

香港中文大学（深圳）  
THE CHINESE UNIVERSITY OF HONG KONG, SHENZHEN  
逾期加选本科生课程科目申请表（研究生适用）  
**Late Course Add Form for Undergraduate Course - For PG Student**

注意

Note:

1. 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.

2. 同学需将**已获课程主任以及授课老师批准的申请表**交到**开课学院**进行审批。部分学院可能要求同时提供辅助材料，例如成绩单。

Student **MUST** submit **the application form approved by the PG Programme Director and the Course Teacher** to the **COURSE OFFERING SCHOOL** for approval. Some Schools may require supporting documents such as transcript.

3. 研究生项目组教务的联系方式参考：<https://gs.cuhk.edu.cn/page/28>

Program Registry Contact Reference: <https://gs.cuhk.edu.cn/page/28>

**I. Personal Particulars 个人资料**

Name: (in English) \_\_\_\_\_ Name: (in Chinese) \_\_\_\_\_ Student I.D. No: \_\_\_\_\_  
姓名（英文） \_\_\_\_\_ 姓名（中文） \_\_\_\_\_ 学号 \_\_\_\_\_

Programme: \_\_\_\_\_ Programme Code: \_\_\_\_\_ Contact Tel. No.: \_\_\_\_\_  
专业全称 \_\_\_\_\_ 课程编码 \_\_\_\_\_ 联络电话 \_\_\_\_\_

Year of Attendance: \_\_\_\_\_ Expected Year / Term of Graduation: \_\_\_\_\_  
修业年 \_\_\_\_\_ 预期毕业年份 / 学期 \_\_\_\_\_

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

Course Code: \_\_\_\_\_ Course Title: \_\_\_\_\_ Units: \_\_\_\_\_  
科目编号 \_\_\_\_\_ 科目名称 \_\_\_\_\_ 学分 \_\_\_\_\_

Lecture Section: \_\_\_\_\_ Tutorial Section: \_\_\_\_\_ UG Course Teacher's Name: \_\_\_\_\_  
讲演课编号: \_\_\_\_\_ 导修课编号: \_\_\_\_\_ 授课老师姓名: \_\_\_\_\_

Reason for Late add: \_\_\_\_\_  
逾期加选原因 \_\_\_\_\_

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

**Personal Information Collection Statement**

1. 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.
2. Information provided on this form may be transferred to other departments/ administrative units within CUHK(SZ) for consideration and granting approval, where applicable.
3. For update of or access to the personal data after submission of this form, please contact Program Registry.

**收集个人资料声明**

1. 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。
2. 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。
3. 如在递交此表格后要跟进审批或改正个人资料，请联系项目教务邮箱。

**Please submit/email the filled form to your program registry for follow up approval process.**

**For office use only**

<p><b>I. Approval by the Major Programme</b></p> <p>I <input type="checkbox"/> approve / <input type="checkbox"/> not approve the student's application.</p> <p>Programme Director/ Supervisor/Co-Ordinator</p> <p>Signature and Date</p> <hr/>	<p><b>II. Approval by the UG Course Teacher</b></p> <p>I <input type="checkbox"/> approve / <input type="checkbox"/> not approve the student's application.</p> <p>Course Teacher</p> <p>Signature and Date</p> <hr/>
<p><b>III. Approval by the Course Offering Unit</b></p> <p>I <input type="checkbox"/> approve / <input type="checkbox"/> not approve the student's application.</p> <p>Signature of Programme Director/ Co-Ordinator/Course Leader</p> <p>Signature and Date</p> <hr/>	<p><b>IV. Registry Office</b></p> <p>Add the approved UG course in SIS</p> <p>(Registry Office does not involve in the approval process)</p> <hr/>

**Approval Workflow for Late Add Course Application:**

