

Flowchart for Department/Institute Transfer Application for the **Fall(1st) 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 **5/30/2022-6/17/2022**. The Registry Division shall publicly announce the required forms and procedures at the **mid-May**.

Students **must go through** the academic advisor's consultation, complete the application form by the Department Transfer System and send it to the current studying department. Then students will send the reviewed documents directly by themselves to the first choice department for transfer.

From this semester onwards, the department for transfer able to check student's academic results in the Department Transfer System. With the 110-2 teacher's online login results will be ending by July 1st, 2022, it is expected that the Registry Division of the Office of Academic Affairs will announce this semester grades after July 4th, 2022.

Scores not required

Scores required

Review **6/20/2022-7/1** (Only for Department of Life Science, Department of Physics, Department of History, Department of Taiwan and Regional Studies, Department of Ethnic Relations and Cultures.)

Review **7/5/2022-7/8**

Required criteria are not met

Required criteria are met

7/11/2022-7/13 Submission of the form to the dean of second-choice department, institute, or degree program

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 **8/3/2022**.