

STUDENT'S PARTICULARS (The information requested herein is for internal use only)

Full Name: _____ Student ID: _____ Contact Number: _____

Programme: _____ Semester: _____ (e.g.: 2017-05)

Course Code	Course Name	Approval from Course Approver (applicable to cross-faculty courses only)

(International Students only)
Student has obtained clearance for:

	Tuition Fee
	Visa Approval
	Orientation Briefing (new students only)

English Placement Test:

- () Done
- English Enrichment Programme required:
- () Yes: Level _____ () No
- () Not done (please proceed to UPA for further action)
- () Exempted

IMPORTANT NOTE:

- This form serves as a **guideline** to students. The authentic selected courses are **solely based on the approved online course selection**.
- INTERNATIONAL** students – Required to do a minimum of three (3) courses or twelve (12) credit hours.

1. Requested by: _____ Student Signature Date: _____	2. Approved by: _____ Faculty/Institute/Centre (HoD/HoP) Name: _____ Date: _____	3. Visa clearance (Int'l Student only) _____ Visa Processing Unit Name: _____ Date: _____	4. Fee clearance _____ Finance Office Name: _____ Date: _____	5. Processed by: _____ Registrar's Office Name: _____ Date: _____	Checked by: _____ Registrar's Office Name: _____ Date: _____
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Last updated: 23 June 2017

FORM/RO-RE-02/02, Rev 00

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Last updated: 23 June 2017

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