



## Application Form for Change of Major(Department Transfer) Tunghai University \_\_\_\_\_ Academic Year

Date :        /        /        ( YY/MM/DD )

Name		Student No.		Cell phone :	
				E-mail Address :	
Admission status	<input type="checkbox"/> Recommended star students <input type="checkbox"/> Individual applications <input type="checkbox"/> Examination distribution <input type="checkbox"/> Transfer students <input type="checkbox"/> Overseas Chinese students <input type="checkbox"/> Foreign students <input type="checkbox"/> Mainland China students <input type="checkbox"/> Others			Current Dept.	_____ Department _____ Division ____ Year Year and Month Graduated (YY/MM) : _____ or Year and Month Last Attended (YY/MM) : _____
Reasons				Documents Attached (Please choose)	<input type="checkbox"/> Transcripts <input type="checkbox"/> Certificate of Award <input type="checkbox"/> Written report (including autobiography, reading plans, portfolios, etc.) <input type="checkbox"/> Other favorable data for review
Department Choices	1 <sup>st</sup> Choice		2 <sup>nd</sup> Choice		3 <sup>rd</sup> Choice
	_____ Dept. _____ Division ____ Year		_____ Dept. _____ Division ____ Year		_____ Dept. _____ Division ____ Year
Department transfer mode	<input type="checkbox"/> Equivalent transfer(1 <sup>st</sup> year transfer to 2 <sup>nd</sup> year) <input type="checkbox"/> Demoting transfer(2 <sup>nd</sup> year transfer to 2 <sup>nd</sup> year)				
Applicant's Signature			Parent's Signature		
Review procedures(work by Registrar Office)					
1	Registrar's Official	<input type="checkbox"/> Transcripts <input type="checkbox"/> Certificate of Award <input type="checkbox"/> Written report (including autobiography, reading plans, portfolios, etc.) <input type="checkbox"/> Other favorable data for review			
2	Review comments by transfer dept.				

- Notes :
1. The application period for change of major(department transfer) is indicated in the official calendar . Application for department transfer or division transfer is limited to two times.
  2. The following conditions shall not apply to department transfer : attendance of less than one academic year, extending the period of study, suspension from school, and students who are not eligible for department transfer as stipulated in the admissions guide .
  3. Before the application, students should carefully consider and obtain parental consent. Changes cannot be made after application is turned in. If more than one transfer was approved, the final choice will be made according to 'Department Choices' filled in by student on the transfer form. Once admitted by the department, the student cannot return to the original department.
  4. Students can't apply for temporary withdrawal while applying for department transfer. Extension Education students can't apply for transfer to the day-time Bachelor's program.
  5. Mainland China students can transfer to the division approved by the Ministry of Education, but demoting transfer would not be allowed.
  6. For other relevant information, please refer to the "Department Transfer Information" and "Tunghai University Regulations of Change Major for Students" in the Registrar Office website.