

Registrar Services

Major Change Form

Unless you change your major in the beginning of your 1st semester, you must attach to the present form a **STUDY PLAN** approved by your Academic Advisor and the Study Program Chair(s) of the new major, which shows you are still able to graduate in 3 years with the new major. The same procedure applies to double majors or combined majors. To ensure you will meet all graduation requirements of the new major(s), please consult the relevant handbook(s) when putting together your study plan. **A template for the study plan may be downloaded from the Registrar Services webpage (Note: You will need Microsoft Excel to open it and fill it in).**

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 st , 2 nd , etc.)	
Matriculation N°	
Family Name	
First Name	
Academic Advisor	

Current Major(s)	
New Major(s)	

Please note: Please fill in your single major, double major and/or combined major, respectively.

Student's Signature	
"I hereby request that my major(s) is/are changed according to New Major(s)".	
Date	Signature
Academic Advisor's Signature	
"I hereby confirm that the above-named student may change his/her major(s) according to New Major(s)".	
Date	Name, Signature
Study Program Chair's Signature (New Major)*	
"I hereby confirm that the above-named student may change his/her major(s) according to New Major(s)".	
Date	Name, Signature
Study Program Chair's Signature (Old Major)	
"I hereby confirm that I am informed about the above-mentioned request for a major change".	
Date	Name, Signature

** For a double major or combined major, both Study Program Chairs need to sign.*

Once you have collected the signatures above, please submit the form and the study plan to Registrar Services!

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.