**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Deputy Dean (Undergraduate)  
Faculty of Computer Science & Information Technology  
University of Malaya

Dear Dr.,

**APPLICATION FOR LATE MODULE APPLICATION, SEMESTER \_\_\_\_ SESSION \_\_\_\_\_\_\_\_\_\_\_\_**

Please be informed that I, ***(name), matric number: (new matric no), IC number or passport, Department, Programme****,* would like to apply for Late Module application in **Semester \_\_\_\_ Session \_\_\_\_\_\_\_\_\_\_\_\_.** The reason for me to apply the Late Module Application is due to: ***(justification)***

I have registered \_\_\_\_ credits for this semester and plan to drop the courses as below:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **NO.** | **COURSE TITLE** | **COURSE CODE** | **CREDIT** | **GROUP/OCCURANCE** |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| 4 |  |  |  |  |
| 4 |  |  |  |  |
| **TOTAL** | | |  |  |

**CURRENT CGPA:**

The details for late module registration course:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **NO.** | **COURSE TITLE** | **COURSE CODE** | **CREDIT** | **GROUP/OCCURANCE** |
| 1 |  |  |  |  |
| **TOTAL** | | |  |  |

My course planning for next semester (for graduation) are as below:

|  |  |  |  |
| --- | --- | --- | --- |
| **NO.** | **COURSE TITLE** | **COURSE CODE** | **CREDIT** |
| 1 |  |  |  |
| 2 |  |  |  |
| **TOTAL** | | |  |

**TOTAL NUMBER OF CREDIT FOR GRADUATION (BALANCE):**

Your consideration and approval in this matter are highly appreciated.

Thank you.

signature

**(NAME)  
(EMAIL)  
(CONTACT NUMBER)**