

Department/Institute Transfer Application Form (Online Application Only)

Semester of the Academic Year to apply Spring 2025 (113-2)		Application date : (mm/dd/yyyy)		
Student ID Number	Name	Contact phone		
Fall 2024 (113-1) 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)
	<input type="checkbox"/> Agree <input type="checkbox"/> Disagree			
Step 2 Review by prospective department/institute/ college				
Spring 2025 (113-2) First choice	Department/Institute/Degree Program _____ Division		Transfer to _____ grade Demotion? <input type="checkbox"/> Y <input type="checkbox"/> 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)	
	<input type="checkbox"/> Agree <input type="checkbox"/> Disagree			
Spring 2025 (113-2) Second choice	Department/Institute/Degree Program _____ Division		Transfer to _____ grade Demotion? <input type="checkbox"/> Y <input type="checkbox"/> 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)	
	<input type="checkbox"/> Agree <input type="checkbox"/> Disagree			
❖Reminders: <ol style="list-style-type: none"> 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 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 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 2024 (113-1), teachers' 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's grades after January 14th, 2025. 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: from December 9th, 2024 to January 24th, 2025; Transcript required: from January 14th to January 21th, 2025). Once the first-choice department rejects the application, the form will deliver to the second-choice department/institute and college to review (from January 22th to January 24th, 2025). The Registry Division of the Office of Academic Affairs anticipate that they will announce the result before February 7th, 2025. 				