

Application for Re-admission

(Please read the Notes to applicants overleaf before completing this form.)

Section I. Student Particulars

SFU CBCC

Student Name: (English) _____ (Chinese) _____
(in BLOCK LETTER)

Student No:

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Study Mode: Full-time/ Part-time Contact No.: _____

(Please “✓” the appropriate box.)

Programme Name/ Stream: _____

Current Year of Study: _____

Section II: Applied for re-admission to:

Programme Name: _____

Year of Study: _____

Effective from:
(e.g. 2023/24 Sem 1) _____

Reason(s) to re-admit to the programme*: (Please “✓” the most appropriate box.)

- All outstanding fees are settled.
(Subject to the Finance and Estates Office’s verification.)
- Supporting document(s) and explanation(s) are provided to the Registry for the period of absence from classes.
(Subject to the School / Department’s review.)
- Other Reason(s):

*Subject to the School/ Department’s further consideration.

Signature of Student#

Date

#Declaration by Student:

1. The information I have provided in this application and attached supporting document(s) (if any) are complete, valid and accurate.
2. I have acknowledged that a Re-admission fee would apply for this application.
3. I would further communicate with the School / Department to discuss if a Study Plan is required after the application for re-admission is approved.

Section III: Recommendation by the School/ Department

Application is Recommended Not recommended *(Please “✓” the appropriate box.)*

Effective from:
(e.g. 2023/24 Sem 1) _____

Year of Study: _____

Reason(s) for not supporting the application:

Signature	Dean of School/ Department Head/ Programme Leader (in BLOCK LETTER)	Date
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Section IV: Approval by the Registry

Application is Approved Not approved *(Please “✓” the appropriate box.)*

Reason(s) for not supporting the application:

Signature	Registrar (in BLOCK LETTER)	Date
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NOTES TO APPLICANTS

1. The complete form (Section I and II) should be returned to the Registry via email (registry@sfu.edu.hk) or in person to the Registry Counter, Student Services Centre.
2. The final application result is subject to the decision of the School/ Department.
3. Students may refer to the “Re-admission” section stated in the Academic Regulations of the Student Handbook for more details.

Office Use Only					
Completed Form received:	By:	Date:	Student Records updated:	By:	Date: