BAHAGIAN HAL EHWAL AKADEMIK
ACADEMIC AFFAIRS DIVISION

PERMOHONAN TAMBAH/GUGUR KURSUS (BERDENDA)
APPLICATION TO ADD/DROP COURSE (WITH PENALTY)

Nama Pelajar/_Student Name_ : _____

Nombor Matrik/_Matrix Number_ : _____ **Fakulti/**Faculty : _____

No.	Course Code	Course Name	Lecture Group	Add (✓)	Drop (✓)	Endorsement by Lecturer (Lecturer's signature & stamp)
1						
2						
3						
4						

*For late add/drop courses only.
**Students would need to pay RM100 fine/penalty for each course via https://epayment.upsi.edu.my/, & need to attach the paymet resit with this form.

_____   _____
Signature of student   Date

Total credit registered for the semester after this application: _____

VERIFICATION BY FACULTY (STUDENT'S FACULTY)
☐ Supported   ☐ Not Supported
Comment(s) if any: **Signature & Date:**
**Verification can be made by Deputy Dean (Academic & International)/Head of Department/Department Admin Staff.

The completed form needs to be submitted to Scheduling Unit, Academic Affairs Division (Kompleks Akademik) or via emel jadual,bhea@upsi.edu.my