



# Kingston University

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## Program Change Request

**Instruction to Student:**

Before you fill out this Request and submit it to the Registrar, please proceed the following steps:

1. Consult the program dean/director of both your current program and the program you wish to change to
2. Review the admission requirements for the program you wish to change to and verify with the program dean/director that you meet the admission requirements
3. Confirm that you understand the graduation/completion requirements of the program you wish to change to
4. Contact the Admission office if you have further questions

Please note your program change will not become effective until an official notice is issued to you.

**Student Name:** \_\_\_\_\_ **Student ID #:** \_\_\_\_\_

**Current Address:** \_\_\_\_\_  
Street City State & Zip Code

\_\_\_\_\_ Contact Phone Number with Area Code \_\_\_\_\_ Email address

**Current Program:** \_\_\_\_\_ **Quarter:** \_\_\_\_\_ **Year:** \_\_\_\_\_

I request to change program to \_\_\_\_\_

For the reason of  interest/career decision  
 \_\_\_\_\_

Student's Signature \_\_\_\_\_ Date: \_\_\_\_\_

----- *For Office Use* -----

Received by: \_\_\_\_\_ on \_\_\_\_\_  
Registrar Date

	Comment	Signature	Date
Current Program Dean/Director			
Accepting Program Dean/Director			
SEVIS (F-1 student)			