**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 |
|  |  |

1. Prior to application, please review the “course credit chart” from each department and the rules for transferring and waiving School credits.

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.