

## 長庚大學 學年度學生轉系(所)申請書

## Application for Department Transfer

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| 原就讀學系<br>Original Department   | 學系 Department  | 擬轉入學<br>系 Intended<br>Department        | 學系 New<br>Department |
|  | 學號 Student ID No. :  |   | 年級 Grade             |
|  | 姓名 Name :  |   |                      |
|  | 年級 Grade   |   |                      |
| 學生簽章 Student<br>Signature  |  | 家長簽章<br>Parent signature                |                      |
| 連絡電話 Contact<br>phone No.  |  | 地址 Address                              |                      |
| 入學身分 Entrance<br>status  | <input type="checkbox"/> 考試入學 Entrance exam <input type="checkbox"/> 個人申請 Individual application<br><input type="checkbox"/> 繁星推薦"By Star Plan" recommended <input type="checkbox"/> 其他 ( ) Others |   |                      |
| 院長 Dean  | 原系(所)主任<br>Chairman of original department   | 原系導師(研究生指導教授)<br>Advisor                |                      |
| 轉入系(所)審查委員會決議<br>Decision of Transferring<br>Department<br>Committee | <input type="checkbox"/> 通過轉系(所) Pass<br><input type="checkbox"/> 不通過轉系(所) Fail  |   |                      |
|  | 院長 Dean of college   | 系(所)主任<br>Chairman<br>of the Department |                      |
| 教務長<br>Dean of Academic<br>Affairs                                   | 註冊(研教)組組長 Director of Registry<br>( Graduate Studies ) Section   | 承辦人<br>Staff of Registry Section        |                      |

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| 備註 Note | <p>1.申請時附申請成績單繳費收據、轉系通知信封(附掛號郵資 25 元)。</p> <p>When applying, please attach the application transcript payment receipt and notice envelope ( 25 NT dollars for registered post).</p> <p>2.轉系(所)相關規定請參考本校轉系(所)辦法。</p> <p>Please refer to the Transferring regulation of CGU.</p> <p>3.各學系學生轉系(所)審查標準請進入教務處網頁，點選服務項目，參閱轉系所申請。</p> <p>For the information of transferring departments, please refer to the website of the Academic Affairs Office.</p> <p>4.本表經導師(研究生指導教授)、系(所)主任及院長簽註意見後送註冊組、研教組辦理。</p> <p>This form should be signed by the advisor (graduate instructor), the directors of the department, and the dean of schools; then send it to the registry session or the graduate studies session for following process.</p> <p>5.轉系(所)申請以教務處公告之申請日期為依據，逾期概不受理。</p> <p>The date of application for transferring departments will be announced by Academic Affairs Office. Overdue will not be accepted</p> <p>6.申請降轉者，請於擬申請轉入學系組別年級上註明『降轉』。</p> <p>Application for Demotion Transfer, please indicate " Demotion Transfer" on the application form.</p> <p>7.轉系(所)申請經錄取後不得以任何理由申請回原系(所)。</p> <p>Once the transferring permitted, students are not allowed to transfer back to the original department for any reason.</p> |
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