**文藻外語大學 英語教學中心**

**共同英語課程轉換級數申請表**

申請日期： 年 月 日

|  |  |  |  |
| --- | --- | --- | --- |
| 科系 |  | 班級 |  |
| 姓名 |  | 學號 |  |
| 原級數與班級 | (e.g. 大二英文 英文四 第03組) | | |
| 授課老師建議轉換之級數 |  | | |
| 轉換級數原因 |  | | |
| 附件 | 請附上己審核的學生作文為附件(缺件不受理) | | |
| 申請人 | （簽章） | | |
| 原班級  授課教師 | （簽章） | | |
| 承辦單位  處理結果 |  | | |
| 英語教學中心  主任 | （簽章） | | |

注意事項：

1. 本表適用於大一學生、重補修學生及轉學生。
2. 請務必載明轉換級數原因後，給原班級授課教師同意後才能繳交至本中心處理後續事宜。

Wenzao Ursuline University of Languages  
Center for English Language Teaching

General English Program: Level Change Application Form

Date applied：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(dd/mm/yyyy)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Major |  | | Class |  |
| Name |  | | Student ID |  |
| Original  Level & Group | (e.g., Sophomore, Level 4, Group 3) | | | |
| Level Recommended by Course Instructor | Level up ☐： | Level | | |
| Level down ☐： | Level | | |
| Reason(s) for Applying |  | | | |
| Attachments | Please attach the review for student essays as an attachment. (Application will not be accepted if there is no review for student essays.) | | | |
| Applicant | （Signature） | | | |
| Original Course Instructor | （Signature） | | | |
| Application Results |  | | | |
| Center Chair | (Signature) | | | |

Remarks:

1. This form is for freshman students, transferred students, and students retaking/making up for the same level.
2. Reason(s) for level change should be clearly stated and approved (signed) by the teacher before submitting to the Center.