

ChaoYang University of Technology

Application Form for Department Transfer

Date of Application: Academic Year _____ ; 1st / 2nd Semester Date: Y M D

Name		Student ID No.	
Current Dept.	<input type="checkbox"/> Undergraduate Program <input type="checkbox"/> Division of Continuing Education		Dept. Year
Intended Dept.	Dept.		<input type="checkbox"/> Demoting transfer <input type="checkbox"/> Normal transfer
Reasons Applying for Transfer			Documents Attached : <input type="checkbox"/> Official transcripts <input type="checkbox"/> other _____
Applicant's Signature	Tel. :	Parent's Signature	Tel. :
Application Procedure	Admissions Section	<input type="checkbox"/> Approval <input type="checkbox"/> Disapproval <div style="text-align: right;">Signature : _____</div>	
	Signature of Current Department	<input type="checkbox"/> Approval <input type="checkbox"/> Disapproval <div style="text-align: right;">Signature : _____</div>	
	Signature of Dean of Current Department	<input type="checkbox"/> Approval <input type="checkbox"/> Disapproval <div style="text-align: right;">Signature : _____</div>	
	Signature of the Dean of the Intended Dept.	<input type="checkbox"/> Approval; enrollment intention confirmed. <input type="checkbox"/> Disapproval <div style="text-align: right;">Signature : _____</div>	
	Office of Student Affairs		

1. Please get the information about the application regulations from the intended department first.
2. Submit the transcripts of the previous semesters (including semester transcripts with ranking and number of students in class).
3. Please make the application by yourself or through commission with a power of attorney. Application forms by mail will not be accepted.
4. Please refer to the announcement released by the Registration Section for the date of application. Overdue application will not be processed.
5. The transfer to another department will be allowed just once. If the application is approved, students can neither transfer again nor ask to return to the original department.
6. The result will be posted on the Registrar Section Website in mid-July.