



Participant Relationship Section

Steps for Program Change

Step 1

- ❖ Process to move existing program to next desired program

Step 2

- ❖ Account / Scholarship transfer from previous program to new program(If any)

Conditions for Program Change

1st Time Program Change

- ❖ Participant must meet admission criteria of the program which they intend to Pursue.
- ❖ Rs. 15000/= Program Change Fee
- ❖ Desired Program's Dean Approval
- ❖ Credit transfer with less than 2CGPA will not allowed as per policy

2nd Time Program Change

- ❖ Participant must meet admission criteria of the program which they intend to Pursue.
- ❖ Special Approval by Rector
- ❖ Desired Program's Dean Approval
- ❖ 3/4 CGPA in existing program
- ❖ Rs. 25000/= Program Change Fee

- ❖ **Note: 3rd time program change is not allowed as per policy.**

Participant Relationship Section

STEP 1

Program Change

1: Fill Inter School program change form

2: Clearance

3: Submit Application to PRS Help Desk

Requirements:

- ❖ Attach all copies of Previous Academic Certificates and degree's, CNIC Copy self and father, 2 photographs and a copy of domicile. **(every time to change program)**
- ❖ Approval from the new school DEAN **(every time to change program)**
- ❖ Approval from Advisor **(every time to change program)**
- ❖ Rector's approval **(only in case of second time program change)**
- ❖ 3 CGPA required in existing program **(only in case of second time program change)**

Requirements:

- ❖ Drop pre-registered courses
- ❖ Get clearance from IPC, LRC and OTR.
- ❖ Pay Voucher of worth Rupees 15000/- **(1st Time Program Change)**
- ❖ Pay Voucher of worth Rupees 25000/- **(2nd Time Program Change)**

Requirements:

- ❖ Filled and approved form along with all required documents and paid voucher

**After Approval
Move to STEP 2**

Participant Relationship Section

STEP 2

Account / Scholarship transfer

1: Account Transfer

Requirements:

- ❖ Fill a general application form for account / fee transfer.
- ❖ Mention both IDs (old and new one) to transfer

2: Scholarship Transfer

Requirements:

- ❖ Scholarship form available at Photo Copy Shop and also available online at "<https://www.umt.edu.pk/org/Download-Forms.aspx>"
- ❖ The prescribed Scholarship form will be submitted in PRS Help Desk along with the required documents.

Conditions:

- ❖ Step 1 need to be completed properly
- ❖ New SID must be issued