National Sun Yat-Sen University

Checklist for Exchange Students Returning to the University

Semester/year: The semester in the academic year Date:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name |  | | Student number |  |
| College/department/institute | College | Department/institute | | □Bachelor program  □Ph. D. program  □Master program  □ Professional Master program |
| Exchange university |  | | | |
| Abroad | From the semester in the academic year to the semester in the academic year | | | |

※ Please come to the following units to carry out the procedure.

|  |  |  |
| --- | --- | --- |
| Responsible unit | Affairs to be handled | Handled by |
| 1.  Registry Section | 1. Submit transcripts  2. Total credits were obtained abroad |  |
| 2.  Department/institute | As specified in relevant regulations of the department/institute |  |
| 3.  College | As specified in relevant regulations of the college |  |
| 4.  Payroll & Cashier Division | Pay credit fee |  |
| 5.  Life Guidance Division | Confirm extension of study period and necessity to postpone military service (for male students only) |  |
| 6.  Office of International Affairs | Fill in and submit reports |  |
| 7.  Registry Section | 1. Complete credit registration  2. Return Checklist |  |

Note: 1. The student must carry out the procedure within one month after returning to the university and apply to the department/institute for transfer of credits obtained abroad. No registration of credits is allowed before the student carries out the procedure.

2. After returning to the university, the undergraduate who is approved for postponement of graduation and the graduate student must pay the credit fee for credits based on the hours of elective courses at the exchange university.

3. The Registry Section of the Office of Academic Affairs retains the Checklist and gives a copy to the Office of International Affairs.