國立東華大學

Department/Institute Transfer Application Form
(Online Application Only)

Semester of the Academic Year to apply **Spring 2024 (112-2)**		Application date :			(mm/dd/yyyy)
Student ID Number		Name		Contact phone	
Fall 2023 (112-1) College/department				Grade	
Notes	1. According to recruitment regulations, government-sponsored and offshore island students admitted by additional quota are not eligible to apply for department/institute transfer. 2. Students from Mainland China shall only be eligible to apply after the Office of International Affairs confirms that the Ministry of Education has authorized the prospective Department/Institute to recruit transfer students.				

Step 1 Review by the initial department/institute/ college			
Initial College/Department /Institute/Division	Academic Advisor stamp (Online)	Review opinions and stamp of the chairman of the department/institute dean (Online) □Agree □Disagree	Stamp of the College Dean (Online)

Step 2 Review by prospective department/institute/ college		
Spring 2024 (112-2) First choice	Department/Institute/Degree Program_____ Division	Transfer to _____ grade Demotion? □Y □N
College/Department/Institute Review Opinions	Review opinions and stamp of the chairman of the department/institute (Online) □Agree □Disagree	Stamp of the College Dean (Online)
Spring 2024 (112-2) Second choice	Department/Institute/Degree Program_____ Division	Transfer to _____ grade Demotion? □Y □N
College/Department/Institute Review Opinions	Review opinions and stamp of the chairman of the department/institute (Online) □Agree □Disagree	Stamp of the College Dean (Online)

❖**Reminders:**

1. According to Article 2 of the regulations for transferring departments and the institute, the number of transferred students shall not exceed 20 percent of the initial approved number of students by the prospective department/institute.
2. According to Article 4 of the regulations for transferring departments and institutes, students must complete at least one semester before submitting the application form.
3. According to Article 6 of the regulations for transferring departments and the institute, students may only transfer once. The application cannot be changed or canceled once the application form is approved.
4. Transfer applications will be reviewed online only. Application is open from December 11th, 2022, to January 8th, 2024. 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 email the applicant's advisor to consult with the applicant.
5. The prospective department can check applicants' transcripts from the Department Transfer System. Due to the Fall 2023 (112-1), teachers' online login results will be ending by January 18th, 2024; it is expected that the Registry Division of the Office of Academic Affairs will announce this semester's grades after June 19th, 2023.
6. All application forms will be reviewed online. After the initial department reviews the application form, the form will forward to the first-choice department/institute and college to review (Transcript not required: December 11th, 2023 to January 31th, 2024; Transcript required: January 19th to January 26th, 2024). Once the first-choice department rejects the application, the form will deliver to the second-choice department/institute and college to review (January 29th to January 31th, 2024). The Registry Division of the Office of Academic Affairs will announce the result before February 6th, 2024.