Flowchart for Department/Institute Transfer Application for the Spring(2nd) Semester of the Academic Year 2023

In accordance with the announcement on the calendar event of the Office of Academic Affairs, students shall submit department/ institute transfer applications for the next semester between 12/19/2022-1/9/2023. The Registry Division shall publicly announce the required forms and procedures at the mid-December.

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.
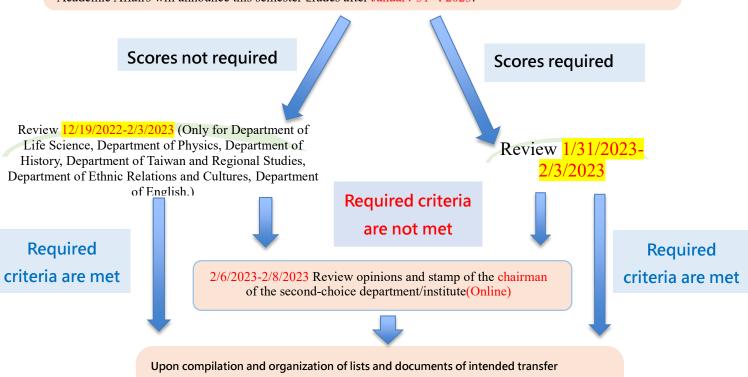
Review opinions and stamp of the chairman of the department/institute dean (Online)

Stamp of the College Dean (Online)

The department Assistant for transfer able to check student's academic results in the 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.

Scores not required

Scores required

Review 12/19/2022-2/3/2023 (Only for Department of Life Science, Department of Physics, Department of History, Department of Taiwan and Regional Studies, Department of Ethnic Relations and Cultures, Department of English.)

Review 1/31/2023-2/3/2023

Required criteria are not met

Required criteria are met

Required criteria are met

2/6/2023-2/8/2023 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)

The Registry Division shall complete registration of transfers in the student status management system on 2/13/2023.