KWANTLEN POLYTECHNIC UNIVERSITY

# Program Status Change Form

*Office of the Registrar form*

| **Student Name:** | | |
|---|---|---|
| First Name | Last Name | Student Number |
| | | |

## Change in Program Application Status

Before completing this form, please refer to the current on-line Kwantlen Polytechnic University Calendar at www.kwantlen.ca/calendar for general and specific information on the programs available at the University and their admission requirements. You are strongly advised to discuss your educational goals with an Educational Advisor or Counsellor prior to applying. Submission of this form is not a guarantee of admission to your chosen program. **Correspondence will be mailed to the address currently shown in our on-line student information system.** You can change your address and contact information at any time by accessing www.kwantlen.ca/webreg. Please note: If registration is closed for the current semester, the effective date of a change in academic program status will be the beginning of the next semester.

**To apply for transfer credit (to meet prerequisite requirements, graduation requirements or receive transfer credit standing) you must submit a Request for Transfer Credit Form, official sealed transcript and the required fee. Please allow up to eight weeks for official assessment. Submission timelines, to ensure evaluation by the beginning of registration, are as follows:**

**Fall – April 15** **Spring – October 1** **Summer – February 2**

**Transfer Institution:** _____ **Last Date Attended:** _____

**Date transfer credit form submitted:** _____

## Change my Program

| **FROM:** | **TO:** |
|---|---|
| **Program Name** _____ | **Program Name** _____ |
| **Start date applied for** _____ | **Start date applied for:** _____ |
| ☐ **Degree** | ☐ **Degree** ☐ **1st Year Entry** ☐ **3rd Year Entry** |
| ☐ **Associate Degree** | ☐ **Associate Degree** |
| ☐ **Diploma** ☐ **Full Time** | ☐ **Diploma** ☐ **Full Time** |
| ☐ **Certificate** ☐ **Part Time** | ☐ **Certificate** ☐ **Part Time** |
| ☐ **Citation** | ☐ **Citation** |
| ☐ **Apprenticeship** | ☐ **Apprenticeship** **Reg No.** _____ |
| | **Appr No.** _____ |

Student Signature _____ Date (dd/mm/yy) _____

| Office Use Only | | | |
|---|---|---|---|
| Date Received | Received by | Date Processed | Processed by |
| | | | |