**INSTRUCTIONS**

1. Complete the form below with all the required information. Inaccurate or partial information will delay registration.
2. Completed forms should be submitted to the Vice Rector’s Office for approval (a meeting may be required).
3. Pre-approval of academic plan by your Faculty Advisor or Head of Study is required.
4. Please ensure that there are no class and exam timetable clashes with requested module.
5. If your overload is with an NUS module, please submit the completed Add/Drop form as well.
6. **Note:** A regular academic load is between 18 and 22MCs per semester, or 4 modules. If you register for a fifth course but end up dropping it, you may NOT be able to request an overload the following semester.

---

**STUDENT INFORMATION** (Type or write clearly)

<table>
<thead>
<tr>
<th>Name:</th>
<th>Student ID:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Email:</td>
<td>Phone #:</td>
<td></td>
</tr>
<tr>
<td>Date:</td>
<td>Signature:</td>
<td></td>
</tr>
</tbody>
</table>

Please briefly describe your academic performance this semester and the grades you are expected to obtain.

Please describe your extra- and co-curricular commitments. Will this change next semester?

Have you overloaded/underloaded in previous semesters?

Have you dropped an overload in the past? If so, why?

If you are requesting to underload, please describe your reasons for doing so:

---

**PROPOSED MODULE TO OVERLOAD**

<table>
<thead>
<tr>
<th>Module Host Faculty (i.e. CLS)</th>
<th>Module Code</th>
<th>Academic Year</th>
<th>Semester</th>
</tr>
</thead>
</table>

Module Title:

Module Instructor:

Total Number of MCs requested for next semester (including overload):

---

**VICE RECTOR’S OFFICE**

<table>
<thead>
<tr>
<th>Vice Rector:</th>
<th>☐ Approve</th>
<th>☐ Reject</th>
</tr>
</thead>
<tbody>
<tr>
<td>Comments:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vice Rector’s Signature:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

---

**REGISTRY USE ONLY**

Received: __________________________        Comments: __________________________

Request type:

☐ Yale-NUS Module (Processed by Vice Rector)       ☐ NUS Module (Processed by Registry)

---

*Updated October 26, 16*