



Participant Relations Section

Inter School Program Change

Process & Requirements

Name	Requirements
<p>Inter School Program Change</p>	<ul style="list-style-type: none"> • Written request through prshelpdesk@umt.edu.pk or • Duly filled Inter School Program Change Form must be submitted at PRS Help Desk • Attested copies of all previous academic credential's degrees and certificate (Mark sheets not acceptable) • Participant Card (Original) • Participant valid CNIC (copy) • 2 passport size pictures (with white background) • Clearance from OTS, LRC and OTR • Participant may change program on the approval of Dean/Director of both parent and destination School/Institute • Program change shall only be allowed for participant who meets the admission criteria of the program in which he/she wants to transfer and the required program is also offered in that semester • Credit transfer with less than 2.0 CGPA in under-graduate, 2.5 CGPA in the MS/MPhil or equivalent programs and 3.0 CGPA in PhD will not be allowed as per policy • The transfer of earned credits (if any) shall be considered on recommendation of University credit transfer committee. • All policies and fee structure will be applicable as per new program • Any previous paid fee will be adjusted in the fee of the new program as per policy • Program change will not be allowed in case the participant is on "Last Probation" • Program change request can be entertained only once. However, the participant request for the second time change of program can be processed on the approval of the competent authority followed by the CGPA of the participant which should be 3.00 or above • PKR. 15000/= will be charged as program change fee for the 1st time • PKR. 25000/= will be charged on program change for the second time