

Student Report

Department	Group: Grade : Class:	Application Date	(Y) (M) (D)
Student ID		Phone	
Name		E-Mail	
Subject :			
Description: <Please note the academic year and the course title and course code if you need to add the course>			
Reasons for application:			
Applicant Signature :			
Department Chairman's opinion:			
Case Officer at Curriculum & Registration Division	Director of Curriculum and Registration Division	Dean of Academic Affairs	

※ Prerequisites for taking courses are audited by the department. After the chairman's approval, send photocopies to Curriculum and Registration office for reference.

Procedures:

1. Applicant fills out the reason and proposes for demands.
2. After the chairman's approval, the application shall be submitted to the Curriculum and Registration Division.
3. After signing, please send photocopies or e-copy of the form to the department for filing purposes. Confirmation should be done within 3 working days with Curriculum and Registration office or the department.