Notes

1. Undergraduate students must observe the prescribed requirements and restrictions, and obtain academic advice and approval from the major department(s) for enrollment and completion of additional majors. Please consult your major program office and the office(s) which major you would like to add.

2. Students who wish the completion of additional major(s) to be recorded on their transcript must declare in the major no later than the last day of the add/drop period in the first regular term of their final year of study.

3. Students must have already enrolled in a first major before they can declare additional major(s). They will not be approved to take additional major(s) which are too closely related to their major(s) already declared.

4. Except for the specifically approved dual-degree programs, students with additional major(s) will graduate with only one degree, according to their first major.

Application Procedures

This form is applicable to declaration of additional major(s) offered under the same or different degree. Exceptions are students in the School of Business and Management who will declare their additional major(s) under the same degree. They should approach the major program office or Dean’s Office for advice.

Students who wish to declare or withdraw from additional major should complete Sections I and II below, and seek approval from the program office offering the additional major. The students should then pass the Form to their home program office (first major) for approval before it is forwarded to the School (of first major) for endorsement. In the event of declaration of more than one additional major, the approval from program offices of all additional majors is required.

To facilitate the decision process, students should enclose to this application their Unofficial Academic Transcript. In consultation with the major program offices, the students will need to work out a sample term-by-term study plan to meet the curriculum requirements within a reasonable duration of study.

Students will be notified of the result of the application by ARR.

I. Student Particulars

Student Name: ______________________________ Student No.: ______________________________
(In English)  
Program of Study: ______________________________ Year of Study: ______________________________
Contact Telephone No.: ______________________________ E-mail Address: ______________________________

II. Application Details

Please tick the appropriate box to indicate the nature of application in additional major program. Upon appropriate approval, it will take effect in the following regular term.

☐ DECLARE Additional major program

☐ WITHDRAW Additional major program

Signature of Student ______________________________ Date ______________________________

The information given in this form will be used for checking of records and processing this application only.
### III. Decision of Program Office Offering the Additional Major

The application is [ ] approved [ ] not approved

<table>
<thead>
<tr>
<th>Signature of Program Director/UG Coordinator</th>
<th>Name</th>
<th>Date</th>
</tr>
</thead>
</table>

### IV. Decision of First Major Program Office

The application is [ ] approved [ ] not approved

<table>
<thead>
<tr>
<th>Signature of Program Director/UG Coordinator</th>
<th>Name</th>
<th>Date</th>
</tr>
</thead>
</table>

### V. Endorsement of Dean’s Office (of First Major)

I [ ] endorse [ ] do not endorse the application as approved by the Program Departments in Section III & IV.

<table>
<thead>
<tr>
<th>Signature of Dean or Dean’s Designate</th>
<th>Name</th>
<th>Date</th>
</tr>
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</table>

### VI. Academic Records and Registration Use Only

Result Received on: ______________________ by: ____________________________

Remarks:

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RR-47 (08/2015)