**Wenzao Ursuline University of Languages**

**Application for students to transfer/waive credits**

Status □Regular students □Transfer students □Students from other departments

 Category Dept. Grade Class

Student ID No. Name Mobile Phone No.

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|  | Courses to be waived | Courses studied at original school | Review results(any change to this column must be stamped by reviewing office) |
| Waiver year | first semester | second semester | required | credits | Course name | Studied year | first semester | second semester | required | credits | Course name | Transfer/waiver approved | Transfer/waiver denied  | Approved and signed by department (center) |
| Required common courses |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| Required courses in major |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| Major (set by department) electives |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| Regular electives |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| Total number of credits waived: (to be filled by registration section) | Total number of credits applied for waiver: |

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| --- | --- | --- |
| person in charge at Registration Section | Registration supervisor | Dean of Academic Affairs |
|  |  |  |

1. Prior to application, please review the “course credit chart” from each department and the rules for transferring and waiving School credits. (<http://c003.wtuc.edu.tw/front/bin/home.phtml>).

2. When arranging for transfer, it is necessary to submit **Chinese transcripts from the original school** and **course syllabi**; the application will not be accepted without relevant documents.

3**. In the semester** column, check **✓** in the semester for waiving the course; if both semesters in a year are to be waived, there must be a **✓** in both columns.

4. The application for waivers shall be conducted on a one-time basis; thereafter, no reasons shall be used for additional or modified applications. Please apply during the announced period, as no late applications will be accepted.