

國立中山大學 研究生 轉系所申請表

National Sun Yat-sen University

Application Form for Graduate Students' Transfer of Department/Institute

申請學年學期Application AY/Semester :

申請日期Application date : 年 月 日YY/MM/DD

姓名 Name				學號 Student No.		
原屬院系(所)級 Current Department/College	學院 College : 學系 (研究所) Department (Institute) : 年級 Year :					
學制別 Degree Program	<input type="checkbox"/> 碩士班 Master's Program <input type="checkbox"/> 博士班 Doctoral Program		身分別 Student Status		<input type="checkbox"/> 一般生 Regular Student <input type="checkbox"/> 其他 Other : (請參閱附註三 See Note 3)	
擬轉入院系(所)級 Intended Transfer College/Department	擬申請轉入 Intended to Transfer to 學院 College : 學系 (研究所) Department (Institute) : 年級 Year :					
申請轉系(所)原因 Reasons for Transfer						
申請人 Applicant	(簽章 Signature)		手機 Mobile : 研究室/住家電話 Office/Home Phone : 電子郵件 Email:			
上列資料申請學生須詳實填寫，送交所屬系所主管及院長簽核後，連同審查資料提交至註冊組辦理。 The applicant must complete the form accurately and submit it for approval by the department chair and dean. Once approved, the documents must be sent to the Registration Division for processing.						
原屬院系(所)審查意見 Comments from the Current Department/College	指導教授 Advisor		系所主管 Department Chair		院長 Dean of the College	
	審查意見 Assessment Decision : <input type="checkbox"/> 同意 Approve <input type="checkbox"/> 不同意 Disapprove 其他意見 Other Comments :		審查意見 Assessment Decision : <input type="checkbox"/> 同意 Approve <input type="checkbox"/> 不同意 Disapprove 其他意見 Other Comments :			
教務處初審 Office of Academic Affairs Initial Assessment	<input type="checkbox"/> 符合 Qualified		<input type="checkbox"/> 不符合 Not Qualified 承辦人 Administrator : _____ 組長 Director of the Registration Division : _____			
擬轉入院系(所)審查意見 Comments from the Intended Transfer Department/College	系所主管 Department Chair				院長 Dean of the College	
	審查結果 Assessment Result : 經 年 月 日 系所務會議或系所招生相關之委員會會議 審查 (附會議紀錄) Decision was made at the Departmental Affairs Meeting or the Student Recruitment Committee Meeting held on [YYYY/MM/DD] (Meeting minutes attached) <input type="checkbox"/> 同意 Approve <input type="checkbox"/> 不同意 Disapprove 系所主管簽章 Signature of Department Chair : _____					

※附註 (見下頁) : Notes (see next page)

114.02.01 更新 Last Updated: February 1, 2025

附註：

- 一、研究生申請轉系所時，須填妥申請單並檢附有助審查之相關資料，以供審查。
- 二、研究生須修業滿一學期後方可轉入不同系所（休學期間不計入年限）；若教務處初審不符規定，申請單將由所屬系所退還申請人。
- 三、除一般生外，學生身份別應根據入學身分填寫，例如在職生、僑生、外國學生等，請確實填寫以便審查。
- 四、受特定入學管道規範限制之學生，須依相關規定辦理轉系所。

Notes：

1. Graduate students applying for a department transfer must complete this application form and attach any relevant supporting documents for review.
2. Graduate students are eligible to transfer to a different department only after completing at least one semester of study (excluding periods of suspension). Applications deemed ineligible by the Office of Academic Affairs will be returned to the applicant via their current department.
3. Besides regular students, student status should be categorized based on admission type, including full-time employed students, overseas Chinese students, and international students. Please ensure accurate completion of this section for assessment purposes.
4. Students admitted through specific admission channels may be subject to transfer restrictions. Transfer requests will be processed in accordance with relevant regulations.