

Major Transfer Procedures (转专业手续单)

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| Name |  | Student No. |  | Phone No. |  |
| Original College |  | Original Major |  | Original Class |  |
| Target College |  | Target Major |  | Target Class |  |
| Original College Academic Administrator | * Already finish the change of status of study

Signature: College Stamp Year Month Date |
| Original Coordinator | Signature: Year Month Date |
| Target College Coordinator  | Signature: Year Month Date |
| Target College Academic Administrator | * Already guide the students to finish add and drop courses procedures. Please put attachment if students need to add some additional courses.

 Signature: College Stamp Year Month Date  |

Note：

1. Please add and drop courses according the requirements.
2. Please go to book store in jiangning (building 5 basement) to finish the books taking and returning procedures in the second week of semester.
3. The target college should keep this procedure paper after finished.