APPEAL FOR UNSUCCESSFUL APPLICATION

INSTRUCTIONS:

- Students are to take note that this appeal is subject to review by OGEM in consultation with the respective School Exchange coordinator.
- Successful appeal is at the sole discretion of the OGEM.
- Submit this form with supporting document (if any) in person to the GEM office between 9.30am - 12.30pm.
- You will hear from us within 10 working days of submission. Incomplete appeal submission will not be considered.

Section 1:

Name: ___________________________ Matriculation No: __________________

NTU School: __________________________________________________________

Mobile No: __________________ NTU Email: _____________________________

Host University: _________________ AY/Semester Allocated: _____________

Write a brief statement explaining the reason for your appeal and why an exception should be made in your case. You may attach an additional sheet if needed. Students who fall below the cGPA requirements are required to seek recommendation from their Exchange/Course Coordinator.

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Signature: ___________________________ Date: _____________________________
Mode of Submission

Print the completed form and submit it with supporting document (if any) personally from Mondays to Fridays (except Public Holidays) between 9.30am and 12.30pm to the following address.

GEM Discoverer
Office of Global Education & Mobility
Nanyang Technological University
Student Services Centre, level 1
42 Nanyang Avenue
Singapore 639801

Forms submitted via mail and email will not be processed.

Section 2 (For Official Use Only):

Team Head recommendation (please choose one):

☐ Approve
☐ Reject

Name & Signature: _________________________________   Date: __________

Exchange / Course Coordinator recommendation (please choose one):

☐ Approve
☐ Reject

Name & Signature: _________________________________   Date: __________

Received Date: ____________________________________

Removed from system (Date): __________________________

Student Notified (Date) : ____________________________