

# Registrar Services

## Major Change Form

Unless you change your major in the beginning of your 1<sup>st</sup> semester, you must attach to the present form a **STUDY PLAN** approved by your Academic Advisor and the Study Program Chair of the new major, which shows you are still able to graduate in 3 years with the new major. To ensure you will meet all graduation requirements of the new major, please consult the relevant handbook when putting together your study plan. The **Academic Advising Services team** is able to provide students with a **(major- specific) study plan template**.

In case the major change/study plan shows that an extension of studies is required, please submit an Extension of Studies form as well.

**A Major Change Form can only be used to change between study programs that have the same teaching mode (i.e. online OR in-person). This form cannot be used to change from an online study program to an in-person study program or vice versa. In such cases please contact [admission@constructor.university](mailto:admission@constructor.university).**

**Please note that major changes can only be requested until the end of the drop/add period of the respective semester. Any forms that are handed in later than this can only be processed as of the next semester.**

Personal Information	
Major Semester (e.g., 1 <sup>st</sup> , 2 <sup>nd</sup> , etc.)	
Matriculation N°	
Family Name	
First Name	
Academic Advisor	

Current Major	
New Major	
Minor (if applicable)	

Student's (digital) Signature	
"I hereby request that my major is changed according to the New Major".	
Date	Signature
Academic Advisor's (digital) Signature	
"I hereby confirm that the above-named student may change his/her major according to the New Major".	
Date	Name, Signature
Study Program Chair's (digital) Signature (New Major)	
"I hereby confirm that the above-named student may change his/her major according to the New Major".	
Date	Name, Signature

**Once you have collected the (electronic/digital) signatures above, please submit the form and the study plan, via email-attachment, to Registrar Services ([registrar@constructor.university](mailto:registrar@constructor.university)).**

### **Important:**

- After you have been informed by our office that your major has been changed, you need to consult with the BSU (Foreigner's Office) to receive a residence permit stating your new major.
- A major change does not apply when changing study mode (i.e. from online to in-presence or vice versa). If attempting to change to a study program with a different study mode please contact [admission@constructor.university](mailto:admission@constructor.university).