

* For Office Use Application :
Officer Name :

COURSE REGISTRATION APPLICATION FORM

INSTRUCTIONS

- 1. Student is required to read **IMPORTANT GUIDELINES** carefully.
- 2 Please fill up the form completely.

IMPORTANT GUIDELINES:

- Student MUST get School's approval for Type [A] and/or [B], of application.
- For application form Type [B], student is required to settle the Financial charges prior to the submission and final Approval for late registration lies with the Deputy Vice Chancellor office.

| • Once the pr | | | | | | | cademic | Admini | stration | Departr | nent. | | | | | | |
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| • Clause of C SECTION I (1 | | | | | lialiOHS | | | | | | | | | | | | |
| | | | | | | 1. STL | JDENT | 'S PAR | TICULA | AR . | | | | | | | |
| Please tick (√ |) where appli | icable : | | | | | | | | | | | | | | | |
| APPLICATION | | ☐ [A] Add Course | | | | | | | ☐ [B] Late Registration | | | | | | | | |
| | | | | | | | | | (Up to t | hird we | ek: ON | LY FOR | UNDER | RGRADL | IATE ST | UDENT | S) |
| NAME | | | | | | | | | | | | | | | | | |
| (Capital Letter) | | | | | | | | | | | | | | | | | |
| MATRIC NO | | | | | | 1 | 1 | | | | | 1 | | | | | |
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| PROGRAMME | | | | | | | CONTA | | | | | | | | • | | |
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| [A] | 2. DETAILS OF COURSE REGISTRATION** ADD COURSE | | | | | | | | | | | | | | | | |
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| COURSE | COURSE COURSE TITLE | | | | | | | SEC | TION | | | REM | ARKS | | | | |
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| ** Students are a | oy declare t | | | | y with | the foll | owing | provis | ion (CI | ause 4 | .2 Cou | ırse Re | gistrati | ion). | | | |
| • Every st | udent must con | ıfirm the c | courses he | e/she has r | egistered | for; failir | ng which | he/she ha | s to appea | l to the s | chool. | | | | | | |
| Stu | dent's Signa | ture | | _ | | | | | | - | / | Date | _/ | _ | | | |

| [B] | | | LATE REGIS | TRATION - IF | APPLICABL | Е |
|----------------|-----------------------------------|-----------------|--------------------------|--------------|-----------------|---------------------|
| COURSE | . | C | OURSE TITLE | | SECTION | REMARKS |
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| Reason for | late Registration | | | | | |
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| | Student's Signat | | | | | Date |
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| NO CO | OURSE CODE | | COURSE TITLE | 1 | | REMARKS |
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| Δα | ademic Advisor's | Signature | | | - | // Date |
| | | pleted by Dean | | | | Date |
| Please tic | | | | | | |
| | hin ADD/DROP an/ Director's Ap | | □ YES □ APPROVED | | □ NO □ NOT APPF | ROVED |
| Justifica | itions : | | | | | |
| ououmou | | | | | - | |
| 0: . | | | the late registration) | , | | |
| Signature | & Stamp | (Dean/Directo | r) | / | / | |
| SECTION | N iV (To be con | nnleted by Denu | ty Vice Chancellor (Acad | emic and Stu | ıdent Affairs) | - LATE REGISTRATION |
| 0201101 | | | ty vice chancener (vicad | | | |
| | Recommended | by | | Ap | proved by | |
| | | | | | | |
| | Dean / Dir | ector | - | Deputy | Vice Chancello | or |
| Da | ate/ | _/ | Date | / | / | _ |

| ECTION V (To b | nent: | | | | | | | | |
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|) UPFRONT Paym | | | | | | | | | |
| gnature & Stamp | | | | Invoice No : | | | | | |
| | (Name : | |) | Receipt No. : | | | | _ | |
| | | | | | - | | | _ | |
| | | | | Date | _/ | _/ | | | |
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| 2) LATE REGISTF | PATION : | | | ••••• | | | | | |
| Z) LATE REGIOTI | CATION . | | | | | | | | |
| Pleas | se tick (√): | Charges (R | M) | | | | | | |
| | Registration | | | | | | | | |
| □ Pre-R | egistration Penalty | | | | | | | | |
| | | | | Investor No. | 4 | | | | |
| gnature & Stamp | (Name : | |) | Invoice No : Receipt No. : | | | | _ | |
| | (Name. | |) | Receipt No | | | | | |
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| | be completed by As | | | Date | | | June 2016 | - | |
| emester : Received to Updated in | ary □ May/Jur | ne □ Se | | |)ther/ // | (e.g: ☑ 、 | June 2016 | | |
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| Received to the control of the contr | from Student PGS/SMS/FMS Called / Emailed Stude be completed by Actions May/Jure | nt Seademic Admin | eptemb | Date C | Other/ | (e.g: ☑ 、 | | | |