

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

申請學年學期Application AY/Semester : 申請日期Application date : 年 月 日 yy/mm/dd

姓名Name			學號 Student No.		
原屬 院系(所)級 Current department/ college	學院College : 學系Department : 年級 Year / 班 Class :	身分別 Types of student status	<input type="checkbox"/> 一般生Standard <input type="checkbox"/> 其他Other : (請參閱附註五 See Note 5)		
擬轉入 院系級 Intended transfer college/ department	擬申請轉入 Intended to transfer to 學院College : 學系Department : 年級 Year / 班 Class :			<input type="checkbox"/> 平轉Same year <input type="checkbox"/> 降轉Lower year	
	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 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 (If applicant is under 18 years old)I consent to allow the named student to apply for a department transfer (簽章) (signature)				
申請人 Applicant	(簽章Signature)		手機Mobile : 電子郵件 Email:		
上列資料由申請學生詳實填寫並送所屬學系導師、系主任及院長簽核後，連同審查資料送註冊組彙辦 All information listed above must be completed by the applicant and submitted to the respective department advisor, chair and Dean of the college for approval, followed by the submission of all required documents to the Registration Division.					
原屬學院(系) 審查意見 Comments from the current department/college	導師Advisor	系主任Department Chair	院長Dean of the College		
	審查意見Assessment decision : <input type="checkbox"/> 同意Approve <input type="checkbox"/> 不同意Disapprove 其他意見Other comments :	審查意見Assessment decision : <input type="checkbox"/> 同意Approve <input type="checkbox"/> 不同意Disapprove 其他意見Other comments :			
教務處初審 Office of Academic Affairs Initial Assessment	<input type="checkbox"/> 符合 Qualified <input type="checkbox"/> 不符合 Not Qualified 承辦人 Administrator : 組長 Director of the Registration Division :				
擬轉院(系) 審查意見 Comments from the intended transfer department/college	系主任 Department Chair		院長 Dean of the College		
	審查結果Assessment result : 經 年 月 日系所務會議或系所招生相關之委員會議 審查 (附會議紀錄) Decision was made at the Departmental Affairs Meeting or the Student Recruitment Committee meeting held on [year][month][day] (with meeting minutes) <input type="checkbox"/> 同意 Approve <input type="checkbox"/> 不同意 Disapprove 系所主管簽章Signature of Department Chair :				

※附註(見下頁) : Notes (see next page)

113.06.01 更新 June 1st, 2024 updated

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，其他入學身份分為僑生、外國學生、轉學生、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。
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1. To apply for a department transfer, an application form (including a preference list) needs to be completed. If applying for two preferences, two separate application forms must be submitted.
 2. The department transfer application must be accompanied by an academic transcript of all study years for verification.
 3. Students applying for a department transfer must meet the criteria of the intended department. Please carefully review the "Department Transfer Assessment Criteria" attached to the announcement.
 4. If the initial review by the Office of Academic Affairs finds the application does not meet the requirements, the application form will be returned to the applicant via their current department.
 5. Besides regular students, other classifications include overseas Chinese students, international students, transfer students, students with outstanding sports performance, various types of gifted students, and students with disabilities. Please accurately indicate your student category to facilitate the review process.