

# 國立勤益科技大學學生轉系申請書

## National Chin-Yi University of Technology Department Transfer Application Form

申請日期： 年 月 日

編號：

Application Date: YY/MM/DD

No.:

姓名 Name		學號 Student No.		轉 系 原 因 Reasons for Transfer	(應含轉系動機、學業計畫及其他個人志向等，內容敘述不得少於 100 字，可於本欄書寫或以 A4 紙張另頁附繳) (Information should contain the reasons for department transfer, study plan and personal career, etc. (at least 100 words). This can be written in this column or on an A4 piece of paper.)
原所屬系 級 Original Department	系 年級 班 Department Grade Class				
擬轉入系 級 The Department wish to transfer to	系 Department				
申請人簽 章 Signed by the Applicant	家 長 簽 章 Signed by the Parent	本人同意敝子弟申請轉系 I agree to my child applying department transfer.			
電 話 及 手 機 Telephone and Mobile			通 訊 處 Address	□□□	
原屬系審查 Reviewed by the original department	班級導師或系辦承辦人 Homeroom Teacher or Department Undertaker		系主任 Department Chair		附件 Attachment
	審查意見： <input type="checkbox"/> 同意轉出 <input type="checkbox"/> 不同意轉出 <input type="checkbox"/> 其他意見： 簽章： Opinion: <input type="checkbox"/> Agree <input type="checkbox"/> Disagree <input type="checkbox"/> Other opinion: Signature:		審查意見： <input type="checkbox"/> 同意轉出 <input type="checkbox"/> 不同意轉出 <input type="checkbox"/> 其他意見： 簽章： Opinion: <input type="checkbox"/> Agree <input type="checkbox"/> Disagree <input type="checkbox"/> Other opinion: Signature:		1.必備 <input checked="" type="checkbox"/> 歷年成績單 <input checked="" type="checkbox"/> 回郵信封(貼足郵資) 1. Required <input type="checkbox"/> All Academic Year Transcripts <input type="checkbox"/> A self-addressed stamped envelope 2.其他 Other
※粗框內資料請詳實填具後經所屬系辦簽核，並於學校公告申請期限內親自送註冊組，逾期不予受理！Please ensure all the required information is filled in and have the application form ratified by the department. Please submit the document to the Registration Section in person within the application period announced by NCUT. Late applications will not be accepted.					
國際事務處 初核 (本國生免會) Office of International Affairs (Taiwan students are exempted)					
國際事務處 承辦人 Office of International Affairs Undertaker				國際事務處 處長 Dean of International Affairs	
1.轉入系審查 Reviewed by the Transferred Department				2.轉入系審查會議複審 Second Review by the Review Meeting of the Transferred Department	

<input type="checkbox"/> 成績符合本系轉系辦法第___條，送轉系審查委員會複審。 <input type="checkbox"/> 成績未符合本系轉系辦法第___條，原件退回。 <input type="checkbox"/> 其他意見 <b>系主任簽章：</b> <input type="checkbox"/> The applicant's grade conforms to Article No. ___ of the Department Transfer Rules. The application document is submitted to the Department Review Committee for second review. <input type="checkbox"/> The applicant's grade does not conform to Article No. ___ of the Department Transfer Rules. Thus, the applicant document is returned. <input type="checkbox"/> Other opinions Signed by the Department Chair:	錄取優先順序 Admission Priority Order	經 年 月 日 學年度轉系審查會議決議：(附會議紀錄) <input type="checkbox"/> 准予轉入_____系_____年級就讀。 <input type="checkbox"/> 未通過 Resolved by Department Transfer Review Meeting on YY/MM/DD (Meeting minutes are attached). <input type="checkbox"/> The applicant is approved to transfer to _____ year, Department of _____. <input type="checkbox"/> Not approved.
---	------------------------------------	--

### 3.教務單位 Academic Unit

轉入班級/座號 The applicant is transferred to No./Class	_____系_____年_____班 / 座號_____ No._____/Class_____ Year ____ Department of _____	
教務處註冊組 承辦人 Undertaker of Registration Section, Office of Academic Affairs	教務處註冊組 組長 Chief of Registration Section, Office of Academic Affairs	教務長 Dean of Academic Affairs

備註：1.學生申請轉系前請先詳閱本校「學生轉系(學位學程)辦法」。申請時請填具本申請書並附繳歷年成績單乙份、回郵信封乙個(請寫妥收件人姓名、地址及填妥郵資)，親送教務處註冊組彙整後函送至擬轉入系進行審查。申請書既經受理後，不得再更改或撤回。

2.僑生、港澳生、陸生及外國學生其轉系申請須經校內專責輔導單位(國際事務處)初核。

3.如有辦理轉系考(面)試，由各系另行規定有關事項，凡申請轉系同學應密切注意擬轉入系之轉系考(面)試公告，並應按時前往應試。

4.申請轉系以一次為限，一經核准者，即不得再行轉入其他系組，亦不得再回原系組，請慎重考慮再提出轉系申請。轉系錄取學生名單經簽奉校長核可後，由教務處註冊組上網公告並個別通知。

- Notes:
1. Before submitting an application please read NCUT's Rules for Department (Program) Transfer carefully. To apply, please fill out the application form and submit all academic year transcripts and one self-addressed stamped envelope (please ensure to add the name and address of the recipient and attach enough postage). The documents should be submitted to the Registration Section, Office of Academic Affairs, in person. The Registration Section shall organize the documents and deliver to the department that the student wishes to transfer to for review. After the application form is accepted, it cannot be revised or withdrawn.
  2. For overseas Chinese students, students from Hong Kong and Macau, students from China and other countries to apply for department transfer, please have the application ratified first by Office of International Affairs.
  3. Applicants should pay attention to department announcements of written exams or interviews according to the department rules and ensure they attend exams (interviews) on time.
  4. Department transfer is limited to one application only. Those whose application is approved may not apply to transfer to another department and may not return to the original department. Please think carefully before applying for a the department transfer. The list of admissions will be announced online by the Registration Section, Office of Academic Affairs, once ratified and approved by the President. Applicants will also be informed individually.