

# Flow Chart for Department/Institute Transfer Applications in the Spring(2<sup>nd</sup>) Semester of the Academic Year 2019

In accordance with the announcement on the event calendar of the Office of Academic Affairs, students shall submit department/institute transfer applications for the next semester between **2019/6/3-6/25**. The Registry Division shall publicly announce the required forms and procedures at the **mid-May**.

Students fill out the required form and prepare all necessary documents within the prescribed deadline. All documents must be submitted to the academic advisor of the home department, institute, or degree program who will schedule an interview and affix his/her seal/signature to the department/institute transfer application form not required for graduate students).

Students submit the form to the dean of their home department, institute, or degree program for review and approval (affixed stamp of approval)

The home department, institute, or degree program forwards the form to the home college dean for approval (affixed stamp of approval)

The form is then forwarded to the dean of the first-choice department, institute, or degree program for review and approval (affixed stamp of approval)

**Scores not required**

**Scores required**

Review **6/26-7/5** (Only for Department of Counseling & Clinical Psychology, Department of Life Science, Department of Physics, Department of Education, Department of History.

Review **7/9-7/15**

**Required criteria are met**

**Required criteria are not met**

**7/16-7/19** Submission of the form to the dean of second-choice department, institute, or degree program for review and approval (affixed stamp of approval)

1. Students shall fill out the application form for certification documents and pay the required fee before submitting the form and filling out the transcript record form at the third counter of the Registry Division of the Office of Academic Affairs on the 4<sup>th</sup> floor of the Administrative Building.
2. In line with registration of scores by NDHU instructors for the 2<sup>nd</sup> semester of the Academic Year 2019 (Spring2019) prior to **7/5**, the Registry Division shall calculate semester GPA in the morning of **7/8** and print out and forward transcripts for all semesters or the past semester to the first-choice departments, institutes, or degree programs for review in the afternoon of **7/8**.

**Required criteria are met**

Inquiries regarding final results of reviews by first-choice departments, institutes, and degree programs can be made with the Registry Division by phone starting on **7/16** (provided that final results have been submitted)

Upon compilation and organization of lists and documents of intended transfer departments, institutes, and degree programs and final decision by the Registry Division of the Office of Academic Affairs, the final results are posted in the official announcement section of the Office of Academic Affairs (only the list of approved transfers is made public; disapproved transfers are kept confidential)

The Registry Division shall complete registration of transfers in the student status management system on **2019/8/1**