



REQUEST FOR MANUAL REGISTRATION

Note: registrations are only final once approved by a Student Academic Services

SECTION A: PERSONAL DETAILS

Student ID Number:

Last Name: First Name: Middle Name: Date of Birth:

Telephone:

Email:

SECTION B: ACADEMIC INFORMATION

Program:

Major 1: Major 2: Minors: GPA:

Indicate (tick) if completing studies in: Semester 1 () or Semester 2 () or flexi-school ()

For Undergraduate Degree level students:

Have you passed the ELSA test? Yes No Have not attempted it N/A (I passed the IELTS test)

Have you passed EL001? Yes No Have not attempted it N/A (I passed the ELSA test)

SECTION C: CURRENT REGISTRATIONS

| | Course Code | Mode | Drop? | | Course Code | Mode | Drop? |
|---|-------------|------|-------|---|-------------|------|-------|
| 1 | | | | 3 | | | |
| 2 | | | | 4 | | | |

SECTION D: NEW REGISTRATIONS

| | Course Code | Mode | | Course Code | Mode |
|---|-------------|------|---|-------------|------|
| 1 | | | 3 | | |
| 2 | | | 4 | | |

SECTION E: DECLARATION

I certify that all the information given in this application is complete and accurate to the best of my knowledge. I acknowledge that the University reserves the right to cancel my registration if the above information is incorrect or incomplete.

Applicant's Signature : _____

Date: _____

SECTION F: FACULTY APPROVAL (If required)

Courses Approved: _____

Name: _____

Designation: _____

Signature: _____

Date: _____

FOR OFFICIAL USE

Student has cleared Holds? Yes No

Prerequisites met? Yes No

ELSA/EL001 passed? Yes No

Overload approved? Yes No

Approved: Yes No

Signature: _____

Date: _____

SAS Manager

Banner Update: _____

Initial: _____

Date: _____