National Yunlin University of Science and Technology

Student Request Form

To be completed by student

Name (Signature of student)		**Application Date**	Academic Year _____ _____ Semester ___(yy)_____(mm)_____(dd)
Student ID number		**Department/Grade**	
Contact number	Cellphone: （H）：		Lab/Office：
Please check the appropriate box.	**Only eligible students should fill out the request form to add/withdraw courses after the add/drop out periods.** **Please obtain the approval and signatures of both the course instructor and chair of the home department and submit this form to the Office of Academic Affairs for processing by the end of the 3rd week after new classes begin.** □ **I am a graduating student who is about to graduate but still short of credits.** □ **I will be suspended due to a lack of credits.** □ **The course I selected is not the one stipulated by my department/institute.**		

Please state the reason for your request. If there is not enough space, feel free to continue on the reverse side of this form or use another sheet of paper.

Description（※The course which has reached its capacity limit cannot be added.）(※**If the number of students for a course is not enough, the University reserves the right not to open it.**)

Course #	**Course Title** （Full Title）	**Course Type** （Required/Elective）	**Credits**	**Add/Drop**	**Signature of course instructor**
				□Add □Drop	
				□Add □Drop	
				□Add □Drop	
				□Add □Drop	
				□Add □Drop	

Ratification

First ratification of the home department/institute		Second ratification of the Curriculum and Teaching Division		Dean of the Office of Academic Affairs
Clerk	**Chair**	**Clerk**	**Director**	
				102.5製表

※After being approved and signed by the course instructor, the clerk, and the chair of your home department/institute, please submit the request form to the Curriculum and Teaching Division of the Office of Academic Affairs by the end of the 3rd week after new classes begin. **Later applications are not accepted.**