

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	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 are required to complete six credits of English Courses. Including General English and Inter-college electives (EAP or ESP) level by level in different semesters.

※ Courses and credits for each level: Basic: 0 credits, Intermediate: 3 credits, High-intermediate: 3 credits, Advanced: 3 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			
Level							
Level							

【Notice】

1. For students enrolled after academic year of 2022, students who use official English proficiency tests to apply for credits transfer can only transfer credits for general English. Taking one Inter-college electives (EAP or ESP) course is mandatory for meeting the graduation requirements.
2. Those who wishes to transfer credits from other universities are not recommended to take English courses in the current semester, because the review results may affect students' course selection planning and rights.
3. Steps for Credit Transfer (Please follow the Academic Affairs Calendar to apply for credit transfer)
 - ① There are two different kinds of situation that credits can be transferred to General English course credits. (1) Official English proficiency tests. (2) Having credits for English courses from other universities. (transfer students and re-examined students only)
 - ② Submit the “Application Form for Credits Transfer”, NSYSU transcripts and related certified documents to the Center for EMI Teaching Excellence within the period of credit transfer application according to your situation.
 - ※ The Center for EMI Teaching Excellence will not accept overdue applications.
 - ※ Credit transfer by Official English proficiency tests, please bring the certified documents and a hardcopy. The original certificate will be returned after inspection.
 - ※ Credit transfer by the courses from other universities, please bring the course content form, the syllabus, the original transcript and the hardcopy of transcript.
 - ③ 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.
 - ※ Notice for credit transfer of advanced level / high-intermediate level :
 - ① Students who are placed at 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.

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	Course title (Chinese)		Course Title (English)			
	Former School		Department		Teacher	
	School Year/Semester	(School Year) (Semester)	Credit		Grade	
		Class Hours				
② Completed Course	Course title (Chinese)		Course Title (English)			
	Former School		Department		Teacher	
	School Year/Semester	(School Year) (Semester)	Credit		Grade	
		Class Hours				
③ Completed course	Course title (Chinese)		Course Title (English)			
	Former School		Department		Teacher	
	School Year/Semester	(School Year) (Semester)	Credit		Grade	
		Class Hours				
④ Completed course	Course title (Chinese)		Course Title (English)			
	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	

