

香港中文大学(深圳)  
THE CHINESE UNIVERSITY OF HONG KONG, SHENZHEN  
教务处

Registry Office  
逾期加选本科课程科目申请表  
**LATE COURSE ADD FORM FOR UNDERGRADUATE COURSE**

Term 1

2021-22

注意

Note:

- 逾期加选的批准只适用于学生未能控制的特别原因, 学生如因错过改选时间, 或因个人疏忽未查询选课最终结果, 一般不能作为逾期改选理由。  
Late course add will only be approved with very special reasons beyond students' control. In general, failure to observe the add/drop schedule or negligence in checking final course enrolment results will not be accepted as reasons for late add.
- 学生应咨询有关老师意见后, 递交此表至开课部门进行审批。并将已获开课部门批准的申请表交所属学院院长批核后递交教务处最终批准。  
Student should approach the course teaching staff for advice, then submit this form to the **COURSE OFFERING UNIT** for approval. After obtaining relevant approval from course offering unit and School Office, student should submit this form to Registry Office for final approval.

姓名 (英文) \_\_\_\_\_ (中文) \_\_\_\_\_ 学号 \_\_\_\_\_  
Name: (in English) \_\_\_\_\_ (in Chinese) \_\_\_\_\_ Student I.D. No.: \_\_\_\_\_  
主修 / 课程 \_\_\_\_\_ 联络电话 \_\_\_\_\_  
Major / Programme: \_\_\_\_\_ Contact Tel. No.: \_\_\_\_\_  
修业年 \_\_\_\_\_ 预期毕业年份 / 学期 \_\_\_\_\_  
Year of Attendance: \_\_\_\_\_ Expected Year / Term of Graduation: \_\_\_\_\_

**拟逾期加选科目**  
**Course Intended to Late Add**

科目编号 \_\_\_\_\_ 学分 \_\_\_\_\_ 修读学期 \_\_\_\_\_  
Course Code: \_\_\_\_\_ Units: \_\_\_\_\_ Course taken in: \_\_\_\_\_  
讲演课编号 \_\_\_\_\_ 导修课编号 \_\_\_\_\_  
Class Number (LEC): \_\_\_\_\_ Class Number (TUT): \_\_\_\_\_  
科目名称 \_\_\_\_\_ 授课老师 \_\_\_\_\_  
Course Title: \_\_\_\_\_ Teaching staff's name: \_\_\_\_\_  
逾期加选原因 \_\_\_\_\_  
Reason for late add: \_\_\_\_\_  
(Please use and attach additional sheets of paper if more space is required.)

学生签名 \_\_\_\_\_ 日期 \_\_\_\_\_  
Signature of Student: \_\_\_\_\_ Date: \_\_\_\_\_

**收集个人资料声明**

- 此表格所收集的资料将用以处理有关的申请, 所提供的资料于无需保留时将全部销毁。
- 本表格所收集的资料或会转交香港中文大学(深圳)其他行政或教学部门作考虑或批核用。
- 如在递交此表格后要查阅或改正个人资料, 请联系教务处: (电话: 8427 3626, 传真: 8427 3691, 邮箱: registry@cuhk.edu.cn)。

**Personal Information Collection Statement**

- The personal data provided on this form will be used for the purpose of processing this application. All information provided, when no longer required, will be destroyed.
- Information provided on this form may be transferred to other departments/ administrative units within CUHK(SZ) for consideration and granting approval, where applicable.
- For correction of or access to the personal data after submission of this form, please contact the Registry Office: (Tel. No.: 8427 3626, Fax No.: 8427 3691, e-mail address: registry@cuhk.edu.cn)

**For office use only**

<b># Course Coordinator</b> I *endorse / not endorse the student's application.  _____ Signature (Name: _____) _____ Date	
<b>Approval by the Course Offering Unit</b> I *approve / not approve the student's application.  _____ Signature of Dean/Programme Coordinator _____ Date (Name: _____)	<b>Approval by the Major Programme</b> I *approve / not approve the student's application.  _____ Signature of Dean/Programme Coordinator _____ Date (Name: _____)
<b>Approval by Director of Registry Services</b> I *approve / not approve the student's application.  _____ Signature of Director of Registry Services _____ Date	

\* Please delete as appropriate