



## OFFICE OF THE REGISTRAR

November 2, 2023

Dear AUB Undergraduate Student,

Kindly note that application for transfer of major from one faculty/school to another for spring 2023-24 will be available from November 3, 2023, through December 1, 2023. 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 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