

國立中央大學學生離校申請表

NCU Application Form for Leaving School

姓名 Name		學號 Student ID No.		
系所 Department		班(組)別 Group/Class		
離校原因 Reason of leaving school	<input type="checkbox"/> 畢業 Graduation <input type="checkbox"/> 休學 Suspension <input type="checkbox"/> 退學 Withdrawal <input type="checkbox"/> 其他 Others ()			
離校日期 Date of leaving school	年 year	月 month		
核 准 Ratification	教學單位 Department/College		行政單位 Administrative offices	
	系所經辦 Clerk of the Department	系(中心)主任/所長 Chairperson	註冊組經辦 Section of Registry	註冊組組長 Registrar

* 畢業生請到合作社辦公室辦理退社手續，並領回入社股金及利息。Graduates please go to the association of cooperation's office to sign off the membership and receive personal stock and interests.

● 會簽單位 Countersign units :

生活輔導組宿舍服務中心 Student Dormitory Service Center	圖書館 Library 典閱組 Circulation and Collection Department	圖書館 Library 1 樓服務台 Information Counter at first floor
<ul style="list-style-type: none"> ● 地點：國際學舍 1 樓 Location: International student dormitory 1 floor 碩士在職專班學生無需辦理 In-service Master Program doesn't need to apply for 	<ul style="list-style-type: none"> ● 清還借書與罰款請先上網查詢。Return books and pay fines. Please look them up online in advance. 	<ul style="list-style-type: none"> ● 僅研究所畢業生需辦理。For Graduate Students only. ● 繳交畢業論文與電子檔已審核通過之檢查。Submit a copy and a e-file of the thesis. Both should pass verification. ● 電子檔請先至網站 http://thesis.lib.ncu.edu.tw 繳交並確認已審核通過。Please submit the e-file first on http://thesis.lib.ncu.edu.tw and confirm that it is verified.
事務組 Section of General Affairs	體育室 Physical Education Office	系所實驗室 Labs
<ul style="list-style-type: none"> ● 地點：行政大樓一樓 Location: the first floor of Administration Building. ● 若為畢業生請先歸還學位禮服。Graduates should return graduation gowns first. ● 大一新生開學日(含)前離校者免 Freshman who leaves before (or on) the first day of school can be exempted 	<ul style="list-style-type: none"> ● 地點：依仁堂 1 樓 Location: the first floor of Yi-ren Hall. ● 大一新生開學日(含)前離校者免 Freshman who leaves before (or on) the first day of school can be exempted 	下列系所同學需辦理 For students from the following departments only: <ul style="list-style-type: none"> ● 物理系 Physics ● 化學系 Chemistry ● 生命科學系 Life Science ● 光電科學研究所 Optical Sciences ● 系統生物與生物資訊研究所 Systems Biology and Bioinformatics ● 化學工程與材料工程學系 Chemical and Material Engineering ● 資訊工程學系 Computer Science and Information Engineering ● 通訊工程學系 Communication Engineering ● 水文科學研究所 Hydrologic Science ● 環境工程研究所 Environmental Engineering ● 企管系 Business Administration ● 財金系(僅碩士、博士生需辦理) Finance (Graduate Students Only)
國際事務處 Division of International Affairs		
<ul style="list-style-type: none"> ● 僅僑生、外籍生和陸生需辦理 For overseas Chinese students, foreign students and Mainland Chinese students only.. ● 若僑生請領教育部清寒助學金者需歸還 Overseas Chinese students need to return _____ if they apply scholarship from MOE. 		

簽核順序 Procedures：教學單位→會簽單位（不必按序簽核）→行政單位

Department/College → Countersignature units (Do not need to countersign in order.) → Administrative offices