附件：

**常州大学留学生转专业申请表**

**CZU Application Table for International Students’ Major Changing**

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| --- | --- | --- | --- | --- |
| 姓 名Name |  | 性 别Gender |  | 照片Photo |
| 学 号Student ID |  | 国籍Nationality |  |
| 联系电话Telephone |  | 护照号Passport No. |  |
| 目前所在专业与班级Current Major and Class |  |
| 申请转入专业Applied Major |  |
| 申请理由Reason for Application | 签字(Signature)：日期(Date)： |
| 家长意见Opinion of Parents | 签字(Signature)： 日期(Date)： |
| 转出学院意见Decision of Current School | 学院章(Seal)：负责人签字(Signature)：日期(Date)： |
| 转入学院意见 Decision of New School | 学院章(Seal)：负责人签字(Signature)：日期(Date)： |
| 国际交流处意见Decision of InternationalOffice | 部门章(Seal)：负责人签字(Signature)：日期(Date)： |
| 教务处意见Decision of TeachingAffairs Office | 部门章(Seal)：负责人签字(Signature)：日期(Date)： |
| **注意事项：****Notes:**1. 留学生在校期间，只有一次申请机会。

During the school period, international students only have one chance to apply for changing their majors.1. 留学生应在充分了解各专业基本情况的基础上，根据自己实际情况提出转专业申请， 一旦经转入学院批准,不得再转回原学院或其它专业。留学生在转专业申请未获教务处和学院批 准前，均应按照原所在专业要求报到和参加相应活动，办理相关手续，不得擅自以拟转入专业的身份进行任何活动。

Based on the full understanding of the content and graduation requirements of all majors, international students shall make prudent decision on the applying for changing majors according to personal conditions, and once approved by target schools, students shall not be allowed to transfer back to original school or other majors. Before approved by the target school and the Office of Academic Affairs, students shall register for new semester, take part in activities, and go through corresponding procedures as required by the original majors. Without the permission, students shall not participate any activities in the name of students in target majors. 1. 留学生转专业后须达到转入专业培养方案要求方可毕业，所缺课程必须补修，并按学分缴纳选课费用。

After changing majors, students can manage to graduate after meeting the requirements of new majors. Besides, students shall also complete the missed courses and pay the corresponding fees of course selection based on the credits. |