

STUDENT - OTHERS MEMBERSHIP

For Office Use

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INSTRUCTIONS :

1. This Form may take you 5 minutes to complete.
2. Programmes of 1 month and above will be eligible for application.
3. Please bring along a copy of letter certifying enrolment on special programmes of respective School/Division.
4. The Membership Card will be ready for collection two working days after your application has been received. No notification letters will be sent.
5. Please bring along your NRIC/Passport as identification when collecting the Membership Card from the Circulation Counter.
6. Membership will be cancelled if the Card is not collected within 1 month.
7. Loans out of the Library will be suspended 10 days before course end date for clearance purposes.

I. PERSONAL INFORMATION (Please fill in all the relevant details in **BLOCK** letters)

Name : _____
(Mr/Mdm/Mrs/Ms) (Underline surname)

NRIC / Passport No : _____

Mailing Address : _____ Postal Code : _____

Home Tel : _____ Mobile No : _____

Email Address : _____

II. COURSE INFORMATION

Student Type : (Exchange student /AEM / AS / Others) Others, please specify : _____

Course Name : _____

Date Course Start : _____ Date Course End : _____

Lecturer-in-charge : _____ School/Division : _____

I declare that all particulars given in this Application Form are correct. I will abide by Library Rules and take full responsibility for all loans and outstanding liabilities incurred.

Signature : _____ Date : _____

III. COLLECTION OF MEMBERSHIP CARD

I acknowledged receipt of membership card with Barcode No. : _____
which will expire on _____ .

Signature : _____ Date : _____

IV. FOR OFFICE USE ONLY

Form Verified By : _____ Date : _____

Record Created By : _____ Date : _____

Membership Card Issued By : _____ Date : _____

Remarks : _____