**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 |  |
| OriginalLevel & Group  | (e.g. Sophomore, Level 4, Group 3) |
| Level Recommended by Course Instructor | Level up ☐： | Level  |
| Level down☐： | Level  |
| Reason(s) for Applying |  |
| Applicant | （Signature） |
| Original Course Instructor | （Signature） |
| Application Results |  |
| Center Chair | (Signature) |

Remarks:

1. This form is ONLY for 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.
3. Applications should be filed within one week after a semester has begun. No overdue applications will be accepted.