

國立虎尾科技大學 _____ 學年度第 _____ 學期 日間部學生轉系申請書
National Formosa University The _____ semester of the _____ academic year
Application for transfer of day students

申請日期 Application Date: _____

學號 Student ID		姓名 name		性別 gender	☐ 男 male ☐ 女 female
入學管道 Enrollment channel	☐ 申請入學 apply for admission ☐ 轉學 transfer ☐ 推薦甄選 recommended selection ☐ 保送甄試 guaranteed screening ☐ 聯合分發 co-distribution ☐ 繁星計畫 Star Project ☐ 其他 others:		學制 Educational system	☐ 四技 Four-Year Technological Program ☐ 二技 Two-Year Technological Program ☐ 五專 Five-Year Junior College	
原所屬系級 Original department level	_____ 學院 College _____ 系(科) Department _____ 組 Group _____ 年級 Grade (請填現在年級)(Please fill in the current grade)				
擬轉入系級 It is planned to transfer to the department level	_____ 學院 College _____ 系(科) Department _____ 組 Group _____ 年級 Grade (請填轉入後年級)(Please fill in the post-transfer grade)				
降轉 Downturn	☐ 本人自願降轉 voluntarily demoted (☐ 升三降二年級 three to two grades or ☐ 升四降三年級 four to three grades) 簽章 Signature: _____				
轉系原因 The reason for the transfer	(應含轉系動機、學業計畫及其他個人志向或特殊原因等，內容敘述不得少於100字，請以A4紙張另頁附繳) (It should include the motivation for transferring, academic plans, and other personal aspirations or special reasons, etc., and the content description should not be less than 100 words, which can be attached on a separate page of A4 paper).				
學生簽章 Student Signature	本人確實已詳閱轉系公告 I have indeed read the transfer announcement carefully				
家長簽章 Parental signature	本人同意敝子弟轉系申請 I agree with my child's application for transfer				
地址 address	☐ ☐ ☐		電話 Telephone		
			手機 mobile phone		
	班級導師 Class tutor		系主任 Department Head		院長 Dean
原屬系及學院 審查 The original department and college review	審查意見 Review Opinion: ☐ 同意轉出 Agreed to transfer ☐ 不同意轉出 do not agree to transfer out (請述明理由 please state the reason) 簽章 Signature: _____		審查意見 Review Opinion: ☐ 同意轉出 Agreed to transfer ☐ 不同意轉出 do not agree to transfer out (請述明理由 please state the reason) 簽章 Signature: _____		簽章 Signature: _____
※粗框內資料請詳實填具後經所屬系(院)簽核，並於學校公告申請期限內親自送教學業務組（審查結果如有不同意者，則免送），逾期不予受理！ Please fill in the information in the bold box in detail and be signed by the department (college) to which you belong, and send it to the teaching business team in person within the application deadline announced by the school. (If there is disagreement with the review results, it will not be sent), and it will not be accepted after the deadline!					

>>>>>>以下審查流程由教學業務組負責函送各相關單位辦理，學生請勿自行陳送或簽註！

The following review process is handled by the Teaching Business Team and sent to all relevant units, please do not submit or endorse it yourself!

1. 教學業務組初審(資格審查) Preliminary review of the Academic Administration Section (qualification review)			
該生轉系申請 The student applies for a transfer ☐ 平轉 same grade transfer ☐ 降轉 downward transfer	教學業務組 Academic Administration Section	學業務組組長 Leader of the Academic Administration Section	教務長 Provost
2. 轉入系審查會議 Transfer to the department review meeting	3. 擬轉入系審查 Proposed transfer to the department for review	4. 轉入系系主任 Transfer to the department head	5. 轉入學院院長 Transfer to the dean of the college
經____年(year)____月(month)____日(day) ____學年度轉入系審查會議決議 Resolution of the transfer department review meeting ☐ 准予轉入 Transfer to ____學院(College) ____系(科)(Department) ____組(Group) ____年級就讀(Grade) ☐ 未通過 Not passed	審查意見 Review Opinion : ☐ 同意轉入 agree to transfer in ☐ 不同意轉入 do not agree to transfer in (請述明理由 please state the reason) 承辦人簽章 Signature:	簽章 Signature:	簽章 Signature:

※備註

- 一、學生申請轉系(科)前請先詳閱本校大學部學生轉系申請要點相關規定。申請時請填具申請書並附繳本校歷年成績單及其他有利於審查之資料，經原屬系(院)核章後親送教學業務組彙整，俾函送至擬轉入系(科)進行審查，申請書既經受理後，不得再更改或撤回。
- 二、如有辦理轉系(科)考(面)試，由各系(科)另行規定相關事項，凡申請轉系(科)同學應密切注意擬轉入系(科)之轉系(科)考(面)試公告，並應按時前往應試。
- 三、經核准轉系(科)學生，不得申請變更或撤銷；攸關就學權益，請慎重考慮再提出轉系(科)申請。轉系(科)核准學生名單由教學業務組統一於學校首頁及教學業務組網頁公告。

※Remarks

1. Before students apply for transfer to a department (subject), please read the relevant regulations of the school's undergraduate student transfer application guidelines. When applying, please fill out the application form and attach the transcripts of the university over the years and other materials that are conducive to the review, and send it to the teaching business team after being approved by the original department (college) and sent to the department (department) to which you intend to transfer for review.
2. If there is a transfer (subject) examination (face-to-face) examination, each department (department) will separately stipulate relevant matters, and all students applying for transfer department (subject) should pay close attention to the transfer (subject) examination (face-to-face) examination announcement of the department (department) they intend to transfer to. And should go to the test on time.
3. Students who have been approved to transfer departments (departments) shall not apply for change or revocation; It is related to the rights and interests of studying, please carefully consider before applying for a transfer of department (subject). The list of approved students for transfer (subject) will be announced by the Teaching Business Division on the school's homepage and the Teaching Business Division's website.