

中華大學 _____學年度 第_____學期 轉系〔組〕申請表
Chung Hua University Application Form for Department Transfer

Academic Year _____, _____ Semester Date: _____ / _____ / _____

學號 Student ID	姓名 Name	家長簽章 Parent(signature/seal)

原就讀學系組別 Current Department/Group /Grade	學系 Department	組 Division	年級 Grade
原就讀學系院長 Department to transfer		原就讀學系系主任 Chairperson of current Department	

擬申請轉入學系組別 Intended Department/Group	志願一 First choice	學系 Department	組 Division	年級 Grade
	志願二 Second choice	學系 Department	組 Division	年級 Grade

擬轉入學系審查小組 Examine team of intended department				
初審 First Examine	志願一 First choice	學系助理 Assistant of Department	學系主任 Chairperson of Department	院長 Dean
	志願二 Second choice	學系助理 Assistant of Department	學系主任 Chairperson of Department	院長 Dean
複審 Re-Examine	轉系審查委員會 Committee of Department Transfer Examine			
	教務長 Dean of Academic Affairs			

申請學生簽名 Applying Student (Signature)	聯絡電話 Phone Number	申請日期 Date of Application
		年 月 日 Date: _____ / _____ / _____

說明 Instructions :

- 一、學生填寫轉系申請表請先參考本校轉系辦法及各系轉系標準表。Students who filling this form must read the Department Transfer Guidelines and Standard list of Department.
- 二、填寫轉系申請表經家長簽名同意後申請歷年成績單。Please finish this form with Parent agreement form and Transcript for all semester.
- 三、本表經原系院長及系主任簽註後，於公告期限內送交註冊課務組，逾期以自動放棄論。After approved by Dean and chairperson of department, this form will hand over to Division of Registrar and Curriculum during the time that published. If you hand over at the time that have expired, this form can't be finished.
- 四、註冊課務組彙整後送各系辦理初審。Division of Registrar and Curriculum will archive all forms then sent to each department to run first examine.
- 五、各系助理依各系轉系標準審定其資格，合格者在轉呈系審查小組審查。Each assistant of department will check the student meets the standards or not. If the student is meet the standard, that student will enter the next stage of examine.
- 六、學系初審完畢送註冊課務組，彙整後擇期召開轉系審查會議進行複審。Each department will sent these profiles to Division of Registrar and Curriculum after first examine. After achieved, Registry Division will held the Re-examine.
- 七、轉系結果於網路公告，未經通過者，仍回原系級肄業。The final result will publish to the school website, someone who didn't pass the examine will keep their current department.