

National University of Kaohsiung

Application Form of Giving Up Department (Division)/Institute/Degree Program Transfer

- 1.The applicant needs to in person fill out the application form, send the application to the department/institute and the college transferred to as well as to the former department/ institute and the college. After the application is sealed by the afore-mentioned units, it then should be directly sent to the Division of the Academic Affairs.
- 2.The requirements of the application: Students who have been allowed to transfer are prohibited from applying for the university study at the former department (division), institute, and degree program without the approvals of these units and that of the Academic Affairs.
- 3.The deadline of the application: Students applying for the university study mentioned in the preceding requirements need to give up the approved transfer application before the beginning of the next academic year (July 31 every year).
- 4.Students are not allowed to demand to regain the transfer approval once this application form is delivered to the Office of Academic Affairs and all of the procedures have been finished

Information filled out by the applicant			
Former department/ institute	department/institute	Division and grade (year)	
Name	(signature)	Student ID NO.	
Telephone and cell phone	Cell phone: Telephone: ()		
Academic year of the application		Application date	/ / / (YYYY/MM/DD)
The reason for giving up	(Please state in detail)		

Reviewing comments of the department/institute transferred to and the college it belongs to			
Department/ institute transferred to	☐ Approve ☐ Reject ☐ Other comment: Signature of the department/institute chairperson:_____	College of the department/ institute transferred to	☐ Approve ☐ Reject ☐ Other comment: Signature of the college chairperson:_____

Reviewing comments of the former department/institute and the college			
Former department/ institute	☐ Approve ☐ Reject ☐ Other comment: Signature of the department/institute chairperson:_____	College of the former department/ institute	☐ Approve ☐ Reject ☐ Other comment: Signature of the college chairperson:_____

※Applicants are supposed to fill out the blanks above, and send the applications to the chairperson of the department/institute (college). After the applications are signed and approved, they need to be sent the Registration Section within the deadline. Applications will not be accepted beyond the deadline.

Seal of the Academic Affairs	Reviewing unit of the Academic Affairs	Dean of the Academic Affairs

