

國立中興大學 學士班 轉系申請表

Application Form for Department Transfer

____學年度第__學期

申請日期：____年__月__日

Academic year, Fall / Spring Semester

Date: YYYY/MM/ DD

學號 Student ID		姓名 Name		手機 Mobile No.	09 -
通訊處 Address			E-mail		
家長簽章 Parent's Signature				轉系代碼 Code (必填Required)	
				日期： 年 月 日 Date: YYYY/MM/DD	
原就讀學系 Original Department	學院 College	學系 Department	組 Group	年級 Grade	
擬轉入學系 New Department	學院 College	學系 Department	組 Group	年級 Grade	
擬轉系原因 Reasons (必填Required)					
原就讀學系意見 Comments of the Original department	註冊組審查 Division of Registration (1 floor, Administration Hall)	會辦單位意見 Comments from 國際事務處 OIA 學安室 OME	擬轉入學系意見 Comments of the new department		
主管簽章： (signature/seal) 日期： 年 月 日 Date: YYYY/MM/DD		主管簽章： (signature/seal) 日期： 年 月 日 Date: YYYY/MM/DD	主管簽章： (signature/seal) 日期： 年 月 日 Date: YYYY/MM/DD		

於申請前請詳細閱讀以下說明 Please read the following instructions carefully before applying :

1. 應附文件(Documents Required) :

- (1) 填寫轉系(所)申請表乙份。Fill in the "NCHU Application Form for Department Transfer".
- (2) 歷年成績單乙份(校方統一格式, 蓋有“註冊組組章”)。Transcript of Academic Record.
- (3) 系所規定文件。Documentations required by the department.

2. 應辦程序(Procedures Required) :

文件請先送原就讀學系核章後送註冊組審查。Please send the documents above to the original department for approval before sending them to the Division of Registration.

3. 注意事項(Regulation for Undergraduates) :

轉系辦法第八條 各學系(學位學程)學生, 有下列情形之一者, 不得申請轉系: 一、在本校修業未滿一學期之學生。二、四年級以上之肄業學生。三、尚在休學期間之學生。

NCHU Guidelines for Transfer of Department :

Article 8 : Students in all departments and programs should not be eligible for transfer application under the following conditions: 1) Having studied less than 1 semester in the University, 2) Having studied for more than four years, 3) Under a temporary suspension of study.

本人已詳細閱讀說明。I have carefully read the instructions above.

本人已詳細閱讀轉系辦法。I have carefully read the NCHU Guidelines for Transfer of Department.

申請人簽章 Signature of Applicant :