

國立虎尾科技大學 _____ 學年度第 _____ 學期 日間部碩博士生轉系申請書
National Formosa University _____ semester of _____ academic year Application for Transfer of
Master's and Doctoral Students in the Day Department

申請日期 Application Date: _____

學號 Student ID		中文姓名 Chinese name		性別 gender	☐ 男 male ☐ 女 female
身分別 Body	☐ 本國生 Domestic students ☐ 外國學生 foreign students ☐ 僑生 overseas Chinese students ☐ 港澳生 Hong Kong and Macau students ☐ 陸生 china students	入學管道 Admission pathway	☐ 碩士甄試入學 Master's Entrance Examination ☐ 博碩士考試入學 Doctoral and Master's Degree Entrance Examination ☐ 海外聯招 Overseas Joint Entrance Examination ☐ 其他 Others:	學制 Education system	☐ 碩士 master ☐ 博士 doctor
原所屬系級 Original department level	_____ 學院 College _____ 系、學程 Department、degree program _____ 年級 Grade (請填現在年級) (Please fill in the current grade)				
擬轉入系級 Proposed transfer to department level	_____ 學院 College _____ 系、學程 Department、degree program _____ 年級 Grade (請填轉入後年級) (Please fill in the post-transfer grade)				
申請轉系原因 Reasons for applying to change departments		繳交資料 Submit documents	☐ 歷年成績單 Academic Records ☐ 轉系說明書(自傳) Transfer Instructions (autobiography) ☐ 書面報告(學習計畫或研究計畫書) Written report (Study plan or research plan) ☐ 教授同意指導(或推薦)函 The professor agreed to provide guidance (or recommend) letter ☐ 其他有利審查資料: Other favorable review materials		
申請人簽章 Applicant's signature		手機 mobile phone			
		電話 Telephone			
原屬院系、學位學程審查 The original department and degree program review	指導教授 supervising professor	系主任 Department Head		院長 Dean	
	審查意見 Review comments: ☐ 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 comments: ☐ 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:	
※以上資料請詳實填具後經原所屬指導教授、院系、學位學程主管簽核，並於學校公告申請期限內親自送教學業務組，逾期不予受理！（審查結果如有不同意者，則免送） ※Please fill in the above information in detail and be signed by the original advisor, department, and degree program supervisor, and sent to the teaching business team in person within the school's announced application deadline.					
教務處 Academic Affairs Office	教學業務組 Academic Administration Section	教學業務組組長 Leader of the Academic Administration Section		教務長 Provost	
擬轉入院系、學位學程審查 Proposed transfer to departments and degree programs reviewed	轉入院系、學位學程審查會議 Transfer department and degree program review meeting 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(Department) _____ 學程(degree program) _____ 年級就讀(Grade) ☐ 未通過 Not passed 承辦人簽章 Signature of the person in charge:	轉入系主任 Transferred to Department Head 審查意見 Review comments: ☐ 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) 簽章 Signature:		院 長 The dean of the college 審查意見 Review comments: ☐ 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) 簽章 Signature:	

※備註

- 一、學生申請轉院系、學位學程前請先詳閱本校轉系申請要點相關規定。申請時請填具申請書並依擬轉入院系、學位學程依轉系考審規範之規定並繳交審查資料，經原屬院系、學位學程指導教授及主管核章後親送教學業務組彙整，俾函送至擬轉入院系、學位學程進行審查，申請書既經受理後，不得再更改或撤回。
- 二、如有辦理轉院系考（面）試，由各院系、學位學程另行規定相關事項，凡申請轉院系、學位學程同學應密切注意擬轉入院系之轉系考（面）試公告，並應按時前往應試。
- 三、轉系申請以一次為限，經核准轉院系、學位學程學生，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申請。轉院系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 applying for a transfer to a department or degree program, please read the relevant regulations of the school's transfer application guidelines. When applying, please fill out the application form and submit the review materials in accordance with the regulations of the department and degree program to which you intend to transfer, and submit the review materials.
2. If there is a transfer department examination (face-to-face) examination, each department and degree program will separately stipulate relevant matters.
3. The application for transfer is limited to one time, and students who have been approved for transfer to a department or degree program may not apply for change or revocation. It is related to the rights and interests of studying, please carefully consider applying for a transfer department. The list of approved students for transfer departments will be announced by the Teaching Business Division on the school's homepage and the Teaching Business Division's website.