

編號:

**Department/Institute Transfer Application Form**

|  |  |
| --- | --- |
|  Semester of the Academic Year Spring 2020(108-2) | Application date： (mm/dd/yyyy) |
| Student ID Number |  | Name |  | Contact phone |  |
|  108-1College/department |  | year of study |  |
| Notes | 1. Pursuant to relevant recruitment guidelines, government sponsored students and offshore island students (additional quota) shall not be eligible to apply for department/institute transfer.2. Students from Mainland China shall only be eligible to apply after confirmation with the Office of International Affairs that said Department/Institute has been authorized by the Ministry of Education to recruit transfer students.  |
| Procedure 1 Review opinions of original college/department/institute/section |
| Original college/Department/Institute/Division | Academic advisor interview and seal/signature (not required for graduate students) | Review opinions and stamp of approval of the department/institute dean | Stamp of Approval of the College Dean |
|  | □Agree □Disagree |  |
| Procedure 2 Intended department/institute/division choice and review opinions |
| 108-2First choice | Department/Institute/Degree Program\_\_\_\_\_\_\_ Division | \_\_\_\_\_\_\_\_year of studyDemotion: □Y □N |
| College/Department/Institute Review Opinions  | Review opinions and stamp of approval of the department/institute dean | Stamp of Approval of the College Dean  |
| □Agree □Disagree |  |
| 108-2Second choice | Department/Institute/Degree Program\_\_\_\_\_\_\_ Division | \_\_\_\_\_\_\_\_year of studyDemotion: □Y □N |
| College/Department/Institute Review Opinions  | Review opinions and stamp of approval of the department/institute dean | Stamp of Approval of the College Dean  |
| □Agree □Disagree |  |
| ❖**Reminders:**1. Pursuant to the regulations set forth in Article 2 of the Department and Institute Transfer Guidelines, the quota of accepted transfer students for the respective year shall not exceed 20% of the originally approved and allocated quota of new students for said department/institute.2. Pursuant to the regulations set forth in Article 4 of the Department and Institute Transfer Guidelines, students applying for transfers shall have completed at least one semester.3. Application procedures: The student could submit an application from 2019/12/23. Undergraduate students shall receive guidance in an interview with their academic advisor and may therefore initiate applications early starting on the announced date. Students shall submit the department/institute transfer application form and the review documents prescribed by each department on or prior to 2020/01/10 to the first-choice department for review. Where departments require the attachment of the academic transcript for the current semester, students should proceed to the Registry Division on the 4th floor of the Administrative Building to fill out the application form for certification documents and pay NT$ 20. After the Lunar New Year Festival (2020/01/23-2020/01/31), the Registry Division of the Office of Academic Affairs shall print out the transcript in the afternoon of February 3rd and forward it to the office of the department/institute the student wishes to transfer to. Students shall submit the application form and required review documents together with the receipt for the transcript application to the department they wish to transfer to prior to departure at the end of the semester.4. Department/institute transfer application form approval procedures:  Review by the Dean of the original department/institute and college(Scores not required :January 13th-20th ; Scores required: February 3rd - 5th) →Review by the Dean of the first-choice department/institute and college →Compilation and organization by the Registry Division of the Office of Academic Affairs；where the first-choice department disapproves the application upon review, it shall be forwarded to the dean of the second-choice department/institute and college dean(February 6th ) →Final approval and announcement of the Registry Division of the Office of Academic Affairs. |