



## CHANGE MAJOR FORM

\_\_\_\_\_  
(Date)

From:

\_\_\_\_\_  
(Your Full Name)

\_\_\_\_\_  
(School of Origin)

\_\_\_\_\_  
(Mobile)

\_\_\_\_\_  
(E-mail)

To :

Office of Admission  
President University  
Kota Jababeka, Cikarang

Dear Sir/Madam,

With this letter, I hereby convey that, after giving some thoughts, \_\_\_\_\_  
(Your Previous Major)  
does not suit my interest and future career hence I wish to convert my major to  
\_\_\_\_\_  
(Your New Major) . I will be glad to explain further about the reassignment of my  
major to your party and/or sponsors that kindly approved me as one of President University  
scholars.

Sincerely yours,

Acknowledge by,

\_\_\_\_\_  
(Your Name)

\_\_\_\_\_  
(Your Parent /Guardian)

### IMPORTANT NOTES

1. School of Humanities [International Relations, Communication, Law, PGSD] students can only change their major within their school, or to School of Business [Management, Accounting, Business Administration, Actuarial] or vice versa.
2. School of Computing [Information Technology, Business and Management Information System] students can only change their major within their school, or to :
  - a. School of Business [Management, Accounting, Business Administration, Actuarial]
  - b. School of Humanities [International Relations, Communication and Law, PGSD]
3. School of Engineering [Industrial Engineering, Electrical Engineering, Mechanical Engineering] students can change their major within their school, or to :
  - a. School of Computing [Information Technology, Business and Management Information System],
  - b. School of Business [Management, Accounting, Business Administration, Actuarial]
  - c. School of Humanities [International Relations, Communication and Law, PGSD]