

# 國立臺灣大學學士班學生放棄轉系申請書

## National Taiwan University Undergraduate Student Relinquish the Changed Major Request Form

- 一、本校學士班學生轉系辦法第 11 條第 2 項規定：  
申請回原系肄業，應於核准轉入之學系修讀一學年後，於規定時間向教務單位提出申請，但情況特殊者，經專案簽請相關院系及教務長核可，不在此限。（情況特殊者僅限當年度核准轉入四年級學生）。According to NTU Regulations Governing Change of Major for Undergraduate Students Article 11-2: Students may apply to return to their original major and year level during the stipulated timeframe with the Office of Academic Affairs after completing one year of study in the approved new major. This provision shall not apply to students with justifiable cause and with the special signed approval of the departments and colleges concerned and the Vice President for Academic Affairs.
- 二、申請人請親自填寫本申請書，至所屬教務單位申請成績表一份，送請欲放棄學系及回原學系核章。（護理學系二年級以上、醫學院其他學系學士班三年級以上、公衛學院學士班二年級以上學生，請至醫學院教務分處辦理）Applicants should fill in this form in person, and apply for a transcript attached from the relevant academic affairs unit, and then submit the application to the new departments/colleges and original departments/colleges for approval. Students from the following units shall go to the Branch Office of Academic Affairs of the College of Medicine: Department of Nursing (sophomores and above), other undergraduate departments of the College of Medicine (juniors and above) and Department of Public Health (sophomores and above).
- 三、申請期限：每年 6 月 15 日至 7 月 15 日提出。Application period: from June 15th to July 15th each year
- 四、學生一經核准放棄轉系後，即不得要求再次轉系。Once the student has been approved to relinquish the changed major, he/she shall not request another change of major.

申請人 填寫欄 To Be completed by the Applicant	學 號 Student ID		姓 名 Name	
	放棄系級 Relinquish New Major	學系 Department	年級 Year	回原系級 Return to Original Major
	聯絡電話 Phone No.		申請日期 Date	年 月 日 Y M D
	放棄原因 Reasons			
放棄院系核可欄 New Major Approval	系主任 Chairman		院 長 Dean	
回原院系核可欄 Original Major Approval	系主任 Chairman		院 長 Dean	

教務處所屬教務單位審核欄 To be verified by the relevant academic affairs unit

承 辦 人 Clerk	股 長 Subsection Chief	主任（組長） Director	教 務 長 Vice President for Academic Affairs

經教務長核准後，承辦人員將通知學生領取本申請書，至相關單位辦理下列後續作業。After being approved by the Vice President of Academic Affairs, the clerk will notify the students to pick up this form and go through the following procedures at the relevant unit.

<b>1. 教務單位 學籍檔案管理者</b> Computer Officer of Academic Affairs	<b>2. 教務單位承辦人</b> Clerk of Academic Affairs	<b>3. 生活輔導組 (就學貸款)</b> Student Assistance Division (Student loan)	<b>4. 生活輔導組 (學雜費減免)</b> Student Assistance Division (Student exemption for tuition/ miscellaneous fees)
<input type="checkbox"/> 修正新學期學籍檔 Update the student status of the new semester	<input type="checkbox"/> 通知學生交學生證費用 Notify students to pay for replacement student ID <input type="checkbox"/> 確認繳費後，重製學生 證，請學生持本單知會相 關單位 Confirm the receipt, print the student ID, and notify the student to inform the relevant unit with this form	<input type="checkbox"/> 修正新學期就貸資料檔 If necessary, update the data file of the new semester	<input type="checkbox"/> 修正新學期減免資料檔 If necessary, update the data file of the new semester
<b>5. 住宿組</b> Student Housing Service Division	<b>6. 教務單位承辦人</b> Clerk of Academic Affairs	<b>7. 學生領證簽收</b> Student Sign for the New Student ID	<b>8. 註冊組學籍股股長</b> Subsection Chief of the Student Status
<input type="checkbox"/> 修正新學期住宿資料檔 If necessary, update the data file of the new semester	<input type="checkbox"/> 發給新學生證 Issue the new student ID	月 M 日 D	存查。Filing.

製表日期：2021 年 8 月 31 日