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  　　　　　 　學系Department  　　　年級year group  \_\_\_\_\_\_\_\_\_\_班Class | | | 身分別  Types of student | | □一般生standard  □其他Other：  （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  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_學系department \_\_\_\_年級year  \_\_\_\_\_\_\_\_\_班Class | | | | | | | | * □平轉Same year * □降轉Lower year |
| 曾申請雙主修或輔系 Have applied for double-major or a minor study □是yes □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） | | | | | | | | |
| 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：  □同意approve□不同意disapprove  其他意見Other comments：  (簽章Signature) | | |  | | |  | |
| 教務處初審  Office of Academic Affairs  Initial assessment | | □符合Qualified  □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)  □同意approve　　□不同意disapprove  (簽章Signature) | | | | |  | | |

附註：

1. 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。
2. 轉系申請書應隨附歷年成績單，以便查核。
3. 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」。
4. 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。
5. 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