

Process for Student Requests

1. Select one or more of the following request forms:
 - a. General request form
 - b. Request form for visa
 - c. Request form for Adding/Dropping a Course (S)
 - d. Request form for Withdrawal (W)
 - e. Request form for leave of absence
 - f. Request form for resignation
 - g. Request form for THESIS/IS of MA Program: please contact MA Academic Officer.
2. Complete each request form (please specify the reason for the request) and attach relevant documents.
3. Ask an instructor and/or an advisor to support and sign the request.
4. Before submitting the form, please write down the information, including the date of submission, the reference number, and the title of your request in the *Student Request List*. Please keep the reference number for checking the status progress of your request.
5. Submit the request form to the Administrative Officer.
6. Please note that the processing of your request takes 3-5 working days to complete.