



Kingston University

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Tel: (626) 229-9929

PROGRAM CHANGE REQUEST

Instruction to Student:

Before you fill out this Request, please proceed with the following steps:

1. Consult the program dean/director of both your current program and the program you wish to change to;
2. Review the admission requirements for the program you wish to change to and verify with the program dean/director that you meet the admission requirements;
3. Confirm that you understand the graduation/completion requirements of the program you wish to change to;
4. Contact the Admission office if you have further questions.

Complete the Request form with your signature and date, and submit it to the Registrar.

The normal processing time is seven working days.

Please note the change of your program will not become effective until an official notice is issued to you.

Student Name: _____ **Student ID #:** _____

Current Address: _____
Street City State & Zip Code

Contact Phone Number with Area Code Email address

Current Program: _____ **Term:** _____ **Year:** _____

I request to change program to _____

Starting from the term of _____ **year:** _____

For the reason of **interest/career decision**

By signing below, I confirm I have reviewed and understand the admission requirements and the graduation/ completion requirements of the program I am requesting to change to, and verified with the program dean/director that I meet the admission requirements.

Student's Signature _____ Date: _____

~~~~~ *For Office Use* ~~~~~

Received by: \_\_\_\_\_ on \_\_\_\_\_  
Registrar Date

|                                 | Comment | Signature | Date |
|---------------------------------|---------|-----------|------|
| Current Program Dean/Director   |         |           |      |
| Accepting Program Dean/Director |         |           |      |
| SEVIS (F-1 student)             |         |           |      |