

申請研究所抵免學分注意事項：

Notices for Application for Credit Transfer and Course Waiver for Graduate Students:

請於第一學期開學一週內備齊以下資料（開學第二週開會審查），繳交至系辦孫小姐處：

Please submit the following documents in the first week of the first semester (the assessment meeting will be held in the second week) to Miss Sun in the department office:

1. 抵免申請表（學校版+機械系版各 1 張），機械系版需先給 1.開課老師 2.指導教授審核簽章Application forms for credit transfer and course waiver (one of NCTU version and one of the version of Dept. of Mechanical Engineering). The version of Dept. of Mechanical Engineering should be signed by 1. the professor teaching the course and 2. the advisor.
2. 成績單正本
Origin transcript
3. 研究所學分證明
Graduate credit certificates
4. 如提出之抵免課程非本系開課課程，請加附「課程大綱」
A **course syllabus** is also required if the transferred or waived course is a course of other departments

p.s.機械系抵免學分申請表需給申請時本校該年度授課老師簽名，若該年度沒有開課老師，請由教學與課程與委員會召集人指定教師簽注意見。

Application Form for Credit Transfer and Course Waiver of Department of Mechanical Engineering should be signed by the professor teaching the course in the applied semester. If there is no professor teaching the course in the applied semester, the form should be signed by the professor assigned by the chair of the Committee of Teaching and Curriculum.