



Department/Institute Transfer Application Form (Online Application Only)

Semester of the Academic Year Spring 2022 (111-2)		Application date : (mm/dd/yyyy)	
Student ID Number		Name	Contact phone
Fall 2022 (111-1) 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 confirmation from the Office of International Affairs stating 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)	
		<input type="checkbox"/> Agree <input type="checkbox"/> Disagree	
Step 2 Review by prospective department/institute/ college			
Spring 2022 (111-2) First choice	Department/Institute/Degree Program _____ Division		Transfer to _____ grade Demotion? <input type="checkbox"/> Y <input type="checkbox"/> N
College/Department/ Institute 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 2022 (111-2) Second choice	Department/Institute/Degree Program _____ Division		Transfer to _____ grade Demotion? <input type="checkbox"/> Y <input type="checkbox"/> N
College/Department/ Institute 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"> 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. According to Article 4 of the regulations for transferring departments and institutes, students must complete at least one semester before submitting the application form. 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. From this semester, transfer applications will be reviewed online only. Application is open from December 19th, 2022, to January 9th, 2023. Please submit the application form and upload documents (PDF file only with a maximum of 2M) to the Department Transfer System. Once submitted successfully, the system will email the applicant's advisor to consult with the applicant. The prospective department can check applicants' transcripts from the Department Transfer System. Due to the Fall 2022 (111-1) teacher's online login results will be ending by January 19th, 2023 and the Chinese Lunar Year holidays (January 20th- 30th, 2023), it is expected that the Registry Division of the Office of Academic Affairs will announce this semester grades after January 31th, 2023. 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 : December 19th, 2022 to February 3rd, 2023; Transcript required: January 31th to February 3rd, 2023). Once the first-choice department rejects the application, the form will deliver to the second-choice department/institute and college to review (February 6th to February 8th, 2023). The Registry Division of the Office of Academic Affairs will announce the result before February 13th, 2023. 			