Please complete the form in BLOCK letters and and *delete whichever is appropriate.

PART 1 – Request to Faculty / Department (To be filled by applicant)

To: Faculty / Department of _____
(Full name of Faculty / Department)

I, _____ (University ID: _____), have to apply
for (Full name of applicant)

approval for change of my study programme from _____ to
(Full name of original study programme)

_____ in academic year _____
(Full name of transferred programme)

Please confirm my student status below to facilitate my application:

Additional information: (DD/MM/YYYY)

Current student visa expiry date: _____

Study period shown on the current student card: _____

Signature of Applicant

Date

PART 2 – Confirmation by Faculty / Department (To be filled by Faculty / Department)

To: Admissions Office, Registry

I write to support the Change of Study Programme application for the above-named student.

Details of his/ her studies are as follows: (DD/MM/YYYY)

Date of registration: _____ in academic year _____

Expected study end date: _____

Programme with mandatory internship in *current/coming academic year: *Yes / No

Programme with credit-bearing internship in *current/coming academic year: *Yes / No

Full name of Faculty / Department

Stamp of Faculty / Department

Signature of Designated Officer

Full Name of Designated Officer

Date