**SECTION A (PERSONAL INFORMATION - TO BE FILLED IN BY THE STUDENT)**

NAME: ___________________________  ID NO: _______________________

TELEPHONE NO.: ___________________  EMAIL ADDRESS: __________________

PROGRAMME: ___________________________  SEMESTER: ___  GPA: ______

**SECTION B (REGISTRATION INFORMATION - TO BE FILLED IN BY THE STUDENT)**

LIST OF COURSES COMPLETING IN CURRENT SEMESTER:

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<thead>
<tr>
<th>COURSE CODE</th>
<th>CREDIT HRS</th>
<th>COURSE TITLE</th>
<th>GRADE OBTAINED</th>
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**SECTION C (SUPPLEMENTAL INFORMATION - TO BE FILLED IN BY THE STUDENT)**

I WOULD LIKE TO SIT THE SUPPLEMENTAL EXAMINATION FOR THE FOLLOWING SUBJECT(S):

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<th>COURSE CODE</th>
<th>CREDIT HRS</th>
<th>COURSE TITLE</th>
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I HEREBY AGREE THAT A FEE OF J$_________ PER SUBJECT BE IMPOSED ON ME FOR SUPPLEMENTAL EXAMINATION.

Declaration
I declare that the information that I have supplied on this form is, to the best of my knowledge, complete and correct

SIGNATURE: ___________________________  DATE: _______________________

**SECTION D (APPROVAL)**

REGISTRAR’S APPROVAL:  APPROVED _____  NOT APPROVED ___  SIGNATURE ______________

DATE: ______________________
Please read the following instructions before applying to do the supplemental examination

A. Procedures

1. Secure the application form from the Admissions section.

2. Complete the form and submit together with a copy of your most recent registration receipt.

3. The relevant fee (for each examination) must accompany every application. This is paid at the Bursar’s office, here the form is stamped, after which it is to be submitted to Admissions office.

4. Application should be completed at least two weeks before the examination.

B. Eligibility for supplemental examination

1. Only students who did not sit the examination before will be allowed to do a supplemental examination.

2. Students who have received permission for absence from an examination may be exempted from payment of fees.

Notes

1. Only completed & approved application will be processed by Admissions and Records office.

2. Please make a copy of this completed form for your own record.