## Flowchart for Department/Institute Transfer Application for the Spring(2<sup>nd</sup>) Semester of the Academic Year 2026 (114-2)

Per the announcement on the Office of Academic Affairs calendar event, students shall submit department/ institute transfer applications for the next semester from December 8<sup>th</sup>, 2025 to January 2<sup>nd</sup>, 2026.. The Registry Division will public announce the required forms and procedures on December 1<sup>st</sup>, 2025.



Transfer applications will be reviewed online only. Application will open from December 8<sup>th</sup>, 2025 to January 2<sup>nd</sup>, 2026. 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 class advisor by yourself, and the system will also email to the applicant's advisor to consult with the applicant.



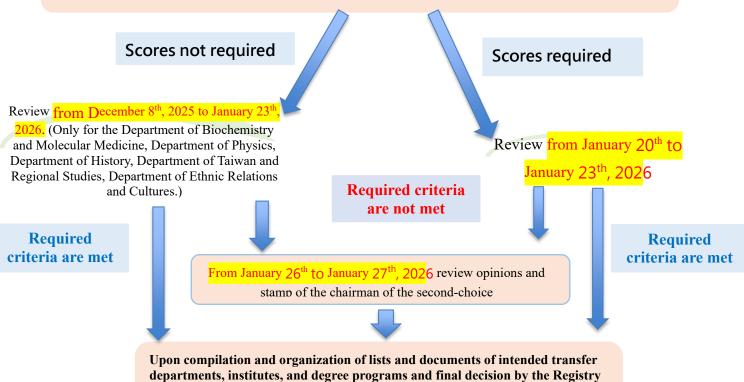
Review opinions and stamp of the chairman of the department/institute dean (Online)



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 2025(114-1) teacher's online login results will be ending by January 16<sup>th</sup>, 2026, so that the Registry Division of the Office of Academic Affairs anticipate that they will announce this semester grades after January 20<sup>th</sup>, 2026.



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 10<sup>th</sup>, 2026.