

香港中文大学（深圳）  
THE CHINESE UNIVERSITY OF HONG KONG, SHENZHEN  
逾期加选本科生课程科目申请表（研究生适用）  
**Late Course Add Form for Undergraduate Course - For PG Student**

- 注意  
Note:
- 逾期加选的批准只适用于学生未能控制的特别原因，学生如因错过改选时间，或因个人疏忽未查询选课最终结果，一般不能作为逾期改选理由。  
Late course add will only be approved with very special reasons beyond students' control. In general, failure to observe the add/drop schedule or negligence in checking final course enrolment results will not be accepted as reasons for late add.
  - 同学需将**已获课程主任以及授课老师批准的申请表**交到**开课学院**进行审批。部分学院可能要求同时提供辅助材料，例如成绩单。  
Student **MUST** submit **the application form approved by the PG Programme Director and the Course Teacher** to the **COURSE OFFERING SCHOOL** for approval. Some Schools may require supporting documents such as transcript.
  - 研究生项目组教务的联系方式参考：<https://gs.cuhk.edu.cn/page/28>  
Program Registry Contact Reference: <https://gs.cuhk.edu.cn/page/28>

**I. Personal Particulars 个人资料**

Name: (in English) \_\_\_\_\_ Name: (in Chinese) \_\_\_\_\_ Student I.D. No: \_\_\_\_\_  
姓名（英文） \_\_\_\_\_ 姓名（中文） \_\_\_\_\_ 学号 \_\_\_\_\_

Programme: \_\_\_\_\_ Programme Code: \_\_\_\_\_ Contact Tel. No.: \_\_\_\_\_  
专业全称 \_\_\_\_\_ 课程编码 \_\_\_\_\_ 联络电话 \_\_\_\_\_

Year of Attendance: \_\_\_\_\_ Expected Year / Term of Graduation: \_\_\_\_\_  
修业年 \_\_\_\_\_ 预期毕业年份 / 学期 \_\_\_\_\_

**II. Course Intended to Late Add 拟逾期加选科目**

Course Code: \_\_\_\_\_ Course Title: \_\_\_\_\_ Units: \_\_\_\_\_  
科目编号 \_\_\_\_\_ 科目名称 \_\_\_\_\_ 学分 \_\_\_\_\_

Lecture Section: \_\_\_\_\_ Tutorial Section: \_\_\_\_\_ UG Course Teacher's Name: \_\_\_\_\_  
讲演课编号: \_\_\_\_\_ 导修课编号: \_\_\_\_\_ 授课老师姓名: \_\_\_\_\_

Reason for Late add: \_\_\_\_\_  
逾期加选原因 \_\_\_\_\_

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 update of or access to the personal data after submission of this form, please contact Program Registry.

**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跟进审批或改正个人资料，请联系项目教务邮箱。

**Please submit/email the filled form to your program registry for follow up approval process.**

**For office use only**

<p><b>I. Approval by the Major Programme</b></p> <p>I <input type="checkbox"/> approve / <input type="checkbox"/> not approve the student's application.</p> <p>Programme Director/ Supervisor/Co-Ordinator</p> <p>Signature and Date</p> <hr/>	<p><b>II. Approval by the UG Course Teacher</b></p> <p>I <input type="checkbox"/> approve / <input type="checkbox"/> not approve the student's application.</p> <p>Course Teacher</p> <p>Signature and Date</p> <hr/>
<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/ Co-Ordinator/Course Leader</p> <p>Signature and Date</p> <hr/>	<p><b>IV. Registry Office</b></p> <p>Add the approved UG course in SIS</p> <p>(Registry Office does not involve in the approval process)</p> <hr/>

**Approval Workflow for Late Add Course Application:**

