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## OFFICE OF THE REGISTRAR

## CHANGE OF CURRICULUM REQUEST FORM

Please submit two completed copies of this form to the  
Registrar's Office in Room 215  
(1<sup>st</sup> copy – Registrar, 2<sup>nd</sup> copy – Student)

### Instructions For Change of Curriculum

Step 1. Print your name, address, student ID number, your present curriculum, and the curriculum to which you want to apply in the appropriate places on the form. **SIGN YOUR NAME AND ENTER THE DATE.**

Step 2. See and advisor to discuss the change. **THE ADVISOR MUST SIGN THE FORM.**

Step 3. Have the head of the department for the new curriculum sign on the line which says **"DEPARTMENT HEAD SIGNATURE."**

Step 4. Return two copies of the completed form to the Registrar's Office, Room 215

LAST NAME	FIRST NAME
STREET	STUDENT ID #
X _____ STUDENT'S SIGNATURE	CITY COUNTRY
X _____ ADVISOR'S SIGNATURE	OLD CURRICULUM: _____ NEW CURRICULUM: _____ ADD CURRICULUM: _____
X _____ DEPARTMENT HEAD SIGNATURE	<b>FOR OFFICE USE ONLY</b> DATE OF CHANGE: _____