

**THE CHINESE UNIVERSITY OF HONG KONG
LEE WOO SING COLLEGE**

**Application for Extension of Study Period
(For Final Year Undergraduate Students who are shortlisted by Lee Woo Sing College and wish to join regular-term time exchange programmes only)**

- Final Year Undergraduate Students who are shortlisted in the selection of 2019-20 CUHK Student Exchange Programmes organized by Lee Woo Sing College and wish to join regular-term time exchange programmes are required to fill out this form. They should get a pre-approval of their proposed exchange period from their major Department / Programme **on or before 14 December 2018**. Your endorsed application form will be forwarded to the Registration and Examinations Section as reference if you receive and accept an exchange offer. Otherwise, it will be discarded in due course.
- Those who only apply for summer exchange programmes are not required to submit this form.

(I) Personal Particulars (Please tick the appropriate one)

Name: [in English] _____ [in Chinese] _____ Student ID No.: _____

Major / Programme : _____ Year of Attendance: _____

No. of Units Completed at CUHK: _____ No. of Units Taken in the Current Term: _____ No. of Outstanding Units for Graduation : _____

Will you fulfil graduation requirement at CUHK in 2018-19 (Term 2)? Yes No Contact Tel. No.: _____

Proposed Exchange Period: Either Term 1 or Full Year of 2019-20 (Term 2 is not applicable to final year students.)

Proposed Expected Graduation Year and Term: Academic Year 20__ – 20__ (Term 1 Term 2)

(II) Reason(s) for Applying for Extension of Study Period at CUHK

(If there is insufficient space, please give details on a separate sheet to be attached to the application.)

(III) Declaration

- I declare that the information given in support of this application is accurate and complete. I understand that any misrepresentation will result in disqualification of my application for admission and subsequent participation in the exchange programme.
- If my proposed exchange period is pre-approved by my major Department/Programme, I understand that I can only select those pre-approved exchange period in my online application form for CUHK Student Exchange Programmes.
- I understand that if I accept an exchange offer, this endorsed extension form submitted to Lee Woo Sing College will be forwarded to Registration and Examinations Section as reference. **It implies that I agree to defer my graduation and decided not to graduate in 2019.**
- I understand that if I decide to withdraw from the exchange programme, it is my responsibility to inform Registration and Examinations Section, Lee Woo Sing College and my major Department/Programme **on or before 1 June 2019** about my decision in order to graduate on time.

Signature of student: _____ Date : _____

(IV) Endorsement by Major Department / Programme (For Pre-approval Purpose only)

I support the above student's application for extension of study period.

Comments (if any) :

Signature of Department Chairperson / Programme Director: _____ Department / Programme Chop : _____ Date: _____

**The endorsed form must be submitted to Lee Woo Sing College
on or before 14 December 2018 for further processing. Otherwise, your student exchange application for
regular-term time exchange programmes will not be considered.**