

NTNU General English Credit Waiver Procedure

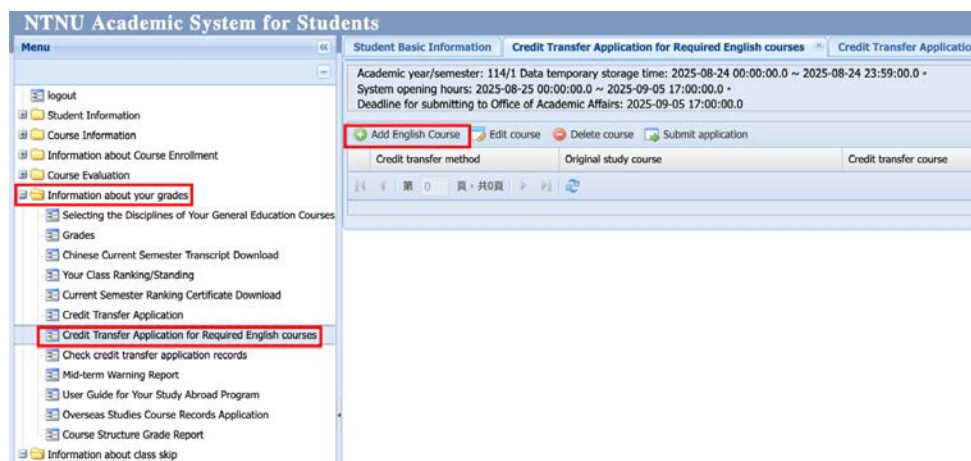
Step 1

Please Sign in into the 【NTNU Information Portal system】 - 【Application (more)】 - 【Educational Administration Related System】 - 【Academic Information System for Students】



Step 2

Click 【Information About Your Grades】 - 【Credit Transfer Application for Required English Courses】 - 【+ Add English Course】



Step 3

Credit Transfer Application

All enabled fields are required.

Student ID: 413570320

Academic year/semester: 1141

Credit transfer category: General English courses

Credit transfer method: Transfer from one course to three

language: 1-1-Choose the test name

proficiency tests: 國際英語測驗 IELTS [7級分(含)以上]

Comment: 1-1-Choose the test name

Only allowed to input 00UB7A1 English (I), 00UB8A1 English (II), or 00UB9A1 English (III)

Course code1: English(I)

Department1: CU-共同科

Chinese name1: 英文 (一)

English name1: English (I)

Credits1: 2.0

Course code2: English(II)

Department2: CU-共同科

Chinese name2: 英文 (二)

English name2: English (II)

Credits2: 2.0

Course code3: English(III)

Department3: CU-共同科

Chinese name3: 英文 (三) : 文學與文化

English name3: English (III): Literature and Culture

Credits3: 2.0

Save Cancel

After clicking 【 + Add English Course】 , there will be a 【Credit Transfer Application Form】

Please input the following information:

1. Credit Transfer Method:

- Transfer from one course to another,
- Transfer from one course to two,
- Transfer from one course to three.

2. Select the language proficiency test that you have.

3. Select the Course Code for Credit Waiver. Only the following courses are eligible for entry:

- 00UB7A1 English (I)
- 00UB8A1 English (II)
- 00UB9A1 English (III)

4. Click the “Save” button

5. You may add, edit, or delete data. After verifying that all course information is correct, click “Submit Application” and confirm your contact number.

6. After confirmation, a window will appear asking “Do you wish to print the General English Credit Waiver Application Form?”

- If you select 【Yes】 , the application form will be downloaded automatically.
- and proceed to Step 5**
- If you select 【No】 , a message will appear stating: “Your application has been successfully submitted. To print the General English Credit Transfer Application Form, please go to the 【Check Credit Transfer Application Records】 ” and **proceed to Step 4**

Student Basic Information | Check credit transfer application records | Credit Transfer Application for Required English courses | **Credit Transfer Application**

Academic year/semester: 114/1 Data temporary storage time: 2025-08-24 00:00:00.0 ~ 2025-08-24 23:59:00.0
System opening hours: 2025-08-25 00:00:00.0 ~ 2025-09-05 17:00:00.0
Deadline for submitting to Office of Academic Affairs: 2025-09-05 17:00:00.0

Add course Edit course Delete course **Submit application**

Credit transfer method Original study course Credit transfer course

Reminder:
If the submitted application form is re-edited and re-submitted after the application is cancelled, all approval processes must be completed again.

Step 4

1. Then, click 【Print Application Form】

Note 1: After submitting the application, if you wish to make any modifications, you must cancel the entire application and resubmit.

Note 2: Once the printed application form has been submitted to the Office of Academic Affairs, no further modifications can be made.

Student Basic Information Check credit transfer application records Credit Transfer Application for Required English courses **Credit Transfer Application** Current Semester Ranking Certificate Download

Academic year/semester: 114/1 System opening hours: 2025-08-25 00:00:00.0 ~ 2025-09-05 17:00:00.0
Deadline for submitting to Office of Academic Affairs: 2025-09-05 17:00:00.0

Application no.: (1141) A-114120250829174604715

Credit transfer category: EX

Credit transfer category: Credit Transfer Application(credit exemption) Application status: Send out the application

Delivery date: 2025-08-29 17:46:04 Receipt date:

Completion date: Transfer date:

Cancellation date: Reason for Cancellation:

Enquire about application details **Print application form** Cancel all application information Print the review results Download the scanned application form

Credit transfer method Original study course Credit transfer course Review results Log in to the review

☒ 1) Transfer from one course to another 國際英語測驗 IELTS [7級分(含)以上] 英文 (三) : 文學與文化 Not complete

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Reminder:
1. If you need to modify the application form, you can click "Cancel all application information". The application information will be transferred back to the "Credit Transfer Application" page. Please re-edit before submitting, and complete again.
2. If the paper application form has been delivered to the Academic Affairs Office (the status of the application form is "Received"), no further information can be modified.

Step 5 Paper Application Procedure

列印日期(Print Date) : 2025-08-29 18:08:16 申請單編號(Application No.) : A-114120250829174604715

國立臺灣師範大學共同英文免修學分申請表
NTNU Application for Credit Transfer (General English)

申請日期(Delivery Date) : 2025-08-29 17:08:04

姓名: Student Name	系所: Department/Institute
學號: Student ID	聯絡電話: Contact Number

各項英語能力檢定標準 Language proficiency tests	免修共同英文課程 Credit transfer course	審查結果 Review results
檢定名稱 Name of Test	科目代碼 Code	科目名稱 Name
國際英語測驗 IELTS [7級分(含)以上]	010308A1	英文 (三) : 文學與文化 English (III): Literature and Culture
學分 Credits	學分 Credits	共同教育委員會 Foreign Language Education Division
共同教育委員會 Foreign Language Education Division	學分 Credits	備註/意見欄 Notes/Comments
共同教育委員會 Foreign Language Education Division	學分 Credits	一致/一致 Transfer from one course to another
共同教育委員會 Foreign Language Education Division	學分 Credits	一致/一致 Transfer from one course to another

畢業學分數: 128.0
Graduation credits

本校免修學分數: 2.0(含教育學分0.0)
Credits to be transferred this time (including educational credits)

本學期尚未完成轉入學分數: 2.0 (含本次申請及教育學分)
Credits haven't transferred this semester(including this application and educational credits)

歷年已免修學分數: 0.0
Total number of credits transferred in previous years

檢附:
□成績單或其他相關證明文件正本及影本各一份, 正本驗後歸還(必填)
Attach transcripts or other relevant certification materials, one original and one photocopy, and return the original after verification (required)

1. 符合以上資格者, 須於開學前一週至開學後一週內, 將近三年之相關證明文件正本及影本各一份(正本驗後歸), 向相關單位提出申請, 逾期不予受理, 並須依規定修習英文進修英文課程。
All applications must be submitted within a two week window beginning one week prior to the semester start and ending one week after the semester start. No applications will be accepted after the first week of the semester. Please provide the original documents and one photocopy for verification. All students not approved for the waiver must take Freshman and Sophomore English according to school policy.

2. 本國生符合上述各項英語能力檢定標準者, 需檢附及修證書等相關證明文件正本及影本各一份。
Qualified Taiwanese students seeking a waiver must attach the original documents and one photocopy for verification.

3. 本校外籍生及僑生如符合以英語為母語者, 需檢附護照影本。
Native English speakers must attach a copy of their passport. Their passport must also be presented to the English Department.

4. 如本學期申請免修科目完成後, 請自行於選課系統選退該免修課程, 逾退選期間, 將由教務處統一刪除免修之科目。
After completing the waiver process, please drop your course on the course registration system. After the last day of the add/drop, the office of academic affairs will automatically delete the course you waive.

5. 於本校已修習及修之科目不得再行執免。
All courses that students have already completed at NTNU are not eligible for the waiver process.

After printing the application form, please attach one original copy and one photocopy of your transcript and other relevant supporting documents. Submit the documents to the CCEC "Common Core Education Committee" - Foreign Language Education Division for review. (Original documents will be returned after verification.)

After submitting the application form to the Office of Academic Affairs, you may see the result on the 【Credit Transfer Application Records】 shown in step 4 to check the review progress. Once the application status is displayed as "Review Completed", you can print the review result yourself.

Bring (1) the printout of the online application form, (2) the original grade transcript and (3) one hard copy of the transcript to the Common Core Education Foreign Language Education Division Office (Location: Center for General Education, Administrative Building 2F, Main Campus).

