

日間部學生申請 114 學年度第 2 學期轉系注意事項

- 一、申請日期：114 年 11 月 24 日至 114 年 12 月 5 日下午 5 時，逾期或資料填寫不完全者恕不予受理。
- 二、申請資格：五專一、二年級、四技一、二年級(不含一年級臥虎專班)、二技一年級、碩博士(請參閱各院系、學位學程轉系考審規範)在學生。學生申請轉系當學期不得休學，若本學期欲辦理休、退學請勿提出申請。
- 三、日間部各學制轉系名額：詳如附件。
- 四、本校學生轉系申請要點、碩博士班轉系考審規範(含名額):詳如附件。
- 五、大學部及專科部學生申請轉系，請先徵求家長（或監護人）及原屬院、系主管與導師同意於申請書上簽章後，檢附在校歷年成績單及有利審查資料，於申請期限內送至教學業務組。
- 六、碩博士生申請轉系以一次為限，請依各院系、學位學程轉系考審規範規定繳交審查資料，填寫申請書並經指導教授及原屬院系主管同意於申請書上簽章後，於申請期限內送至教學業務組。
- 七、碩博士生轉系後，於轉系前已抵免之科目及學分，須向轉入系重新申請抵免審查，碩士先修生轉系後，不適用先修生抵免學分數不受上限限制之規定。
- 八、轉系審查方式由各系自訂可至各系詢問，如有辦理轉系考（面）試，由各系另行規定有關事項及通知學生，申請轉系同學密切注意擬轉入系之轉系考（面）試公告，並應按時前往應試。
- 九、申請轉系應親自辦理，請攜帶學生證俾便查驗，轉系申請每人限申請一系，資料經受理後不得以任何理由申請更改或撤回。
- 十、各學制有修業年限之規定，經核准轉系學生不得申請變更或撤銷，攸關就學權益，請務必審慎考慮後再提出轉系申請。
- 十一、經核准轉系學生，須於符合轉入系之修業規定與畢業條件後，方得畢業。
- 十二、申請轉系者，次學期學雜費請暫勿繳納，俟轉系申請核准名單公告後，錄取者請重新下載出納組製作之繳費單再繳納，未通過者持原繳費單繳納。
- 十三、轉系核准名單公告：預計 115 年 1 月 16 日公告於學校網首頁及教務處教學業務組網頁。



Notes for day students of National Formosa University applying for transfer in the second semester of the 114 academic year

1. Application date: **2025/11/24 to 2025/12/5 at 5 pm, overdue or incomplete information will not be accepted.**
2. Application qualifications: 1st and 2nd year of 5th junior college, 1st and 2nd year of 4th technical skills (excluding the first year of the crouching tiger class), first year of 2nd technical skills, master's and doctoral degree (please refer to the examination and review regulations for transfer of departments and degree programs) Students. **Students are not allowed to take a leave of absence in the semester when applying for a transfer to another department, and if they want to take a leave of absence or withdraw from school this semester, please do not apply .**
3. Transfer quota for each academic system of the day department: see the attachment for details.
4. Key points for department transfer and examination regulations for master's and doctoral programs (including quotas): as shown in the attachment.
5. **Undergraduate and junior college students applying for department transfer** should first seek the consent of their parents (or guardians), the heads of the original colleges and departments, and the instructor to sign the application form, **and then attach the transcripts of the school over the years and favorable review materials, and send them to the Academic Administration Section within the application period.**
6. **Master's and doctoral students can only apply for department transfer once, please submit review materials in accordance with the examination and review regulations of each department and degree program,** fill in the application form and sign the application form with the consent of the supervisor and the head of the original department, **and send it to the Academic Administration Section within the application period.**
7. **After master's and doctoral students transfer departments, the courses and credits that have been waived before transferring must reapply to the department for credit review.**
8. If there is a transfer examination (or face-to-face examination), each department will separately stipulate relevant matters and notify students, and students applying for transfer will pay close attention to the transfer examination (or face-to-face examination) announcement of the department they intend to transfer to, and should go to the test on time.
9. The application for transfer should be handled in person, please bring your student ID card for inspection, and each person applying for a transfer application is limited to one department, and the **information cannot be changed or withdrawn for any reason after acceptance.**
10. **Each educational system has a stipulation on the number of years of study, and students who have been approved to transfer departments are not allowed to apply for change or revocation, which is related to their rights and interests in school, so please be sure to consider carefully before applying for transfer.**
11. Students who have been approved to transfer to the department must meet the study requirements and graduation requirements of the transfer department before graduating.
12. **After the announcement of the approval list for transfer applications, admitted students should re-download the payment slip made by the cashier team and pay again.**
13. Announcement of the approval list for transfer to departments: **It is expected to be announced on the homepage of the school website and the website of the Academic Administration Section of the Office of Academic Affairs on January 16, 2026.**

