

Department/Institute Transfer Application Form (Online Application Only)

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| Semester of the Academic Year to apply Fall 2023 (112-1) | | Application date : (mm/dd/yyyy) | | |
| Student ID Number | Name | Contact phone | | |
| Spring 2023 (111-2) College/department | | Grade | | |
| Notes | <p>1. According to recruitment regulations, government-sponsored and offshore island students admitted by additional quota are not eligible to apply for department/institute transfer.</p> <p>2. Students from Mainland China shall only be eligible to apply after the Office of International Affairs confirms that the Ministry of Education has authorized the prospective Department/Institute to recruit transfer students.</p> | | | |
| 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) | | Stamp of the College Dean (Online) |
| | | <input type="checkbox"/> Agree <input type="checkbox"/> Disagree | | |
| Step 2 Review by prospective department/institute/ college | | | | |
| Fall 2023 (112-1) 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 | | | |
| Fall 2023 (112-1) 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 | | | |
| <p>❖ Reminders:</p> <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. Transfer applications will be reviewed online only. Application is open from May 22nd, 2023, to June 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, please consult with the applicant's advisor by yourself, and 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 Spring 2023 (111-2), teachers' online login results will be ending by June 26th, 2023; it is expected that the Registry Division of the Office of Academic Affairs will announce this semester's grades after June 27th, 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: May 22nd, 2023 to July 3rd, 2023; Transcript required: June 28th to July 3rd, 2023). Once the first-choice department rejects the application, the form will deliver to the second-choice department/institute and college to review (July 4th to July 7th, 2023). The Registry Division of the Office of Academic Affairs will announce the result before July 24th, 2023. | | | | |