

國立台灣科技大學轉所申請書

Transfer of Major department Application Form

申請日期(date) : 年(yy) 月(mm) 日(dd)

Applicant's Information	姓名 Name		學號 Student ID.No.	
	原屬系所 current department	Dept. of _____ <input type="checkbox"/> 碩士 master <input type="checkbox"/> 博士 Ph.D.	擬轉入系所 Transfer to	Dept of _____ <input type="checkbox"/> 碩士 master <input type="checkbox"/> 博士 Ph. D.
			擬轉入指導 教授簽名 Signature of the thesis advisor of the department you intend to transfer to	
	申請原因 Reason for transfer of major		曾否辦理轉系 (請勾選) Have you applied before	<input type="checkbox"/> 未曾轉系 No <input type="checkbox"/> 曾轉系 Yes
	通訊處 Mailing address		附繳資料 (請勾選) Attached documents	<input type="checkbox"/> 申請轉系前各學期成績單 Transcript <input type="checkbox"/> 學生書面報告 Written report <input type="checkbox"/> 其他(請詳列) Others (Please specify)
	學生簽章 Applicant's signature		聯絡電話 手機號碼 Cell phone Tel.	

Official review	研教組 Graduate Studies Section	擬轉入系所(簽注意見)	國際處 OIA	教務長 Dean
		本案業經本系第_____次_____會議決議 <input type="checkbox"/> 同意 Approved <input type="checkbox"/> 不同意 Disapproved 若該生為台科大外籍研究生獎學金受獎人，系所是否同意在既定名額中繼續提供獎學金 <input type="checkbox"/> 同意 Approved (<input type="checkbox"/> 全額 <input type="checkbox"/> 半額 <input type="checkbox"/> 免學雜) <input type="checkbox"/> 不同意 Disapproved 系所主任簽章 Department Chairman :		

Note : 1. The actual date of application period is based on the announcement of Office of Academic Affairs.

2. **NTUST scholarship recipients who wish to transfer to another department must re-apply for the scholarship from the new department.**

3. Those who meet one of the following circumstances are not allowed to apply for transfer:

- (1) Students who is on the period of leave of absence.
- (2) Students who has ever applied and received approval before.
- (3) Other circumstances under which students are prohibited from being transferred to other departments as prescribed by laws, regulations and rules.

4. Each student can only apply one time and transfer to one department only. Those who received approval are prohibited to transfer back to their original departments. Disapproved applicants may continue to register in their current departments.