

# 國立中山大學 研究生 轉系所申請書

National Sun Yat-sen University

Application Form for Graduate Degree Students' Change of Department/Institute

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 (研究所) Department (Institute) : 年級 Year :						
學制別 Degree Program	<input type="checkbox"/> 碩士班Master's program <input type="checkbox"/> 博士班Doctorate program		身分別 Types of student status		<input type="checkbox"/> 一般生Standard <input type="checkbox"/> 其他Other : (請參閱附註三 See Note 3)		
擬轉入院系(所)級 Intended transfer college/department	擬申請轉入 Intended to transfer to 學院College : 學系 (研究所) Department (Institute) : 年級Year :						
申請轉系(所)原因 Reasons for change							
申請人 Applicant	(簽章Signature)		手機Mobile :		研究室Office/電話 Home :		
				電子郵件 Email:			
上列資料由申請學生詳實填寫並送所屬系所主管及院長簽核後，連同審查資料送註冊組彙辦 All information listed above must be accurately completed by the applicant and submitted to the respective department chair and Dean of the college for approval, followed by the submission of all required documents to the Registration Division.							
原屬院系(所)審查意見 Comments from the current department/college	指導教授Advisor		系所主管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(所)審查意見 Comments from the intended transfer department/college	系所主管 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：

- 一、研究生申請轉系，須填具申請單，並附歷年成績單及有助轉系所之相關審查資料，以便審查。
- 二、研究生得於修業滿一學期申請轉系所（休學不計入年限）；教務處初審不符規定者，申請單將交由所屬系所退還申請者。
- 三、身份別除一般生外，依入學身分區分為在職生、僑生、外國學生等，請確實填寫身分別，俾便審查。
- 四、受各種入學方式之規定有轉系所限制者，依其規定辦理。

Notes :

1. Graduate students applying for a department transfer must complete an application form and attach their academic transcripts from previous years, along with any relevant documents that may support their transfer application for review.
2. Graduate students may apply for a department transfer after completing one semester of study (excluding periods of leave). Applications deemed ineligible by the Office of Academic Affairs will be returned to the applicant via their current department office.
3. Besides standard students, students are categorized based on their admission status, including full-time employed students, overseas Chinese students, and international students. Please ensure accurate completion of all required fields for the purpose of assessment.
4. Specific regulations may restrict department transfers for students admitted through certain admission channels. Transfer requests will be processed according to the respective regulations.