



Asia University

-Application Form for Recognition of Course Credit-hours-

- Cross-school-year system
 Cross-department
 Cross-class 【*This form does not apply to cross-class electives for social worker department. Please visit the Social Worker Department's (社工系) website to download application form.】
- Minor in _____ department
 Double major in _____ department
- Advance study in same school year system
 Pre-requisite for master program
 Application date: Year Month Day

Name		Department/ Division	<input type="checkbox"/> Full time university student <input type="checkbox"/> Master class <input type="checkbox"/> Doctorate class
Student No.		Department/Class	<input type="checkbox"/> Extension education for bachelor degree <input type="checkbox"/> Continuing education class for master degree
		Department	Year Class

Cross-school-year system, cross-grade, cross-department, cross-class course intended 【Please fill up this column faithfully】					Intended course offered by the department 【Please fill up this column faithfully. Not required for minor and double major students.】			
Course code	Course name	year system /department /class	Required elective	Credit -hours	Teacher Signature	Course name	Required /elective	Credit -hours
		School-year system/ Department/ Class/	修					
		School-year system/ Department/ Class/	修					

Credit-hour	Total credit-hour in semester	Credit-hour
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Notice

1. Students must fulfill the two following rules before the credit-hours earned from the course listed to be counted toward graduation. 【Failure to comply with this procedure shall lead to possibility that the credit-hours being disqualified.】 :
 - (1) Obtain approval from the responsible teacher and the authority of the respective department, and sign on this form
 - (2) Select courses in the course selection system within add/drop period, and submit this form to the department.
2. According to our University's rules for course selection, the credit-hours for courses of cross-school-year system study may not exceed one-third of the semester's total credit-hours.
3. If the department allows free electives taken outside, please mark "credit-hours from free electives".
4. If over taking courses, please also complete application form for over taking courses and obtain approval from the respective department and submit to the Office of Academic Affairs for approval.
5. Our Office strongly recommends that students should make photocopy of this form after being approved as to protect your own rights.
6. If our University has new rules and this form is not corrected promptly, the new rules shall prevail.

※ Remarks from department authority:

Applicant's signature: _____ Department authority's signature: _____