

## National Chiayi University Overseas Student Department Transfer Application Form

Student Information							
Name		Student Number		Phone		Application Date	
UI NO. of ARC				Nationality			
Current (Transfer-out) college and department				Grade			
Transfer-in department preferences		Preference 1		Preference 2		Preference 3	
Reason for department transfer							
Student signature							
Current (Transfer-out) college and department							
Interview record							
Advisor signature				Department director signature			

Division of International Student Affairs Review

Attached documents:

- Application form (including autobiography and reason for department transfer)
- Transcripts
- Career Interest Inventory (To do the individual testing at Center of Student Counseling is required.)
- Office
- Photocopy of student ID card
- Photocopy of resident certificate
- Other \_\_\_\_\_

Undertaking personnel:

Unit Director:

Dean of International Affairs:

Description: In accordance with Article XVIII of the Regulations Regarding Study and Counseling Assistance for Overseas Chinese Students in Taiwan amended and issued by the Ministry of Education and the Overseas Community Affairs Council, each educational institution shall regularly hold orientation lectures for newly enrolled overseas Chinese students; and provide specific counselling and guidance; guidance regarding transferring to another department ( section ) ; academic assistance; and remedial classes, lectures, or training during the winter or summer recess; and extra-curricular activities for the overseas Chinese students.

Pending transfer-in department review opinion

Review outcome :             Approved. Please transfer in Academic Year \_\_\_\_\_ Semester \_\_\_\_\_.  
     Not approved.

Review opinion :

Signature :

Notes:

1. Submit an application for department transfer during the second semester of each academic year within the deadline announced by the Office of International Affairs

2. The review standards for department transfer shall be independently set by each department.
3. Bachelor program overseas students under any one of the following conditions shall not apply for transfer:
  - (1) Overseas students who have studied at NCYU for less than one academic year (including the current semester of application).
  - (2) Overseas students in their senior year of study or above (the fifth year or above for the Department of Veterinary Medicine students).
  - (3) Overseas students who are still on a leave of absence from school.
  - (4) Students in full-time programs and extension education programs shall not be allowed to apply for department or class transfer across programs.
  - (5) Students who are under the restrictions of the regulations of various admission methods. Special circumstances shall be handled in accordance with the admissions regulations pertaining to various admission methods.
4. Students who have been approved for department transfer shall not be allowed further application for transfer or return to their original department.
5. Other relevant regulations shall be handled in accordance with the provisions of the National Chiayi University Student Department Transfer Regulations.