

Kaohsiung Medical University

Application for Late Registration

Notes

1. According to the Article 14 of the rules and regulation of KMU.
If the student is unable to register during the registration time, the student must go through the formalities of taking leave to the Office of Academic Affairs in advance, and the registration can be postponed up to two weeks after receiving the approval. However, the special situation is not limited to this. Freshmen and transfer students who have been allowed to suspend registration for the first semester but have not completed the registration process for more than one week are disqualified.
2. The deadline to apply late registration is the last working day before registration date. Applicants should submit the application to Office of Academic Affairs, Registration and Curriculum Division. No application will be accepted after this period.
3. Late application without the required supporting documents will not be accepted.
4. Required Documents :
 - (1) Applicant's Passport
 - (2) Graduation certificate
 - (3) Acceptance Notice (admission letter)

Application Academic Year		Application Date	
Name		Student ID	
Department			
Phone Number		E-mail	
Reason for late registration (If your late registration because of health problem, supporting documents for medical reasons must be provided) :			
Section of the Department	Chair of the Department	Dean of College	
Section of Division of Registration and Curriculum	Chief of Division of Registration and Curriculum	Dean of Academic Affairs	