**Application procedures:**

1. Approach course teaching staff for advice.
2. Seek endorsement from course offering department after endorsement from course teaching staff.
3. Pass the endorsed application form to Faculty Dean for approval before submitting the form to RES.

For any issues during the application process, contact RES directly (e-mail: ugadmin@cuhk.edu.hk).

**Name:**
- **(in English)**
- **(in Chinese)**

**Student I.D. No.:**

**Major / Programme:**
- **(Programme Code: )**

**Year of Attendance:**

**Expected Year/Term of Graduation:**

**Contact Tel. No.:**

**Reason for late add / drop:**

**Signature of Student:**

**Date:**

**Signature:**

**Date:**

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**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 for consideration and granting approval, where applicable.
3. For correction of or access to the personal data after submission of this form, please contact the Registration and Examinations Section:

(Tel. No.: 3943 9888, Fax No.: 2603 5129, e-mail address: ugadmin@cuhk.edu.hk)

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**For office use only (Approval sequence: ①→②→③)**

### ① Course Teaching Staff

I **endorse** / **not endorse** the student's application.

- No centralized course examination.
- No clash in examination timetable. **
- Time clash in examination timetable. **

**Signature:**

**Date:**

**Course teaching staff may contact RES by e-mail: exams@cuhk.edu.hk or by telephone: 39435789/39438967 for checking possible time clash in examination timetable.**

### ② Course Offering Department

I **endorse** / **not endorse** the student's application.

**Signature:**

**Date:**

### ③ Approval by the Faculty Dean of the Major Programme

I **approve** / **not approve** the student's application.

**Signature:**

**Date:**

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*Please delete as appropriate*