

*i*TEE University
Application for Change of Catalog

All applications must be received by the Registrar at least 20 days prior to the desired effective date!

NAME (as shown in your user account): _____

Did you take any classes under a different name? If so, what? _____

Mobile phone number (including Country Code): _____

E-mail address (as listed with *i*TEE University): _____

(If none, postal address: _____)

In what term did you begin working on your current program? 1st 2nd 3rd (circle one) Term of 20____

Which catalog would you like to be applied to your program status? _____

NOTE that you can change to any catalog that came into effect *after* the one which now applies.

Usually the catalog that is effective for your status will be the one in which you began studies in your program. However, if you have ever changed catalogs in the past, you can only change now to a *newer* catalog. Students may not change from a catalog which applies to them to an older edition.

Date Submitted: _____

Date received by Registrar: _____

Instructions:

1. This form may be filled in by the student or by a representative on behalf of the student.
2. All information must be filled in completely. The application must be **received by the Registrar** no less than 20 DAYS prior to the intended to the date on which it is desired to take effect.
3. Indicate whether this form was originally filled out by the student. If a representative fills out this form on behalf of the student, that representative certifies they have worked with the student, and the student understands and agrees to all of the information contained on this form.

Originally filled in by student or representative

The following individuals are acceptable to act as a representative of the student: (indicate which one is involved):

- Student Advisor
- Country Coordinator
- Dean of Students

4. The box below **MUST** be filled in. If a name is typed, it is entered with the understanding that it bears the same authority as that of a hand-written signature.

Approved	Name	Date
Student:		
Representative:		
Registrar:		

NOTE: this form may be printed, filled out by hand, and then scanned (or photographed). Then attach it to an e-mail addressed to Registrar@iteeg.org. If being submitted by the Student Advisor, copy to the Country Coordinator (as applicable) and DeanofStudents@iteeg.org.

Also, it is fine to simply type all of the requested information and send in an e-mail. Remember, typed signatures at the end are submitted as binding **legal signatures**. If you type everything in an e-mail be sure to include ALL of the needed information. Incomplete or missing items may delay approval for the catalog change.