

(Updated: July 2025)



**OFFICE OF THE REGISTRAR**  
(Admissions, Records & Registration Unit)

## Instructions

- ✔ Fill up this form and complete the formalities.
- ✔ Please check all of your information carefully before submitting the form to the ARRU.
- ✔ Program change only applicable before the midterm of the first semester.
- ✔ Program change fee Tk. 5,000.

## Part 1 Student Information

Name: \_\_\_\_\_

Student ID: \_\_\_\_\_ Batch: \_\_\_\_\_

Existing Program: \_\_\_\_\_ New Program: \_\_\_\_\_

Reason for Change of Program: \_\_\_\_\_

[illegible]

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Signature of the Student

Date:

Day

Month

Year

**Part 2** For Office use only

<p><b>Comments of the Head of the Department (Existing program)</b></p> <p><input type="checkbox"/> Allowed</p> <p><input type="checkbox"/> Not Allowed</p> <p>_____</p> <p>Signature with Date &amp; Seal</p>	<p><b>Comments of the Head of the Department (New program)</b></p> <p><input type="checkbox"/> Allowed</p> <p><input type="checkbox"/> Not Allowed</p> <p>_____</p> <p>Signature with Date &amp; Seal</p>
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<p align="center"><b>Clearance from the Office of Finance and Accounts</b></p>	<p align="center"><b>Clearance from ARRU (Office of the Registrar)</b></p>
<div data-bbox="507 2065 790 2114"> <hr/> <p align="center">Concerned Officer Signature with Date &amp; Seal</p> </div>	<div data-bbox="820 1597 1058 1686"> <input type="checkbox"/> Approved  <input type="checkbox"/> Not Approved         </div> <div data-bbox="857 1756 983 1787"> <p>New ID:</p> </div> <div data-bbox="857 1821 1058 1856"> <p>New Program:</p> </div> <div data-bbox="857 1888 1027 1919"> <p>New Batch:</p> </div> <div data-bbox="1243 2065 1525 2114"> <hr/> <p align="center">Concerned Officer Signature with Date &amp; Seal</p> </div>