## National Chiayi University

## **International Student Cross-Registration Form**

 Last		First	Middle				
2. U.I.N.:	I.D. (Passport) Number:						
3. Nationality:		Date of Birth: _	Date of Birth:(		(Day) (Yr)		
4. My mailing add	lress:						
Phone nur	mber:						
E	Email:						
5. I am currently e	nrolled as a					(year <u>)</u>	
	in the C	College of					
	at					_	
6. I wish to registe		(year); $\square$ Spring (year); $\square$ Summer (ye				_ (year)	
	at			(hos	t institut	ion <u>)</u>	
	Address						
7. My Guardian	: (Please print o	r type)					
His/Her mail	ing address:						
8. List courses you	ı plan to cross-re	egister for at the host	institu	tion:			
Host Institution	College and Department	Course Name and N	Course Name and Number		Credits	Remarks	
				☐ Required ☐ Elective			
				☐ Required ☐ Elective			
				☐ Required ☐ Elective			
				☐ Required ☐ Elective			
9. Home Institutio	<u></u>			L			
		Division of	<del>Т р:</del>	vision of	Doon of	A sa damia	
Signature of advisor (Graduate Students)	· ·		egistration Cu			n of Academic Affairs	

## 10. Host Institution

Signature of	Signature of	Division of	Division of	Division of	Dean of
instructor	department	Registration	Curriculum	Cashier	Academic Affairs
	chairman				
Signature of Applicant				Date	
Digitature of 11	L	Date			

## \*Instructions for the application procedures:

- 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 crossregister 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.