

# Application Form for Inter-College Course-Taking

First Semester   
  Second Semester   
  First half of Summer   
  Second half of Summer  
 School Year \_\_\_\_\_, TKU

(Take courses in other Institute)

## A. Application :

1、Personal Data of Applicant :

Date: \_\_\_/\_\_\_/\_\_\_

Major/Year/Class	Name	ID	Phone Number

2、Course Information (Course Information of other Institute with the attachment of the Course Planning)

Name of Institute		Department		Program : <input type="checkbox"/> Bachelor <input type="checkbox"/> Bachelor of Continuing Education <input type="checkbox"/> Graduate School
Course Title	Chinese : English :			Course available : <input type="checkbox"/> any semester <input type="checkbox"/> First Semester <input type="checkbox"/> Second Semester
No. of Credits	Starting Dates	~	Week-day Period	Week-day :    time :

3、Reasons :  ❶ The course required for graduation is not available in TKU

(Course Title in TKU: \_\_\_\_\_)

**\* When the target courses are different from the ones offered in TKU, by course title, course number, or with fewer credits, attachment is required by Registrar for approval.**

**Onlyh with a copy of the approval of “waved courses application”, you may apply to take courses in other Institute.**

❷ Cross discipline for diversified study , **not to be included in total credits taken .**

❸ Other reasons (in details) :

4、Approvals by TKU : ( allow three business days to process by Teaching Division )

❶ Teacher of the Class	❸ Academic Affairs	❺ Chief of the Teaching Division
❷ Department Head	❹ Registrar	

B. Offices of the other Institute to grant approvals :

Course offering Department	Registrar	Cashier

Remarks :

1. Inaccurate information is a violation. The applicant is liable.
2. Upon completion of the process, make two photo copies of this form. The original is to be turned in to Academic Affairs Section; One copy is for filing; The student keeps the other copy for record.
3. If the process is incomplete, student should provide reasons in writing and file it with Academic Affairs Section at Teaching Division.
4. If student wishes to drop the course, she/he need to get a written approval from the target Institute. Student then can make a photo copy and file it with Registrar in TKU.

According to the Laws of protecting personal information, all the information herein is only used in processes in this division. No other usage is allowed. When the preservation limit is up, the information will be destroyed.

Form No. : ATRX-Q03-001-FM219-05