

Application Form for 【General English Course】 Credit Transfer

General Education, National Sun Yat-sen University_

School Year

Semester

Date of Application(yyyy/mm/dd)

Phone Number

Student ID NO.	Name	Department / Year of Expected Graduation	Student Status	Beginning level	Courses Completed
			<input type="checkbox"/> Freshman <input type="checkbox"/> Transferred Student <input type="checkbox"/> Sophomore & above Grade _____	<input type="checkbox"/> Basic <input type="checkbox"/> Intermediate <input type="checkbox"/> High-Intermediate <input type="checkbox"/> Advanced	<input type="checkbox"/> Basic <input type="checkbox"/> Intermediate <input type="checkbox"/> High-Intermediate <input type="checkbox"/> Advanced

- ※ In accordance with the Regulation of Undergraduate Student English Proficiency Cultivation, “the undergraduate students must complete four credits of courses in the field of literature ‘Language courses: English’.”
 Courses and credits for each level are as below: Basic: 0 credits, Intermediate: 2 credits, High-intermediate: 2credits, Advanced: 2 credits.

Application Column (fill in by applicants)						Approval Column by the Center for EMI Teaching Excellence (fill in by auditor)		
Courses Applied for		Test/Courses Completed				Approved	Disapproved (Please clarify the reason)	Auditor's Signature
Course	Credits	Test/Course	Credit	Score				
英 語 文 課 程	Level							
	Level							

【Notice】

- Those who apply for English course credit with courses from other schools are not recommended to take English courses in the current semester because the review results may affect students' course selection planning and rights.
- Steps for Credit Transfer :
 - During the first week of new semester (please check the latest announcement for the exact date): there will be an English test for transfer students; course levels will be assigned for each students according to the test results.
 - Test results will be announced on the website of the Center for EMI Teaching Excellence and Students' Courses selection system.
 - Please follow the Academic Affairs Calendar to apply for credit transfer.
 - Please submit the form of credit transfer, all NSYSU transcripts from previous years and related supporting documents to the Center for EMI Teaching Excellence within the period of credit transfer application. The Center for EMI Teaching Excellence will not accept overdue applications.
 - For those who apply for credit transfer with English exam results, please bring the original transcript and a photocopy. The original transcript will be returned after inspection.
 - For those who apply for credit transfer with the courses from other schools, please bring the course content form, the syllabus, the original transcript and the photocopy.
 - During the second week of new semester: The Center for EMI Teaching Excellence and the Registration Division will begin to conduct administrative procedures such as transfer inspection and credit registration.
 - The results of credit transfer will be sent to each department office without further notice. Please contact each department office to get the results.
 - For subjects approved for credit, if the system has automatically allocated courses or students have completed course selection, please be sure to cancel the selection within the period of addition and withdrawal.
- Notice for credit transfer of advanced level / high-intermediate level :
 - Students who are initially assigned advanced level are deemed to have passed the high-intermediate level. There is no need to apply for the credit transfer of high-intermediate level.
 - For those who change their level to advanced level must apply for credit transfer of high-intermediate level. Please fill in the form of credit transfer “Level Change: Advanced.”

※※ The following parts are summed up by EMI Center. Students Do not fill in.※※

抵免學分數合計如下；（抵免學分數，均以其上限為標準，逾限後將不予列計。）

Applicable for Registered Students starting from 2011 Fall Semester

【General English Course】 _____ Credits

Authorized Officer of the Center for EMI Teaching Excellence		CEO of the Center for EMI Teaching Excellence	
Authorized Officer of Registration Division		Director of Registration Division	

General Education Credit Transfer Application Form-Syllabus and Course Contents

Name		Department		Student ID No.	
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① Completed course	Chinese title		English Title			
	Former School		Department		Teacher	
	School Year/Semester	(School Year) (Semester)	Credit		Grade	
			Class Hours			
② Completed Course	Chinese title		English Title			
	Former School		Department		Teacher	
	School Year/Semester	(School Year) (Semester)	Credit		Grade	
			Class Hours			
③ Completed course	Chinese title		English Title			
	Former School		Department		Teacher	
	School Year/Semester	(School Year) (Semester)	Credit		Grade	
			Class Hours			
④ Completed course	Chinese title		English Title			
	Former School		Department		Teacher	
	School Year/Semester	(School Year) (Semester)	Credit		Grade	
			Class Hours			

※ Attached documents

1. Syllabus :

For each subject to be applied for credit, please submit the course syllabus in accordance with prescribed format on A4 paper. The syllabus must include the course syllabus, course objectives, and weekly course planning, with the following important information high-lighted: ① Course title ② Credit ③ Course hours

2. Transcript of all previous school years :

Applicants are required to submit transcript of all previous school years, and mark the following important information with a high-lighter: ① Course title ② Grade of the semester

※ Notice

1. The results of credit transfer will be sent to each department office without further notice.

Please contact each department office to get the results.

2. For subjects approved for credit, if the system has automatically allocated courses or students have completed course selection, please be sure to cancel the selection within the period of addition and withdrawal.

Beginning Level	<input type="checkbox"/> Basic	Level Transfer Applied	<input type="checkbox"/> Basic	Credit Transfer Applied	_____credits
	<input type="checkbox"/> Intermediate		<input type="checkbox"/> Intermediate		
	<input type="checkbox"/> High-Intermediate		<input type="checkbox"/> High-Intermediate		
	<input type="checkbox"/> Advanced		<input type="checkbox"/> Advanced		

The following parts are summed up by the Center for EMI Teaching Excellence.
Students do not fill in.

Result	<input type="checkbox"/> Approved	Auditor's Signature	
	<input type="checkbox"/> Disapproved		