



SCHOOL OF BUSINESS PROGRAM CHANGE

Admissions

3700 Willingdon Avenue, Burnaby, BC, Canada V5G 3H2

T 604.434.1610 F 1.604.430.6917 TF 1.866.434.1610

SW1—First Floor

Instructions: 1) Save this PDF to your desktop, 2) Open with Adobe Reader or Adobe Acrobat, 3) Complete all required fields, 4) Save, 5) Close PDF then re-open to ensure the content you filled in has saved, 6) Submit to BCIT.

Submit this form along with a completed Course-by-Course Self-Assessment form for the program you are currently in. There is a \$16.00 fee to change programs (Fee detail code: PCTF).

PLEASE NOTE:

- Program changes are possible for Level 2 or Level 3 **only**.
- If you wish to change options within your current program, please speak directly with your program head or first year coordinator.
- Completion of this form does not guarantee acceptance into your new program. Your request will be reviewed by the Registrar’s Office and you will be notified in writing of the status of your request.

STUDENT INFORMATION

Your BCIT ID Number AO	Legal First Name (given name)	Legal Last Name (family name)
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PROGRAM INFORMATION

Current Program	Current Level Completed
New Program & Option	Level to Enter

TO BE COMPLETED BY CURRENT PROGRAM HEAD OR ASSOCIATE DEAN

Approve Transfer <input type="checkbox"/> Yes <input type="checkbox"/> No		
If No, State Reason:		
Program Head / Associate Dean Name	Signature	Date (DD-MMM-YYYY)

TO BE COMPLETED BY RECEIVING PROGRAM HEAD OR ASSOCIATE DEAN

Requirements Met For Acceptance <input type="checkbox"/> Yes <input type="checkbox"/> No
Additional Courses Required for Acceptance:
Courses Waived

Courses Required Before Graduation

Program Head / Associate Dean Name	Signature	Date (DD-MM-YYYY)
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STUDENT DECLARATION

I have read the information on this change form and I understand the conditions associated with this request.

Student Signature	Date (DD-MMM-YYYY)
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OFFICE USE ONLY

Fee Detail Code: PCTF	
Admissions Officer Name (please print)	Signature
CSR Name (please print)	Signature