

國立高雄餐旅大學轉系所申請書

Application Form for Students' Change of Department in NKUHT

申請日期 Application date : _____月(M)_____日(D)_____年(Y)

學生姓名 Name	學號 Student ID	原屬學制 Current Program	<input type="checkbox"/> 碩士班 Master's Degree Program <input type="checkbox"/> 大學部四年制 Four-Year University
原屬系級 Current Department	系所 Department 年級 Year of Study	申請轉入系級 Intended Department	系所 Department 年級 Year of Study
入學管道	<input type="checkbox"/> 特殊選才 Special Talent Admission <input type="checkbox"/> 繁星 Stars Program <input type="checkbox"/> 高中生申請入學 High School Application <input type="checkbox"/> 推薦甄試 Admission Test <input type="checkbox"/> 技優甄保 Talented Student	<input type="checkbox"/> 技擾甄選 Skill-Based Selection <input type="checkbox"/> 登記分發 Placement <input type="checkbox"/> 轉學入學 Transfer <input type="checkbox"/> 外國生申請入學 International Student Admission Application	
通訊處 Mailing Address		電話手機 Phone No	
申請 轉系所原因 Reason of Transfer			
應繳 證明文件 Required Documents	<input type="checkbox"/> 歷年成績單正本。Original Academic Transcripts <input type="checkbox"/> 家長或監護人同意書。Parental or Guardian Consent Form <input type="checkbox"/> 轉入系所要求之相關文件。Required Documents for Department Transfer <input type="checkbox"/> 其他書面證明。Other Supporting Documents		
轉出系(所)審查 Review by Current Department			
導師 Advisor	<input type="checkbox"/> 同意 Agree <input type="checkbox"/> 不同意(請述明理由) Not Agree (Please state reasons)	系主任/所長 Department Chair / Institute Director	<input type="checkbox"/> 同意 Agree <input type="checkbox"/> 不同意(請述明理由) Not Agree (Please state reasons)
轉入系(所)審查 Review by Receiving Department			
導師 Advisor	<input type="checkbox"/> 同意 Agree <input type="checkbox"/> 不同意(請述明理由) Not Agree (Please state reasons)	系主任/所長 Department Chair / Institute Director	<input type="checkbox"/> 同意 Agree <input type="checkbox"/> 不同意(請述明理由) Not Agree (Please state reasons)
教務處 Academic Affairs Office	1、複核申請人基本資料 Review Applicant's Basic Information <input type="checkbox"/> 合格 Qualified <input type="checkbox"/> 不合格 Not Qualified 2、複核申請人申請資格 Review Applicant's Eligibility <input type="checkbox"/> 合格 Qualified <input type="checkbox"/> 不合格 Not Qualified 3、學籍系統處理 Processing in the Student Information System <input type="checkbox"/> 已處理 Registered <input type="checkbox"/> 未處理 Not Registered 註冊課務組承辦人 Registration and Curriculum Section Staff : 註冊課務組組長 Registration and Curriculum Section Director : 教務長 Dean of Academic Affairs :		

說明

一、申請轉系所應符合「學生轉系所審查標準」中各項規定之條件，請各系所謹慎審查。

1. Applicants for department transfer must meet all the requirements specified in the "Standards for Student Department Transfer Review". Each department should carefully review applications.

二、申請轉系所，須出具家長或監護人同意書。

2. A Parental or Guardian Consent Form must be submitted when applying for a department transfer.

三、轉系所學生之學分抵免，應符合「學生抵免學分要點」規定，且不得因轉系所申請延長原訂之修業年限。

3. The credit transfer for students transferring departments must comply with the "Guidelines for Credit Exemption" and shall not result in an extension of the student's originally scheduled period of study.