

ONCE 端转专业申请指南

Tutorial for Change of Major on ONCE

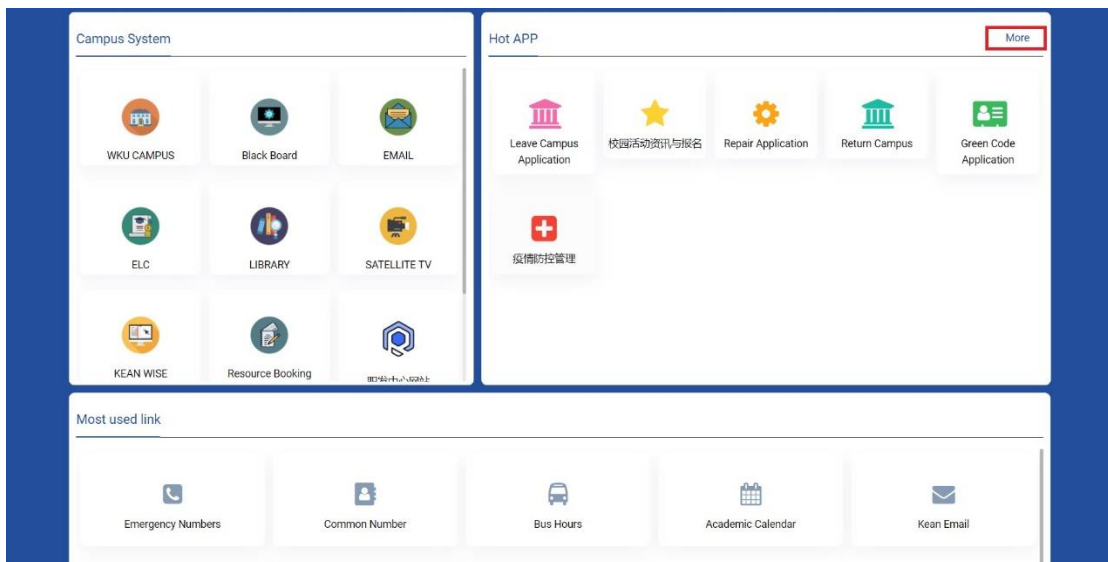
1. 进入温州肯恩大学官网，点击 My WKU。

Visit the official website of Wenzhou-Kean University, and click 'My WKU'.



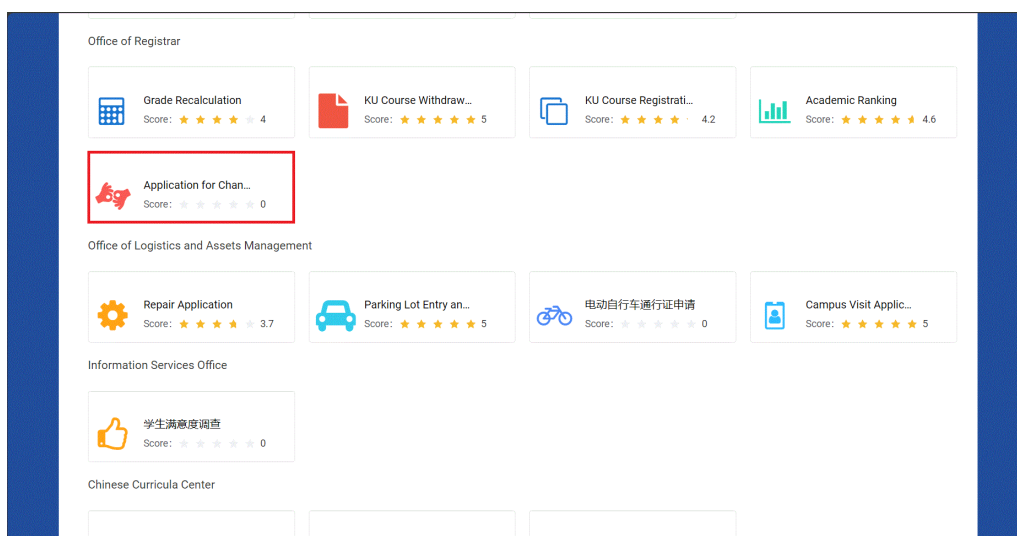
2. 在 ONCE 导航页面，点击“查看更多”。

On the ONCE Portal, click 'More'.




3. 选择“转专业申请”并仔细阅读 30 秒须知。注意：申请一经提交，将无法撤回。

Choose ‘Application for Change of Major’ and read the pop-up 30-second rules carefully. Please note: once submitted, the application form cannot be revoked.



4. 在办理转专业申请时有以下必填项：转入学院、转入专业以及申请理由。其他信息由系统自动导入。若表格内任何信息有误请及时联系教务部。请注意在 Advisor 一栏填写现在的 Advisor，新生在自由转专业结束之前未被分配 Advisor 可暂不填写。确认所有信息无误后即可提交申请表。请注意，申请一经提交将无法撤回。

On the form, the following fields are required for you to fill in: Intended College, Intended Major, and Reason. The other information is filled in by the system automatically. If any information is wrong, please contact the Office of the Registrar. In the ‘Advisor’ field, fill in your current advisor. If you are a freshman, you can leave this field empty since freshmen are not assigned advisors before the free change of major ends. Once you confirm that everything is correct, you can submit the form. Please note: once submitted, the application form cannot be revoked.

Intended College	Intended Major
Please select	Please select
Advisor	
Please select 新生在自由转专业结束前，未被学院分配advisor，本行可空着。 Freshmen can leave this field empty since freshmen are not assigned advisors before the free change of major ends.	
Reason	
Please enter the content	
Attachment	
 将文件拖到此处，或 点击上传 大小不超过 100 MB	

Submit

5. 提交申请表后，请耐心等待。该表格将由转出学院和转入学院审批，然后由教务部处理。

After submission, please wait patiently. The form will be reviewed by the current college and the intended college, and then processed by the Office of the Registrar.