

National Sun Yat-sen University

Checklist for Exchange Students Returning to the University

Date (YYYY/MM/DD):

Name		Student ID No.	
College Department / Institute	College: Department / Institute:	<input type="checkbox"/> Bachelor's Program <input type="checkbox"/> Master's Program <input type="checkbox"/> Mater's In-service Program <input type="checkbox"/> Doctor's Program	
Exchange University			
Duration of Exchange Abroad	From the _____ semester in the _____ academic year To the _____ semester in the _____ academic year		

※ Please visit the following units to complete the return-to-school procedures.

Responsible Unit	Affairs to be Handled	Handled by
1. Department/Institute	As specified in relevant regulations of the department/institute.	
2. College	As specified in relevant regulations of the college.	
3. Office of Student Affairs	Confirm the extension of the study period and the necessity for postponing military service (for male students only).	
4. Office of International Affairs	1. Exchange student nominated by OIA: Submitting the Study Abroad Report via email. 2. Other programs: According to the program regulations.	
5. Registration Division, Office of Academic Affairs	1. Submit transcripts. 2. Total _____ credits were obtained abroad.	
6. Payroll & Cashier Division	Pay the credit fee (exempt from payment do not need to visit the cashier's office).	
7. Registration Division, Office of Academic Affairs	1. Process credit registration. 2. Return this Checklist.	

Note:

1. Students must complete return-to-school procedures within one month of returning and submit course grades for credit transfer; failure to do so will result in no credit registration.
2. Undergraduate and graduate students must convert course hours taken abroad to credits and pay the credit fee upon return.
3. The Registration Division, Office of Academic Affairs will retain the form and send a copy to the International Affairs Office.

Last Updated: February 2023