**National Sun Yat-Sen University**

**Credit Waiver Application Form**

Academic Year of Application: Application Date: YYYY / MM / DD Page \_\_\_ of \_\_\_

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Student ID No. | Name | Department/Institute | Degree Type | Student Status |
|  |  |  | □ Bachelor □ Master□ Master In-Service □ Doctoral | □ New Student□ Transfer Student□ Current Student |

※Undergraduate students requesting a credit waiver for General Education courses must submit the 'General Education Credit Waiver Application Form' separately.

|  |  |  |
| --- | --- | --- |
| Credit transfer course | Course, credit and grade | Comments of the department/institute |
| Approved | Partially Approved (Additional Courses Required) | Not Approved | Signed by course instructor |
| Required/Elective | Course Title | Credit | Course Title | Credit | Grade | Course Title | Semester | Credit |
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| Students must complete the form, sign it, obtain advisor and department chair approval, and submit it to the Registration Division for processing. |
| Applicant Signature | If a credit waiver is approved, the course must be dropped by the student.Phone number: | Advisor |  | Countersignature for upgrading to a higher year (For undergraduate freshmen only) |
| Staff-in-chargeDepartment/Institute |  | Department Chair |  | The student is granted a total of \_\_\_\_\_waiver credits and is eligible for advancement to the \_\_\_ year per regulations.Chair of the DepartmentSignature: |
| Staff-in-ChargeRegistration Division | Total Approved Waiver Credits:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Director, RegistrationDivision |  |

Notes: 1. Refer to the department/institute's *Obligatory Course List* and *Credit Transfer Guidelines*, including those for professional program students.

2. Applicants must submit their transcript (or credit certificate) and course syllabus.

3. Departments/institutes must specify the approved transfer courses, required make-up courses, semesters, and credits.

4. Freshmen eligible for an academic year upgrade are exempt from physical education courses before the upgrade but must complete the credit transfer procedure.

5. If a credit transfer is approved for an enrolled or system-assigned course, the student must drop it during the add/drop period.

Last Updated: March 2025

【Attachments】 Page \_\_\_ of \_\_\_

1. Transcript (or credit certificate) of each academic year

2. Syllabus

 (Submit the required attachments along with the Application Form. If the syllabus cannot be downloaded online, please complete the form below.)

Syllabus and Contents List

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Student ID No. |  | Name |  | Department |  |
| Finished courses | Chinese |  |
| English |  |
| University/college |  | Department/institute |  | Instructor |  |
| Year/semester | The semester in the academic year | Credits |  | Grade |  |
| Hours |  |
| Credit transfer course |  | Credits of the course |  |
| **Syllabus and contents** (including the units and contents of the course)**References/textbooks:** |

**Note: Documents are essential for review. Please provide detailed information. (If more space is needed, attach additional A4 pages.)**