National Sun Yat-sen University

Checklist for Exchange Students Returning to the University

Date (YYYY/MM/DD):

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  | Student ID No. |  |
| College  Department / Institute | College:  Department / Institute: | | □Bachelor’s Program  □ Master’s Program  □Mater’s In-service Program  □Doctor’s Program |
| Exchange University |  | | |
| Duration of Exchange Abroad | **From** the semester in the academic year  **To** the semester in the academic year | | |

※ Please visit the following units to complete the return-to-school procedures.

|  |  |  |
| --- | --- | --- |
| **Responsible Unit** | **Affairs to be Handled** | **Handled by** |
| 1.  Department/Institute | As specified in relevant regulations of the department/institute. |  |
| 2.  College | As specified in relevant regulations of the college. |  |
| 3.  Office of Student Affairs | Confirm the extension of the study period and the necessity for postponing military service (for male students only). |  |
| 4.  Office of International Affairs | 1. Exchange student nominated by OIA: Submitting the Study Abroad Report via email.  2. Other programs: According to the program regulations. |  |
| 5. Registration Division, Office of Academic Affairs | 1. Submit transcripts.  2. Total credits were obtained abroad. |  |
| 6.  Payroll & Cashier Division | Pay the credit fee (exempt from payment do not need to visit the cashier's office). |  |
| 7. Registration Division, Office of Academic Affairs | 1. Process credit registration.  2. Return this Checklist. |  |

Note:

1. Students must complete return-to-school procedures within one month of returning and submit course grades for credit transfer; failure to do so will result in no credit registration.
2. Undergraduate and graduate students must convert course hours taken abroad to credits and pay the credit fee upon return.
3. The Registration Division,Office of Academic Affairs will retain the form and send a copy to the International Affairs Office.

Last Updated: February 2023