



## OFFICE OF THE REGISTRAR

February 27, 2023

Dear AUB Undergraduate Student,

Kindly note that application for transfer of major from one faculty/school to another for Fall 2023-24 (first intake) is available from February 28, 2023, through April 14, 2023. Applications **must** be completed and submitted through the Registration Platform (AUBsis).

If you expect to meet your new major transfer requirements by the end of summer 2022-23, do not apply for the first intake. You must rather apply for the second intake, which will be available from May 9 through June 23, 2023.

**Late applications will NOT be accepted for any reason.**

To access the Online Transfer Application, follow the below steps:

1. Login to the Registration Platform (AUBsis) using your **AUBnet** username and password.
2. Click on the foursquare to the left of AUB in the header to select "Banner Menu".



4. Select "Student Services and Financial Aid".
5. Select "Student Records".
6. Select "Program Transfer".

Please note that you may apply to more than one faculty/school and more than one major within the same faculty.

**Those who wish to change their majors within the same faculty,** including freshmen transferring to majors within FAS, should consult with their academic advisors and follow the instructions on their faculty's website. For questions on such transfers, please contact your faculty's student services office.

Kind regards,

Office of the Registrar