

Return to School Procedure Form

Date of Processing : YYYY MM DD

Name		Student ID	
Department	College: Department:	<input type="checkbox"/> Undergraduate <input type="checkbox"/> Ph.D. Program <input type="checkbox"/> Master's Program	
Overseas University			
Period of Study	From Year ____ Month ____ Day ____ to Year ____ Month ____ Day ____ From Academic Year ____ Semester ____ to Academic Year ____ Semester ____		

※Please proceed to the following departments to complete the procedures

Department	Items	Signature
Respective Department	Credit recognition applications and related matters according to departmental regulations.	
Registry section/ Graduate studies section	1. Submit the original transcript from overseas university. 2. Total credits completed overseas: _____; Recognized credits by CGU: _____ 3. Process credit registration	
Office of International Affairs	1. Submit the reflection report (electronic version). 2. Submit a copy of the overseas transcript and a copy of the entry/exit stamp for the study period. 3. Return this procedure form	

Notes:

1. Students must complete the process **within the two-week period between the third and second week before the start of the semester**. Submit the original transcript from the overseas university, written course materials (including course hours, syllabus, and original transcript), and the approved overseas course application form to the respective department for credit recognition.
2. The above return-to-school procedures must be completed within **two months** of returning.
3. This procedure form will be retained by the Office of International Affairs.