Visiting or Exchange Student
Application for (i) Early Examination and / or (ii) Early Confirmation of Pass/Fail

Deadlines for Application: the end of September 2019 for December 2019 examination papers
The end of February 2020 for May 2020 examination papers

Please return the completed form to General Office (10/F Cheng Yu Tung Tower)

To: Head, Department of Law From: _____________________________________
Date departing HK: ____________________________
Email: ____________________ Tel: __________________

I would like to request that i) ☐ earlier examination(s) be given by my lecturer(s)
and / or

ii) ☐ a letter be issued to me to confirm my results (pass/fail) earlier.

Latest date for the letter to be available: _______________

[Please provide a realistic date as special arrangements have to be devised and special efforts have to be made by teachers to accommodate your request]

The reason(s) for earlier confirmation of pass/fail is

[please provide supporting document(s)]

☐ i) university requirement
☐ ii) professional requirement

Address of confirmation letter (indicating pass or fail only) to be sent to: Attn: ____________________________

☐ by post _______________________________________
☐ by e-mail to: ____________________________ by fax: ____________________________

[Please seek the agreement of the teacher in charge of your course for special arrangement on early examination and early confirmation of exam results (pass/fail)]

Endorsement by lecturer in support of early marking for early result:

<table>
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<tr>
<th>Course code / title</th>
<th>Format (take-home / in-hall exam)</th>
<th>(1) Due date for submission of take-home exam / assignment; or (2) Date of earlier in-hall exam</th>
<th>Agreed and signed by course teacher</th>
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Signature of Applicant: ____________________ Date of Application: ____________________