

Flowchart for Department/Institute Transfer Application for the Spring(2nd) Semester of the Academic Year 2022

In accordance with the announcement on the calendar event of the Office of Academic Affairs, students shall submit department (institute or degree program) transfer applications for the next semester between **12/27/2021-1/14/2022**. The Registry Division shall publicly announce the required forms and procedures at the **mid-December**.

Students are required to complete the application form **by the department transfer system** and prepare the documents required by each department and send them to the current studying department by E-mail or in person. The current studying department will send the reviewed documents directly to the student's first choice department for transfer.

Due to the COVID-19 pandemic, the registry Division of the Office of Academic Affairs will provide an online application service for transcripts of the current semester if required by transfer departments. Please visit the following website: shorturl.at/muyJ9.
As for the transcript of Spring 2021, the registry Division of the Office of Academic Affairs expects to deliver it to the student's first choice department for transfer after **1/27/2022**.

Scores not required

Scores required

Review **12/27/2021-2/9/2022** (Only for Department of Life Science, Department of Physics, Department of History, Department of Taiwan and Regional Studies,

Review **1/27/2022-2/9/2022**

Required criteria are not met

Required criteria are met

2/10/2022-2/11/2022 Submission of the form to the dean of second-choice department, institute, or degree

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)

Required criteria are met

The Registry Division shall complete registration of transfers in the student status management system on **2/18/2022**.