

Flowchart for Department/Institute Transfer Application for the Spring(2nd) Semester of the Academic Year 2025 (113-2)

Per the announcement on the Office of Academic Affairs calendar event, students shall submit department/ institute transfer applications for the next semester from **December 9th, 2024 to January 3rd, 2025**.. The Registry Division will public announce the required forms and procedures on **December 1st, 2024**.

Transfer applications will be reviewed online only. Application will open from **December 9th, 2024 to January 3rd, 2025**. Please submit the application form and upload documents (PDF file only with a maximum of 2M) to the Department Transfer System. Once submitted successfully, **please consult with the applicant's advisor by yourself**, and the system will also email to the applicant's advisor to consult with the applicant.

Review opinions and stamp of the chairman of the department/institute dean (**Online**)

Stamp of the College Dean (**Online**)

The department Assistant for transfer able to check student's academic results in the Department Transfer System. Due to the **Fall 2024(113-1)** teacher's online login results will be ending by **January 13th, 2025**, so that the Registry Division of the Office of Academic Affairs anticipate that they will announce this semester grades after **January 14th, 2025**.

Scores not required

Scores required

Review **from December 9th, 2024 to January 24th, 2025**. (Only for the Department of **Biochemistry and Molecular Medicine**, Department of Physics, Department of History, Department of Taiwan and Regional Studies, Department of Ethnic Relations and Cultures.)

Review **from January 14th to January 21th, 2025**

Required criteria are not met

Required criteria are met

Required criteria are met

From January 22th to January 24th, 2025 review opinions and stamp of the chairman of the second-choice

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 will be 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 of the Office of Academic Affairs anticipate that they will complete registration of transfers in the student status management system before **February 7th, 2025**.