Office of the Registrar

November 16, 2020

Dear AUB Undergraduate Student,

Kindly note that regular undergraduate and freshman students who wish to apply for transfer of major from one faculty/school to another for the spring semester 2020-2021 must complete and submit their online transfer application on AUBsis during the period November 9 - December 18, 2020 by following the steps below:

1. **Access your AUBsis**
2. **Select "Student Services"**
3. **Select "Student Records"**
4. **Select "Program Transfer"**

- Students must submit their phone numbers and an alternate e-mail (non-AUB), then to select the faculty/school and the corresponding major(s) they are applying to transfer to by preference and click on **"submit"**
- While we recommend that students apply for one major; students are allowed to choose up to three faculties/schools and up to three majors within the same faculty/school if available.
- Note that students may modify their applications any time during the mentioned period. Those who opt to change their major within the same faculty should consult with their academic advisor and the Student Services Officer in their faculty.
- We encourage you to plan accordingly as we are unable to accommodate late applications.

Please remember that the deadline for submitting your Online Transfer Application for spring 2020-2021 is **Friday December 18, 2020.**

Kind regards,

Office of the Registrar

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