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|  SOUTHERN UNIVERSITY COLLEGE 南方大學學院 | ACADEMIC AFFAIRS, ADMISSION AND | Document No: | AARO/F_SR/00/2020 |
| | REGISTRATION OFFICE | Revision: | 01 |
| | SUBJECT REGISTRATION | Effective Date: | 24-July-2020 |
| | APPLICATION FORM | Page No: | Page 1 of 1 |

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| IMPORTANT NOTES: | |
| 1. | Applicant shall provide correct information and complete the form before submitting to AARO. Approval from Faculty's Head of Department is a must. A lack of signatures or an incomplete form will result in the application ceasing automatically. |
| 2. | Applicant needs to check STUDENT PORTAL and follow up the application. Please check the class time carefully. |
| 3. | If the information appeared in the timetable is incorrect, please contact AARO immediately to resolve the issue. |

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| PARTICULARS OF STUDENT |
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| Name | Contact No. |
| Student ID | Batch No. |
| Total Credits Earned to-date | GPA for Last Semester |
| Reasons for Application | Please tick (v) in <input type="checkbox"/> <input type="checkbox"/> Retake failed subject(s) <input type="checkbox"/> Take elective subject(s) <input type="checkbox"/> Exempted from specific subject(s) and wish to take replacement subject(s) <input type="checkbox"/> Others (Reason: _____) |

*** Must obtain approval from the subject lecturer if you wish to enroll in a full class**

| Add / Drop | Subject | Name of Lecturer | Timetable | Credits | *Subject Lecturer' Signature |
|------------|---------|------------------|-----------|---------|------------------------------|
| 1. | | | | | |
| 2. | | | | | |
| 3. | | | | | |
| 4. | | | | | |
| 5. | | | | | |
| 6. | | | | | |
| 7. | | | | | |

I have understood and accepted the rules and regulations mentioned in the Important Notes and student handbook.

Student's Signature: _____

Date: _____

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| For Dean of Faculty/ Head of Department Use Only |
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| Please tick (✓) in <input type="checkbox"/> <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved | Signature: _____ |
| Comments: _____ | Name: _____ Date: _____ |

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| For Academic Affairs, Admission and Registration Office Use Only |
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| Please tick (✓) in <input type="checkbox"/> <input type="checkbox"/> Acknowledged <input type="checkbox"/> Not acknowledged | Signature: _____ |
| | Date: _____ |