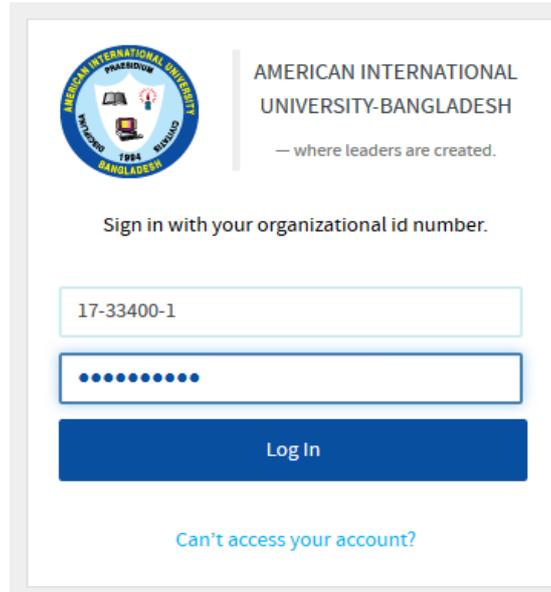


STEP by STEP Guide on How to declare MAJOR Areas

STEP 1: Login to your account.



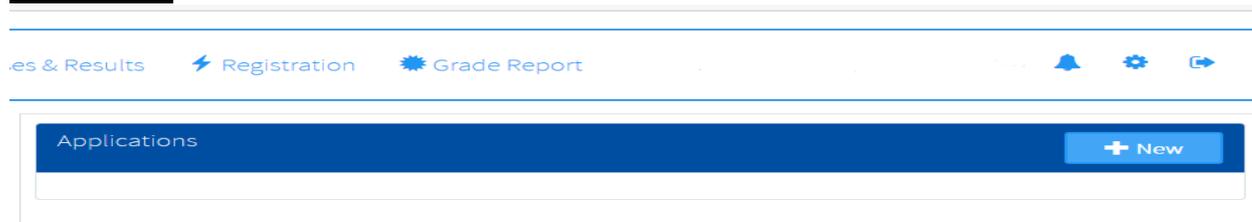
The image shows the login page for the American International University-Bangladesh (AIUB) portal. At the top left is the AIUB logo, which includes the text 'AMERICAN INTERNATIONAL UNIVERSITY BANGLADESH' and '1984'. To the right of the logo, the text reads 'AMERICAN INTERNATIONAL UNIVERSITY-BANGLADESH' and '— where leaders are created.' Below this, it says 'Sign in with your organizational id number.' There are two input fields: the first contains the ID number '17-33400-1', and the second is a password field represented by seven dots. A blue 'Log In' button is positioned below the password field. At the bottom, there is a link that says 'Can't access your account?'.

STEP 2: Go to others option and Click on Application.

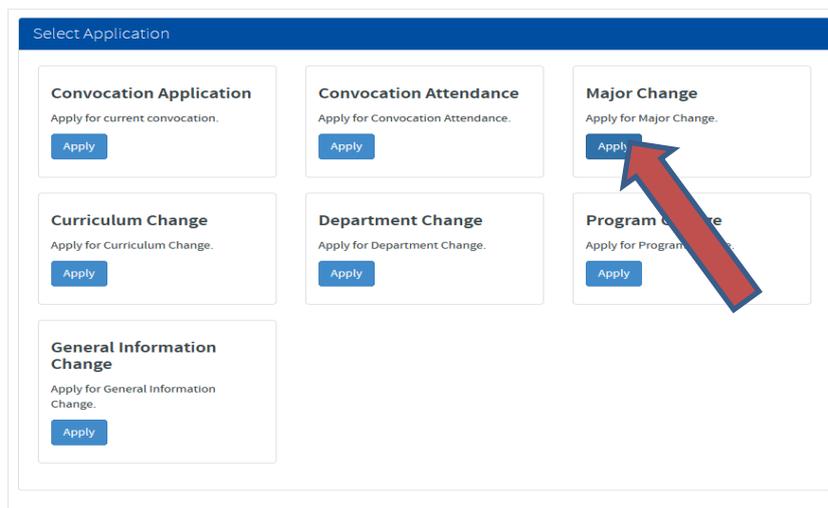


The image displays the navigation menu of the AIUB Portal. At the top, the AIUB logo is on the left, and the text 'AIUB PORTAL' is in the center, with a 'Courses' link on the right. Below the header is a vertical list of menu items, each with a dropdown arrow: 'Academics', 'Grade Reports', 'Library', 'Others', 'Applications', 'Parking Applications', 'Download Forms', and 'Messages'. The 'Others' menu item is highlighted with a red arrow pointing to it from the right. The 'Applications' menu item is circled in red.

STEP 3: Then Click New.



STEP 4: Then Select Major Change Option.



STEP 5: Read the instructions carefully. Then Click Next.

Instructions

- Step 1: Apply online and take application printout.
- Step 2: Submit the printout paper to your current Department's Dean/Associate Dean/Director office.
- ** Please do not bend the application printout paper.
- ** You can always check your application status online.

Next

STEP 6: Student Major Change form will come. On that page in the **Applying for** portion select your desire major and Click apply.

Student Major Change Request Form

Current	
Major	None
Second Major	None
Minor	None

Applying For	
Major	<div style="border: 1px solid #ccc; padding: 2px;">None</div>
Second Major	<div style="border: 1px solid #ccc; padding: 2px;">None BScCSE, Computational Theory, Summer 17-18, [1st Major] BScCSE, Computer Engineering, Summer 17-18, [1st Major] BScCSE, Information Systems, Summer 17-18, [1st Major] BScCSE, Software Engineering, Summer 17-18, [1st Major]</div>
Minor	<div style="border: 1px solid #ccc; padding: 2px;">None</div>

STEP 7: Then A message will appear saying that your request placed successfully. On that page, click print.

Thanks You. Your application placed successfully, please follow the instructions for your next step.

Instructions

Step 1: Apply online and take application printout.
Step 2: Submit the printout paper to your current Department's Dean/Associate Dean/Director office.
** Please do not bend the application printout paper.
** You can always check your application status online.



STEP:8 After clicking on the print option one PDF form will generate. Save the form and send it to your Department Head through email. Make sure you remember the reference number, which is top of the form.



American International University - Bangladesh
"Where Leaders are Created"



Major Change Application

Reference No: 86110

17-33400-1

NITU, FOYSAL RAHMAN

Current Major :

Major :None

Second Major :None

Minor :None

Applied Major :

Major :BScCSE, Computational Theory, Summer 17-18, [1st Major]

Second Major :None

Minor :None

Submission Date : 11/30/2020 5:31:00 PM

Student's Signature	Office Use Only		
	Recommended By	Approved By	Processed By

Instructions :

Step 1: Submit the printout paper to your current Department's Dean/Associate Dean/Director office.

** Please do not bend the application printout paper.