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.

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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 930am and 1230pm to the following address.

GEM Discoverer  
Office of Global Education & Mobility  
Nanyang Technological University  
42 Nanyang Avenue (Behind Student Services Centre, Level 2)  
Singapore 639801

Forms submitted via mail and email will not be processed.

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**Section 2 (For Official Use Only):**

**Team Head** recommendation (please choose one):

- [ ] Approve
- [ ] Reject

Name & Signature: _________________________________ Date: __________

**Exchange Coordinator** recommendation (please choose one):

- [ ] Approve
- [ ] Reject

Name & Signature: _________________________________ Date: __________

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<thead>
<tr>
<th>Received Date</th>
<th>____________________________________________</th>
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</thead>
<tbody>
<tr>
<td>Removed from system (Date)</td>
<td>____________________________________________</td>
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<tr>
<td>Student notified (Date)</td>
<td>____________________________________________</td>
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