



[B]	LATE REGISTRATION - IF APPLICABLE		
COURSE CODE	COURSE TITLE	SECTION	REMARKS

Reason for late Registration \_\_\_\_\_

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Student's Signature Date

**SECTION II (To be completed by Academic Advisor)**

NO	COURSE CODE	COURSE TITLE	REMARKS

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Academic Advisor's Signature Date

**SECTION III (To be completed by Dean)**

**Please tick (✓) :**

Within ADD/DROP period       YES       NO

Dean/ Director's Approval :       APPROVED       NOT APPROVED

Justifications : \_\_\_\_\_

\_\_\_\_\_

(Please state reasons for the late registration)

Signature & Stamp \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_\_  
(Dean/Director)

**SECTION IV (To be completed by Deputy Vice Chancellor (Academic and Student Affairs) - LATE REGISTRATION)**

Recommended by      Approved by

\_\_\_\_\_  
Dean / Director      \_\_\_\_\_  
Deputy Vice Chancellor

Date \_\_\_\_/\_\_\_\_/\_\_\_\_\_  
Date \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

**SECTION V (To be completed by Student Accounts and Procurement Department)**

**(1) UPFRONT Payment :**

Signature & Stamp \_\_\_\_\_ Invoice No : \_\_\_\_\_  
(Name : \_\_\_\_\_ ) Receipt No. : \_\_\_\_\_  
Date \_\_\_\_/\_\_\_\_/\_\_\_\_

**(2) LATE REGISTRATION :**

Please tick (✓) :	Charges (RM)
<input type="checkbox"/> Late Registration	_____
<input type="checkbox"/> Pre-Registration <b>Penalty</b>	_____

Signature & Stamp \_\_\_\_\_ Invoice No : \_\_\_\_\_  
(Name : \_\_\_\_\_ ) Receipt No. : \_\_\_\_\_  
Date \_\_\_\_/\_\_\_\_/\_\_\_\_

**SECTION VI (To be completed by Assistant Registrar)**

Semester :  February \_\_\_\_\_  May/June \_\_\_\_\_  September \_\_\_\_\_  Other \_\_\_\_\_ (e.g:  June 2016)

Received from Student \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
 Updated in PGS/SMS/FMS \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
 Informed / Called / Emailed Student \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Remarks : \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_  
\_\_\_\_\_

**SECTION VII ( To be completed by Academic Administration Department)**

Semester :  February \_\_\_\_\_  May/June \_\_\_\_\_  September \_\_\_\_\_  Other \_\_\_\_\_ (e.g:  June 2016)

Received from School/Centre \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
 Verify in PGS/SMS/FMS \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Signature & Stamp \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

- \* Exam Unit to be notified for the late registration
- \* Copy of the form to be submitted to SMU if the student is under scholarship.
- \* Copy of the form to be submitted to Student Accounts and Procurement Department.