



## REGISTRATION APPEAL FORM

### STUDENT INSTRUCTION:

- Only use this form AFTER dateline for Late Registration/Course registration has ended.
- Attendance in a class is not sufficient reason to be added to a class.
- Appeals will be approved only in documented cases of circumstances beyond the student's control.
- This form **must** be completed and signed by the lecturer(s), for **each** class in which you seek registration.
- Submit this form, and ALL supporting documentation to the Academic Office.

### STUDENT INFORMATION

Name : \_\_\_\_\_

I/D No. : \_\_\_\_\_ NRIC No. /Passport No. : \_\_\_\_\_

Intake : \_\_\_\_\_ Programme : \_\_\_\_\_

Semester/Year of Graduation : \_\_\_\_\_

Mobile No. : \_\_\_\_\_ E-mail : \_\_\_\_\_

I understand that I have missed the registration deadline and I am requesting an exception for the following reason(s)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Courses to be registered/Added for semester : \_\_\_\_\_

COURSE CODE	COURSE NAME	CREDIT HOURS	LECTURER'S APPROVAL (Signature and Name)

Total Registered Credit Hours : \_\_\_\_\_

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

**ACADEMIC VICE PRESIDENT USE**

**Approved/ Not Approved**

Remarks : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Vice President Academic Signature and Official Stamp: \_\_\_\_\_

**ACADEMIC OFFICE USE**

**Complete/ Not Complete**

Remarks : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Academic Officer Signature and Official Stamp: \_\_\_\_\_