

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/Drop Form For Postgraduate Course-For Undergraduate Student**  
**加/退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 the school. This form is applicable for the following situations: class with 'Add Consent' or 'Drop Consent', do not fulfill enrolment rules, and after the close of e-add/drop; to comply with course load requirement and to fulfill graduation requirements.

同学必须将申请表交到所属学院, 此表只适用以下情况: 科目有加选或退选规定、不符合修读条件, 及于网上改选期过后仍未符合学分要求或未能完成毕业要求。

**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	Programme Code: 课程编码	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 Drop 拟退选科目**

Course Code: 科目编号	Course Title: 科目名称	Units: 学分
Reason for drop: 退选原因		

**III. 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 for add: 加选原因		

Signature of Student: \_\_\_\_\_ Date: \_\_\_\_\_  
 学生签名 \_\_\_\_\_ 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 Graduate School Office: (Tel. No.: 8427 3901, Fax No.: 8427 3904, e-mail address: [pgs@cuhk.edu.cn](mailto:pgs@cuhk.edu.cn))

**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, 请联系研究生院: (电话: 8427 3901, 传真: 8427 3904, 邮箱: [pgs@cuhk.edu.cn](mailto:pgs@cuhk.edu.cn))。

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*Note: For cases of dropping required courses, approval by the Major Programmes should be applied.*

<p><b>I. Approval by the Major School</b></p> <p>I <input type="checkbox"/> approve / <input type="checkbox"/> not approve the student's application.</p> <p>Signature of School/Programme Co-coordinator</p> <p>_____</p> <p>Date</p> <p>_____</p>	<p><b>II. Check by Registry Office</b></p> <p><input type="checkbox"/> Do not exceed term course load/ year course load. <input type="checkbox"/> Others:</p> <p>Officer Checking:</p> <p>_____</p> <p>Date</p> <p>_____</p>
<p><b>III. Approval by the Course Offering Unit</b></p> <p>I <input type="checkbox"/> approve / <input type="checkbox"/> not approve the student's application.</p> <p>Signature of Programme Director/ Supervisor/ Advisor</p> <p>_____</p> <p>Date</p> <p>_____</p>	<p><b>IV. Approval by the School Graduate Panel</b></p> <p>I <input type="checkbox"/> approve / <input type="checkbox"/> not approve the student's application.</p> <p>Signature of Chair of Graduate Panel</p> <p>_____</p> <p>Date</p> <p>_____</p>
<p><b>V. Noted by the Dean of the Graduate School</b></p> <p>I have noted the student's application.</p> <p>Signature of the Dean of the Graduate School</p> <p>_____</p> <p>Date</p> <p>_____</p>	