		ist of required subjec	as and						on sheet				
stadent credit	Please read the CYCU list of required subjects" and student credit assessment criteria rules in advance.				Newly transferred Department/class				Name:		Student ID:		
The form with thick frame should filled by contractors Transference courses for new department				Original Department/class				E-mail:		Phone number:			
				Courses completed by original department			n. i		Approved		Note		
Course code	Required/ Selected	Course name	Credits semester		Course name	score	credits	grade	Initial examination (by additional department)	Review (by Curriculum and Registration Division)	Credits semester		
Couc			1	2							1	2	+

Note: [Course transference process] is used to determine whether the newly transferred department, institute, or degree program will be recognized as graduation credits. Please follow the instructions below.

- 1. Course transference process is applied with transference of "professional courses". Common courses (physical education, general studies, religious philosophy, humanistic philosophy, etc.) do not need to be filled in because they are consistent courses. However, "general education courses" must meet the general requirements specified by the "new college/department/institute" for transference process before they can be recognized as general education credits. Those who are insufficient must take additional courses.
- 2. Students who transfer from "non" business school departments to business school departments need to take 4 credits in total for freshman English (I) and (II) require by business school. Therefore, they need to study in the "non" business school before transferring to the department. A total of 2 credits of English (I) and (II) taken in the faculty department can only be recognized as 2 credits of English (I) in the business school department, and 2 credits of English (II) in the business school must be taken by the language center. A total of 2 credits of Practical English (I) and (II) will be completed.
 - [Practical English courses offered by the Language Center cannot be selected through the course selection system. Students need to register for courses at the specific website according to the language center's course selection announcement]
- 3. If students have taken the courses offered by the newly transferred department before transferring to a department, institute or degree program, they do not need to apply for a transference. (Example: If a student from the Department of Mathematics transfers to the Department of Business Administration and has taken Introduction to Business in the Department of Business Management, which is already a course in the Department of Business Management and does not need to be confirmed)
- 4. Please attach one original copy of academic transcripts for verification by the department (institute) and degree program.
- 5. The courses of the previous department or degree program that the student transferred to will still be fully displayed on the transcript regardless of whether they are rejected.
- 5. The transference credit is not a waiver credit and cannot be entered into the system for maintenance. Please keep the student's credit form for reference in future qualification review upon graduation.
- 7. The transference credit processing process:

Student → "Department of Additional Studies" or "Relevant Unit" review → Contractors of each department of the Curriculum and Registration Division.

Applicant sign	Initial examination sign	Review unit sign
Date	Date	Date