

Application Form for Transferring to a Higher /Lower Grade Level at I-Shou University

Date: / / (YY/MM/DD)

Applicant	Dept.		Student No.		Name	
	Date of Admission	/Y /M /D	Applying for transferring from the _____ year to the _____ year		Applicant's signature	
Required Documents	<input type="checkbox"/> approved Application Form for Credit Transfer <input type="checkbox"/> an official transcript (or a certified photocopy) of the previous school					
Notes	1. The application process must be completed before the deadline of course add/drop. 2. Procedure: (1) Download the application form on the website of the Registration Section. (2) Submit the application form and the required documents to the applicant's department and college for review. (3) Submit the application form and the required documents to the Registration Section for review.					
Review			Approval			
Department	Department Chair	College Dean	Registration Section		Deputy Dean of Academic Affairs	
Graduation requirements are subject to the 4-year curriculum plan of Academic Year _____.			Ratification			