



Sheikh Hasina University of Science and Technology
Banshgari, Bhairab, Kishoreganj, Bangladesh

Application for Department Change

Date:

To
The Registrar
SHUST

Through,
The Department Chairman (**Desired** department)

Through,
The Department Chairman (**Current** department)

Subject: Prayer for Changing Department from to

Dear Sir,

This is to inform you that I, *student name* NSU ID No: want to switch my department from to My details are given below:

- Reason for changing Department:
- Current CGPA :
- Total credit completed:
- Entry semester/Starting semester:
- **Attachment:**
 1. Recent unofficial transcript
 2. Admission acceptance letter

Sincerely,

***Student's Signature**

***Student's Contact Number:**

***Parent's Signature**

***Parent's Contact Number:**

Department's Part (must be filled by the officials of concerned departments):

- Current program/ curriculum code: Signature:
- Desired program/ curriculum code: Signature:

Note: The student will get a call from the Registrar's Office to pay the department change fee once the application is approved by the Vice Chancellor.

Please fill up this form and submit to respective departments with supporting documents.