



OFFICE OF THE REGISTRAR

July 2, 2024

Dear AUB Undergraduate Student,

Kindly note that application for transfer of major from one faculty/school to another for fall 2024-25 (second intake) to accommodate students enrolled in summer courses will be available from July 5 through July 31, 2024. Applications **must** be completed and submitted through the Registration Platform (AUBsis).

Late applications will NOT be accepted for any reason.

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

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



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

Please note that you are encouraged to apply to multiple faculties/schools and majors 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.

If you encounter any difficulties or have questions, please do not hesitate to reach out to the [Registration Team](#) for assistance. Kindly include your AUB ID number in any correspondence.

Thank you for your prompt attention to this matter.

Kind regards,

Office of the Registrar
