




How to Establish a Student Club

1. Initiation

Step 1: Application

 **3** Initiators +  **20** Co-signers +  **1** Club advisor
Submit an **Application Form** and **List of co-signing** students to the **Office of Student Affairs (OSA)**

Step 2: Review

>> Committee Review (applicants **brief presentation**)

>> Approved → Trial Period

*only approved proposals may proceed to the **trial period**. Proposals that duplicate existing clubs or conflict with university principles may be rejected.*

2. Trial Operation (6 Months)


Hold a **Preparation Meeting** (within **3 weeks** after approval):


>> To 1. Approve Constitution 2. Elect president and leaders

>> Submit the **meeting minutes**, **constitution**, and **leaders list** to the OSA.

>> Trial Student Club (⚠ *Trial clubs cannot apply for university funding.*)

During the **six-month** trial period

 **3+** Activities


 **20+** Students Each

 **Reports & Attendance Sheets** submit to OSA (after **Each Activity**)

3. Activity Implementation & Outcome Report






3.

Before the Activity

 **7–14** Days Before the event
Submit the **Activity Application Form** to the OSA

⚠ *Activities without prior approval will **NOT** be counted.*

After the Activity

 Within **14** days after the event
 **Outcome Report** +  **Advisor Signature** +  **Attendance Sheets** →  Submit to OSA

⚠ *Activities without an outcome report will **NOT** be counted.*

After the trial period ends, fill out the **Trial Period Activity Outcome Summary Report**, obtain the club advisor's signature, and submit it to the OSA.

4. Official Registration

The Student Club Review Committee will review the documents, and club representatives will give a **3–5 minute presentation**.

✓ **Approved:** Officially registered as a Formal Student Club

✗ **Not approved:** Application documents returned

Notes

Relevant forms and templates are available on the **[Division of Extracurricular Activities website](#)**

⊘ Serious violations during the trial period may result in:
Cancellation of eligibility for official registration

⊘ Clubs that fail to become formal clubs within **2 years**:
May not apply for a similar trial club again within **6 months**