

朝陽科技大學 Chaoyang University of Technology

學生轉系、所申請表 Application for Department Transfer

姓名 Name	學號 Student No.	申請日期 Application Date
身份 Identity	<input type="checkbox"/> 日間部 Daytime Division <input type="checkbox"/> 進修部 Evening Division	<input type="checkbox"/> 本國生 Local Student <input type="checkbox"/> 外國學生 Foreign Student <input type="checkbox"/> 陸生 Mainland Student <input type="checkbox"/> 僑生、港澳生 Overseas Chinese/Hong Kong/Macau Student
原屬系級(本學年度) Current Department	<input type="checkbox"/> 四技 Bachelor Program <input type="checkbox"/> 碩士 Master Program	系 Dept _____ 年級 Year _____ 班 Class _____
擬轉入系級(下學年度) Department intended to transfer in next academic year	<input type="checkbox"/> 四技 Bachelor Program <input type="checkbox"/> 碩士 Master Program <input type="checkbox"/> 平轉 Normal Transfer <input type="checkbox"/> 自願降轉 Demoting Transfer	系 Dept _____ 年級 Year _____ 班 Class _____
申請原因 Reason(s) for application	附繳資料 Documents attached <input type="checkbox"/> 歷年成績單 Transcripts of past years <input type="checkbox"/> 各系、所規定資料 Required information from department _____	
學生簽章 Signature of applicant	行動電話 Contact Number	
家長簽章 Signature of parents	家長電話 Contact Number	
日間部學生必須家長簽章同意，進修部學生且年滿 20 歲得免家長簽章 Students of Daytime Division should obtain consent from parents while students of evening division with age 20 or above are waived.		
審核意見 Review by		
原屬導師 Current Class Mentor	<input type="checkbox"/> 同意轉出 Agree to transfer <input type="checkbox"/> 不同意轉出 Disagree to transfer <input type="checkbox"/> 請學生與學生發展中心面談(T1-106) Student is suggested to have interview with the Student Development Center. <div style="text-align: right;">(簽章 Signature)</div>	
原屬系主任 Director of Current Department	<div style="text-align: right;">(簽章 Signature)</div>	
學生發展中心 Student Development Center	<div style="text-align: right;">(簽章 Signature)</div>	
擬附轉入學系(所)要求之資料併同申請表送交至轉入系(所)辦公室。 Please submit application together with attached documents to the department you intended to transfer.		
轉入系主任 Department Director	<input type="checkbox"/> 通過，無須參考_____學年度第_____學期成績，預計編入班級____班。 Transfer accepted. It is not required to consider the result of semester _____ of academic year _____. Direct proceed to Class _____. <input type="checkbox"/> 須參考_____學年度第_____學期成績後，決定是否通過轉系、所。(成績須達_____分通過) Decision to be made after considering the result of semester _____ of academic year _____. (Passing Mark: _____) <input type="checkbox"/> 不通過 Transfer not accepted. <input type="checkbox"/> 其他 Others _____ <div style="text-align: right;">(簽章 Signature)</div>	
註冊組 Admissions Section	<input type="checkbox"/> 符合轉系、所名額及相關規定 Within transfer quota and fulfill related requirements. <input type="checkbox"/> 不符合轉系、所資格 Fail to fulfill related transfer requirements.	
註 Notes		
1. 平轉：一年級轉二年級或二年級轉三年級，自願降轉：目前二年級升三年級自願降轉二年級或三年級升四年級自願降轉三年級。Normal Transfer refers to transfer from Year 1 to Year 2 or from Year 2 to Year 3. Demoting Transfer refers to transfer from Year 2 to Year 2 or from Year 3 to Year 3. 2. 學生申請轉系(所)前應深入瞭解擬轉入系(所)課程內容，所修學分及其特性。Student should understand the course contents, credits, characteristics and transfer requirements of the department intended to transfer before application. 3. 轉系(所)申請期限依本校行事曆規定期限內提出申請，逾期不予受理。有關考試內容、日期時間等事項，請向各系(所)詢問。Please refer to the CYUT academic calendar for the time schedule of submitting application. Late entry is not accepted. You may contact the department for examination details. 4. 符合各學系(所)之轉系(所)申請條件者，請於申請期限內將資料送轉入系(所)審查，預計_____年 7 月中旬公告通過名單，屆時請至註冊組首頁/最新消息查詢。Those who fulfill the transfer requirements should submit information to the transfer department for review within the deadline given. Announcement will be made by Mid-July through the webpage of Admissions Section.		