

Flowchart for Department/Institute Transfer Application for the **Fall** Semester of the Academic Year **2025 (114-1)**

Per the announcement on the Office of Academic Affairs calendar event, students shall submit department/ institute transfer applications for the next semester **from May 19th to June 13th, 2025**. The Registry Division shall publicly announce the required forms and procedures **on May 12th, 2025**.

Transfer applications will be reviewed online only. Application is open from **May 19th to June 13th, 2025**. Please submit the application form and upload documents (PDF file only with a maximum of 2M) to the **"Student Transfer Application System"**. Once submitted successfully, **please consult with the applicant's class advisor by yourself**, and the system will email 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 **"Student Transfer Application System"**. Due to the **Spring 2025(113-2)** teacher's online login results will be ending by **June 27th, 2025**, it is expected that the Registry Division of the Office of Academic Affairs will announce this semester grades after **June 30th, 2025**.

Scores not required

Scores required

Review **May 19th to July 7th, 2025** (Only for the Department of **Biochemistry and Molecular Medicine**, Department of Physics, Department of History, Department of Taiwan and Regional Studies, Department of Ethnic Relations and

Review **July 1st to July 7th, 2025**

Required criteria are met

Required criteria are not met

Required criteria are met

July 8th to July 10th, 2025 Review opinions and stamp of the chairman of the second-choice department/institute(Online)

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) before **July 25th, 2025**.
Applicants can check the results themselves via the "Student Transfer Application System."

The Registry Division shall complete registration of transfers in the student status management system before **August 5th, 2025**.