

# Asia University

## Appointment Application for Advisor/Coach of Student Organizations

1. According to Implementation Regulations for Advisor of Student Organizations of Asia University.

2. Application documents:

1.Reappointed advisors:

Please fill in **Sheet 1** Advisor Appointment of Student Organization Sheet ----- **Must fill in** this sheet if the student organization has an advisor.

2.**Newly appointed** advisors:

A. **Sheet 1** Advisor Appointment of Student Organization Sheet

B. **Sheet 2** Advisor's Information Card

Not Faculty---Copy of account book, ID (front and back), certificate of the highest education or specialties

**【Note】** Specialties include a broad range which means every kind of certificate (competition, advance to next level, complete a course...).

C. **Sheet 3** Advisor Agreement

3.**Change to** a new advisor:

A. Fill in **Sheet 4** Advisor Change Application

B. Fill in **Sheet 3** Advisor Agreement

C. Fill in **Sheet 2** Advisor's Information Card

3. Application Time: Within a month of the day that a semester begins.

4. **A list of required sheets and documents**

Document	Reappoint advisors	Appoint new advisors	Change advisors
<b>Sheet 1</b> Advisor Appointment of Student Organization Sheet	√	√	
<b>Sheet 2</b> Advisor's Information Card		√	√
<b>Sheet 3</b> Advisor Agreement		√	√

Sheet 4 Advisor Change Application			v
Total	1	3	3

## Asia University

## Advisor Appointment of Student Organization Sheet

Academic Year \_\_\_\_\_

<b>Student Organization</b>		<b>President</b>		<b>Department/Class</b>	
<b>Committee</b>	<input type="checkbox"/> Self-government <input type="checkbox"/> Art/Skill <input type="checkbox"/> Sport <input type="checkbox"/> Service <input type="checkbox"/> Music <input type="checkbox"/> Social Activities			<b>President's Phone Number</b>	
<b>Faculty</b>	<b>N a m e</b>		<b>ID No.</b>		<b>Gender</b>
<input type="checkbox"/> Reappointed <input type="checkbox"/> Newly Appointed	<b>Department/Unit</b>				
	<b>Specialty</b>				
	<b>C o n t a c t</b>	<b>Extension :</b>	<b>Mobile :</b>	<b>E-mail :</b>	
<b>Non-Faculty</b>	<b>N a m e</b>		<b>ID No.</b>		<b>Gender</b>
<input type="checkbox"/> Reappointed <input type="checkbox"/> Newly Appointed	<b>Company/Title</b>				
	<b>Specialty</b>				
	<b>C o n t a c t</b>	<b>Home :</b>	<b>Company :</b>	<b>Mobile :</b>	
		<b>E-mail :</b>	<b>Vehicle :</b>	<input type="checkbox"/> Car <input type="checkbox"/> Moto scooter	
<b>President</b>		<b>Advisor</b>		<b>Officer of the Student Organization</b>	
<b>Extra-Curricular Activities Section Chief</b>			<b>Dean of Student Affairs</b>		

Note : 1. Reappointed advisors only need to fill in this sheet.

2. Newly appointed advisors (faculty) may also use this sheet.

3. Please submit the sheet to Extra-Curricular Activities Section within a week after the general meeting during the midterm.

**Asia University \_\_\_\_\_ Academic Year  
Advisor's Information Card**

Date (Y/M/D)

<b>Name</b>		<b>Gender</b>		<b>Photo</b>
<b>ID No.</b>		<b>Birth YMD</b>		
<b>Student Organization</b>		<b>Faculty</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Company</b>				
<b>Parking Permit</b>	<input type="checkbox"/> Car _____ or <input type="checkbox"/> Motor Scooter _____ (Please fill in the license number of the vehicle that will be parked in the campus.)			
<b>Contacts</b>				
<b>Office</b>		<b>Home</b>		
<b>Mobile</b>		<b>Email</b>		
<b>Resident Address</b>	□□□			
<b>Mailing Address</b>	<input type="checkbox"/> Same as the above address. □□□			
<b>Education/Experience</b>				
<b>Highest Education</b>				
<b>Experience</b>				
<b>Specialty</b>				
<b>Note: Shall attach copies of relevant documents such as diploma, certificate and letter of appointment.</b>				
<b>Personal Bank Account Number (Only non-faculty advisors shall fill in the following blanks.)</b>				
<b>Account Number of Bank or Post Office</b>		<b>Account Name</b>		

-----Non-Faculty Advisor's Front Copy of the Account Book ( Attach here ) -----

--

-----**Front** Copy of ID Card ( Attach here ) ----**Back** Copy of ID Card ( Attach  
here ) -----

**Asia University****\_\_\_\_\_ Academic Year \_\_\_\_\_ Semester****Advisor Agreement**

I agree to become the advisor of the student organization,  
\_\_\_\_\_, and comply with current regulations and the  
mission of the organization to advise the organization for its  
management and attend relevant advisor meetings held by Extra-  
Curricular Activities Section of Office of Student Affairs. The term  
starts from  
\_\_\_\_\_ (Y/M/D) to \_\_\_\_\_ (Y/M/D).

To

Extra-Curricular Activities Section of Office of Student Affairs

Agreed by:

Date (Y/M/D) :

## Asia University Advisor Change Application

Application Date : (Y/M/D)

<b>Student Organization</b>			
<b>Original Advisor</b>		<b>Original Term</b>	From _____ (Y/M/D) to _____ (Y/M/D)
<b>New Advisor</b>		<b>Term</b>	From _____ (Y/M/D) to _____ (Y/M/D)
<b>Reason</b>			
President	Original Advisor	New Advisor	
Officer of the Student Organization	Extra-Curricular Activities Section Chief	Dean of Student Affairs	

Note : Please attach relevant meeting records.