

National Chengchi University Master Student Application Form for Institute Transfer

Academic Year _____ Semester _____ Date: _____ (YYYYMMDD)

Student ID	Name	Phone number	Student Identity
			<input type="checkbox"/> Local Student <input type="checkbox"/> Mainland China Student <input type="checkbox"/> Overseas Chinese <input type="checkbox"/> International Student
Original Institute	Institute: Program (if any) Year:	Destination Institute	Institute: Program (if any) Year:

Declaration (for student)

Please state the request here:

Sign: _____

Notes:

1. The transfer is not allowed between full-time and part-time institutes. Only when the institutes are composed of different programs approved by the MOE, students could apply for the program transfer within the same institute.
2. Master students may apply for a one-time transfer to another graduate institute, provided that they obtain approvals from directors of both the origin and destination institutes prior to the commencement of the second academic year.
3. Rules regarding transfers of Master students shall be formulated by each graduate institute and listed in the terms and conditions of their Master programs. After the transfer application has been approved, student shall follow the required courses listed by the destination institute for the year the student start enrolled under the destination institute. Student may no longer apply to transfer back or to another institute.
4. Application open: 12/1-12/31 (Fall semester); 6/1-6/30 (Spring semester)
5. When this application is approved by both institutes and the Registration Office, the original institute should submit this original application form to Registration Office for further processes by the end of the application semester.
6. No defer allowed within the transfer application semester. If student applies for defer within the transfer semester, the transfer will be invalid and can't apply for transfer anymore.
7. The transfer will be valid from the next semester after the application. Students should fill out a credit transfer application form with an official transcript to the destination institute for credit accreditation within 2 weeks in transfer valid semester.

	Original Institute	Destination Institute
Institutes	<input type="checkbox"/> Agree <input type="checkbox"/> Disagree <input type="checkbox"/> Others : _____ <div style="text-align: right;">(sign/seal)</div>	<input type="checkbox"/> Agree <input type="checkbox"/> Disagree <input type="checkbox"/> Others : _____ <div style="text-align: right;">(sign/seal)</div>

	Registration Section	Dean
Office of Academic Affairs	From Academic Year _____ Semester _____ to Destination Institute	