

For office use

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THE CHINESE UNIVERSITY OF HONG KONG, SHENZHEN
香港中文大学（深圳）
THE GRADUATE SCHOOL
研究生院

Course Add Form For Postgraduate Course-For Undergraduate Students
加选研究生课程科目申请表（本科生适用）

Note:
注意

Student **MUST** submit this application form to registry office first. 同学必须先将申请表交到教务处。

I. Personal Particulars 个人资料

Name: (in English)
姓名 (英文)

Name: (in Chinese)
姓名 (中文)

Student I.D. No:
学号

Programme:
专业全称

Contact Tel. No.:
联络电话

Year of Attendance:
修业年

Expected Year / Term of Graduation:
预期毕业年份 / 学期

II. Course Intended to Add 拟加选科目

Course Code:
科目编号

Course Title:
科目名称

Units:
学分

Reason to add:
加选原因

By signing below, I hereby acknowledge and understand that the graduate-level course that I am applying to take cannot be used to fulfil the course requirements of my undergraduate major program, unless specifically approved by the University's Academic Board and explicitly stated in the Study Scheme of my major program; that the grade I receive from this graduate-level course may be included in the GPA calculation, and that my progress toward graduation is in good standing.

Signature of Student:
学生签名

Date:
日期

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-Shenzhen 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 (E-mail: registry@cuhk.edu.cn; Tel: (86) 755-84273626).

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（E-mail: registry@cuhk.edu.cn; Tel: (86) 755-84273626）。

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<p>I. Check by Registry Office</p> <p><input type="checkbox"/> Student is in Year 3 or above <input type="checkbox"/> Student's GPA is 3.0 or above <input type="checkbox"/> Does not exceed term course load/ year course load.</p> <p>Officer Checking: _____ Date _____</p>	<p>II. Approval by the Course Offering Unit</p> <p>I <input type="checkbox"/> approve / <input type="checkbox"/> do not approve the student's application.</p> <p>Signature of Programme Director/Course Instructor _____ Date _____</p>
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If one of the BOLD conditions in I is not satisfied, then the following approvals are needed:

<p>III. Approval by the Major School</p> <p>I <input type="checkbox"/> approve / <input type="checkbox"/> do not approve the student's application.</p> <p>Signature of School/Programme Co-Ordinator _____ Date _____</p>	<p>IV. Approval by the Dean of the Graduate School</p> <p>I <input type="checkbox"/> approve / <input type="checkbox"/> do not approve the student's application.</p> <p>Signature of the Dean of the Graduate School _____ Date _____</p>
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【Students】

- UG students download the form from the website(Registry), then send the completed form to registry office then pass to course-offering program for approval.
- If part I of the application is not satisfied, then Part III and IV is needed



【Program and GS】

- Program sends a rejection letter or adds course for students and update final data to GS (for record-keeping).
- If late add/drop is needed and approved, students should download late add/drop from GS website and follow the late add/drop application workflow.