



Department/Institute Transfer Application Form (Online Application Only)

Semester of the Academic Year to apply Spring 2026 (114-2)		Application date : (mm/dd/yyyy)	
Student ID Number		Name	Contact phone
Fall 2025 (114-1) 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)	Stamp of the College Dean (Online)
		☐ Agree ☐ Disagree	
Step 2 Review by prospective department/institute/ college			
Spring 2026 (114-2) First choice	Department/Institute/Degree Program_____ Division		Transfer to _____ grade Demotion? ☐ Y ☐ N
College/Department/I nstitute Review Opinions	Review opinions and stamp of the chairman of the department/institute (Online)		Stamp of the College Dean (Online)
	☐ Agree ☐ Disagree		
Spring 2026 (114-2) Second choice	Department/Institute/Degree Program_____ Division		Transfer to _____ grade Demotion? ☐ Y ☐ N
College/Department/I nstitute Review Opinions	Review opinions and stamp of the chairman of the department/institute (Online)		Stamp of the College Dean (Online)
	☐ Agree ☐ Disagree		
❖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. Furthermore, in according to Article 4 of the regulations for transferring departments and institutes, students must complete at least one semester before submitting the application form. Furthermore, in 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.			
2. When applying for transfer to a lower academic year, students are advised to carefully evaluate their study plan and expected time to graduation after transferring, and to confirm all related rights and obligations to ensure their academic interests and learning quality. In accordance with the University's Regulations for Department/Institute Transfer and the Regulations for Credit Transfer, students are permitted to transfer departments only once in principle. Once the transfer has been approved, no changes or cancellations may be requested, and the provisions for advancing one's year of study do not apply.			
3. All procedures for department/institute transfer are processed through online application and online review. The application period is from December 8 th , 2025 to January 2, 2026. Students should complete the application by filling out the required information in the "Student Transfer Application System" and uploading the PDF files (including all documents required by each preferred department/institute, maximum 2MB). No printed application form is required.			
4. Online Review Procedure for Department/Institute Transfer Applications :The student submits the application online → the homeroom advisor, department chair, and college dean of the student's original department/institute review the application → the chair and dean of the first-choice department/institute conduct the review → if the first-choice department/institute does not approve the application, the system will automatically forward it to the chair and dean of the second-choice department/institute for review → after the Office of Academic Affairs, Registration Division compiles the			

- review results and completes the administrative procedures, the results are expected to be announced before **February 6th, 2026**. (they can also be checked in the system).
5. The prospective department can check applicants' transcripts from the Department Transfer System. Due to the Fall 2025 (114-1), teachers' online login results will be ending by **January 16th, 2026**; so that the Registry Division of the Office of Academic Affairs anticipate that they will announce this semester's grades after **January 20th, 2026**.

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