

2019/2020

LATE ADD/DROP FORM

Name in English: _____ (in Chinese): _____

Daytime Contact No.: _____ Year of Admission: _____

Programme Enrolled: _____

Preferred Method for By Fax*: _____ By Email*: _____

Notification of Application Result:

**Please write clearly the Fax No. or the Email Address.*

COURSE(S) TO BE ADDED		
Course Code	Course Title	For Office Use Only
		APPROVED / NOT APPROVED
		APPROVED / NOT APPROVED
COURSE(S) TO BE DROPPED		
Course Code	Course Title	For Office Use Only
		APPROVED / NOT APPROVED
		APPROVED / NOT APPROVED

Please provide the reason if application is submitted after course commences.
 Reason (Please enclose with supporting documents such as doctor's certificate, letter from principals, etc.):

Student's Signature: _____ Date: _____	Programme Co-Director / Programme Coordinator: _____ Date: _____
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NOTE: Students will be notified of the application result by email or by fax. Please send the completed application form together with **HK\$220** (cheque should be made payable to "The Chinese University of Hong Kong") to the following address:

Hong Kong Institute of Educational Research
 The Chinese University of Hong Kong
 Room 204 Ho Tim Building, Shatin, New Territories
 Attn: Ms. Alice Sung

For Office Use Only

Update computer record by: _____ Date : _____

Authenticated by: _____ Date : _____