

10. Host Institution

Signature of instructor	Signature of department chairman	Division of Registration	Division of Curriculum	Division of Cashier	Dean of Academic Affairs

Signature of Applicant

Date

*Instructions for the application procedures:

1. International students who wish to cross-register for courses offered by other institutions have to complete the Cross-Registration Form and obtain signatures of approval from National Chiayi University. This application form also applies to the international students who are not currently enrolled at NCYU but plan to cross-register for courses offered by NCYU.
2. Submit the completed, signed form to the Office of Academic Affairs at National Chiayi University before the add/drop courses deadline.
3. Submit the original approved application form to the Division of the Curriculum at the host institution.
4. Make four copies of the approved application form. Keep one copy for your record and submit the other three copies to the following:
 - Division of Cashier at the host institution
 - Division of Curriculum at the home institution
 - Division of Registration at the home institution
5. The host institution should send the grade of the cross-registered course to the home institution after the semester ends.
6. It is the cross-registrant's responsibility to inform the home institution the cross-registration policy of the host institution. Cross-registrant is responsible for the results of not following this guideline.
7. To simplify the process of application, this application form serves as the official document at NCYU. Please provide assistance to the cross-registrant for the application.