



**FU JEN CATHOLIC UNIVERSITY**  
**DEPARTMENT OF ENGLISH LANGUAGE AND LITERATURE**  
*Taipei 24205, Taiwan, R.O.C.*

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新莊市 24205 中正路 510 號 Tel: (02) 2905-2561 Fax: 886-2-2905-2163 <http://www.eng.fju.edu.tw>

August 4, 2009

Dear new student in the English Department:

Congratulations on passing the transfer exam, and welcome to the Fu Jen English Department. We are trusting you'll come here, so in this letter I'd like to give you some important preliminary information.

After you receive this letter, please go to our department website <http://www.eng.fju.edu.tw/> to get an idea about our curriculum (including specific courses offered and class schedules for this semester). Using the information you learn there, you can make a tentative plan for how you will transfer credits from your original school and what courses you should take. It is important for you to know that you should complete the procedure of transferring credits before you can start the process of registering for any courses offered by the department, other departments, or the school. Therefore, after you receive the letter, please contact the department secretary, Julie Lee, (who can be reached at 2905-2561 during office hours: Mon. through Thurs. 8:00 am to 4:30 pm before Sept. 4, and Mon. through Fri. after Sept. 4) to set up a time to discuss the details about transferring credits with me. I will be available in the summer on August 20, 31 September 3, 7, 9, 11, 12. Please note that there will be no office from August 24 to 28 in Fu Jen. When you come to talk to me, read the regulations for credit waiving (學分抵免規則, <http://www.academic.fju.edu.tw/edulaw/學生抵免科目規則.pdf>) and remember to bring a copy of the form for transfer of credits (學分抵免表格, <http://www.academic.fju.edu.tw/form/抵免科目申請表.doc>) and your transcript (including all the courses that you took in the original school). It will also be helpful to bring course descriptions, syllabi and textbooks (of the courses that you took) so that I can judge the comparability of courses.

If you have any questions, please feel free to call us any time during office hours. We are looking forward to meeting you soon.

Sincerely,

A handwritten signature in black ink, appearing to read 'Yun-Pi Yuan'.

Yun-Pi Yuan  
English Department Chair