National Sun Yat-Sen University

Credit Transfer Application Form

Academic year: \_\_\_\_\_\_\_　　　　　　　　　　　Date: 　　　　　　　　　　　　Page 1/2

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Student number | Name | Department/institute | Degree | Student |
|  |  | Department:  Institute: | □ Bachelor program  □ Professional two-year program  □ Master program  □ Professional master program  □ Ph. D. program | □ Freshman  □ Transfer to the college (department, institute)  □ Student |

※The “Application Form for Credit Transfer of General Courses” must be filled out for the undergraduate to apply for **credit transfer of general courses**.

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Credit transfer course | | | | Course, credit and grade | | | | Comments of the department/institute | | | | | | |
| Credit transfer of all course agreed | Credit transfer of partial courses agreed (Credits must be made up) | | | | No credit transfer agreed | Signature |
| Obligatory/elective | Course | | Credit | Course | | Credit | Grade | Course  (Not for credit transfer of all courses agreed) | | Semester | Credit |
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| After completing the column, the student must affix his/her signature in the Signature column and send the Application Form to the tutor, advisor or the supervisor of the department/institute for approval. The approved Application Form will then be sent to the Registry Section for further handling. | | | | | | | | | | | | | | |
| Applicant  Signature | | The course that has been selected must be dropped if the credit transfer for it is approved  Phone number: | | | Tutor/advisor | | | | |  | | | Countersignature for upgrading to a higher academic year  (For freshmen only) | |
| Handled by  (Department /institute) | |  | | | Supervisor of department/ institute | | | | |  | | | To the Department of \_  The student is allowed to be upgraded to the \_\_\_\_\_ academic year based on the credit transfer.  Chairman of the department  Signature: | |
| Handling person (Registry Section) | | Transfer of a total of 　　 credits is allowed. | | | Chief of Registry Section | | | | |  | | |

Notes: 1. Refer to the “Obligatory Course List” of the department/institute and the “Credit Transfer Guidelines” as well as “Credit Transfer Guidelines for the Students of Professional Program”.

2. The applicant shall submit the transcript (or credit certificate) and syllabus of each academic year.

3. The department/institute must indicate the name, semester and grade of the course for which credit transfer is approved or credits must be made up.

4. The freshman of the Bachelor program who is qualified to upgrade to a higher academic year does not need to take physical education courses before the upgrade, but the credit transfer procedure must be carried out according to related regulations.

**5. If the credit transfer of the course that has been selected or assigned automatically by the system is approved, the student must drop it during the course add/drop period.**

Retention period: 6 years

Form number: ACAA-3-03-0301

【Attachments】 Page 2/2

1. Transcript (or credit certificate) of each academic year

2. Syllabus

(The attachments must be submitted together with the Application Form. The following form must be filled out if it is impossible to download the syllabus from the Internet.)

Syllabus and Contents List

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Student number | |  | Name | |  | | Department/year |  |
| Finished courses | Chinese |  | | | | | | |
| English |  | | | | | | |
| University/college |  | | Department/institute | |  | Teacher |  |
| Year/semester | The semester in the academic year | | Credits/ | |  | Grade |  |
| Hours | |  |
| Credit transfer course | |  | | Credits of the course | | |  | |
| **Syllabus and contents** (including the units and contents of the course)  **References/textbooks:** | | | | | | | | |

**Note: Documents are an important basis for the review. Please describe in detail. (If this page is insufficient, use A4 paper as attachment)**