

國立中山大學 學士班 學生轉系申請書

National Sun Yat-sen University Application Form for Undergraduate Students' Change of Department

112.08.01 更新

申請學年度 Intended transfer year : _____ 學年度 academic year 申請日期 Application date : 年 月 日 (yy/mm/dd)

姓名 Name			學號 Student ID		
原屬 院系級 Current college/ department	_____ 學院 College		身分別 Types of student	<input type="checkbox"/> 一般生 standard	
	_____ 學系 Department			<input type="checkbox"/> 其他 Other :	
	_____ 年級 year group				
	_____ 班 Class			(請參閱附註 5) (Please refer to note 5)	
擬轉 院系級 Intended transfer college/ department	擬申請轉入 Intend to transfer to _____ 學院 College			<input type="checkbox"/> 平轉 Same year <input type="checkbox"/> 降轉 Lower year	
	_____ 學系 department _____ 年級 year _____ 班 Class				
曾申請雙主修或輔系 Have applied for double-major or a minor study <input type="checkbox"/> 是 yes <input type="checkbox"/> 否 no					
獲核准雙主修 being approved to take a double-major degree : _____ 系 department (_____ 學年度 academic year) 輔系 A minor study : _____ 系 department (_____ 學年度 academic year)					
家長或監護人 Parent(s) or legal guardian	(未滿18歲)同意敝子弟以上之轉系申請 I consent to allow the named student to apply for a department transfer (簽章) (signature)				
申請人 Applicant	(簽章 Signature)		電話 Cell phone no. : Email:		
上列資料由申請同學詳實填具並送所屬學系導師、系主任及院長簽核後送註冊組彙辦 Information provided above is accurately completed by the student and is submitted to and signed by the department faculty, head of the department and head of the college before forwarding to the Registration Division to proceed					
原屬學院(系) 審查意見 Current course department /college	導師 Faculty		系主任 Head of the Department	院長 Dean of the College	
	審查意見 Assessment result : <input type="checkbox"/> 同意 approve <input type="checkbox"/> 不同意 disapprove 其他意見 Other comments : (簽章 Signature)				
教務處初審 Office of Academic Affairs Initial assessment	<input type="checkbox"/> 符合 Qualified <input type="checkbox"/> 不符合 Unqualified 承辦人 Coordinator : _____ 組長 Head of the Division : _____				
擬轉學院(系) 審查意見 Intended transfer department /college Assessment comments	系主任 Head of the Department		院長 Dean of the College		
	審查結果：經 _____ 年 _____ 月 _____ 日系務會議或系招生相關之委員會會議審查 (附會議紀錄) Assessment result : Decision was reached at Student Recruitment Committee meeting held on the _____ date (see attached file for meeting minutes) <input type="checkbox"/> 同意 approve <input type="checkbox"/> 不同意 disapprove (簽章 Signature)				

附註：

- 一、 學生申請轉系，須填具申請單（含志願表），如選填二個志願，須填寫二份申請表。
- 二、 轉系申請書應隨附歷年成績單，以便查核。
- 三、 申請轉系之同學，須符合擬轉入學系之標準，方得轉系。請確實參閱公告所附之「轉系審查標準」。
- 四、 教務處初審不符規定者，申請表將交由所屬學系退還申請者。
- 五、 身份別除一般生外，依入學身份分為申請入學學生、僑生、外國學生、轉學生、推薦甄選學生、運動成績優良學生、各類資優生及身心障礙生等，為維護同學個人權益，請確實填寫身分別，俾便審查。

Note：

1. To apply for department transfer, an application form needs to be completed (including a preference list form). For students who wish to submit applications for double major, two application forms are required.
2. As part of the assessment process, non-current transcript of academic records is required for submission with the department transfer application form.
3. To be qualified for a department transfer application, students must meet the transfer criteria of the intended transfer department. Please carefully read through "assessment criteria for department transfer".
4. For those who are deemed unqualified for a department transfer at the initial assessment made by the Office of Academic Affairs, application forms will be returned to the applicant via his/her current department office.
5. Asides from standard students, students are classified as applying students, standard students, overseas Chinese students, overseas students, transfer students, students from the recommendation selection process, students with outstanding sports performance, all types of students with exceptional talents and students with disabilities. Please accurately state the student type.

保存年限：六年

表單編號：ACAA-3-03-0210