

國立中央大學休學生復學申請表

NCU Application Form for Re-enrollment (School Resumption)

姓名 Name		學號 Student ID No.		系所 Department		年級 Grade	
以前申請 休學期間 Term of suspension	申請於 _____ 學年度第 _____ 學期 至 _____ 學年度第 _____ 學期止 From the _____ semester of academic year _____ To the _____ semester of academic year _____						
申請復 學學期 Date of application for school resumption	申請於 _____ 學年度第 _____ 學期復學 Apply in the _____ semester of academic year _____						
通訊地址 Address	郵遞區號 Zip Code (_____)						
電話 Phone Number	(手機 Mobile)						
申請人 Applicant	學生家長(研究生免)Student's parents : _____ 年 _____ 月 _____ 日 (簽章) Year month day (signature/seal)			學生 Student : _____ 年 _____ 月 _____ 日 (簽章) Year month day (signature/seal)			
核准 Ratification	教學單位 Department/College			行政單位 Administrative Offices			
	1 導師/指導老師 Advisor	2 系所經辦 Clerk of the Department	3 系(中心)主任/ 所長 Chairperson	5 註冊組經辦 Section of Registry	註冊組組長 Registrar	教務長(或授權人) Dean of Academic Affairs	
				<input type="checkbox"/> 無須附件 <input type="checkbox"/> 已繳驗附件		教務處註冊組為最後簽核單位	
會簽 Countersign	4 生活輔導組 Division of Student Services			4 國際事務處 Office of International Affairs			
	● 僅男生需辦理			● 僅僑生、外籍生及陸生需辦理 For overseas Chinese students, foreign students and Mainland Chinese students only.			

簽核順序：1 導師/指導老師→ 2 系所經辦→ 3 系(中心)主任/所長→ 4 生活輔導組/國際事務處→ 5 註冊組經辦→ 註冊組組長 →教務長(或授權人)

Procedures and Instructions : 1 Advisor→ 2 Clerk of the Department→ 3 Chairperson of Dept. → 4 Division of Student Services / Office of International Affairs→ 5 Section of Registry → Dean of Academic Affairs

1. 休學生在學期中不得辦理當學期之復學，第一學期受理時間:7/1-7/31，第二學期受理時間:1/1-1/31 Students in a semester leave can only resume the schooling in the beginning of the next semester. Dates: July 1st – 31st during the first semester; January 1st – 31st during the second semester.
2. 學生因應徵服役者申請休學者，俟休學期滿檢送退伍令申請復學 For Students who apply for suspension due to military service, the proof of discharge is required for school resumption when suspension expires.
3. 學生因懷孕或育嬰申請休學者，俟休學期滿，應檢附子女出生證明及相關證明文件申請復學 For students who apply for suspension due to pregnancy or child nurture, birth certificate and relative documents are required for school resumption when suspension expires.
4. 復學時仍應在原肄業之學系或研究所及相銜接之年級肄業 Returnees should re-enroll for the original department or graduate program and stay in the same or continue on the grade before the suspension.
5. 休學時，學期尚未結束者，復學時不得申請補考 Students cannot apply for make-up exams when resuming school studies if their suspension begin during the semester.
6. 休學期滿，未申請復學或繼續申請休學者，應令退學 Students will be expelled if they do not apply for either resuming school studies or postponing the suspension when suspension expires.
7. 大學部復學生，請向系所辦公室領取導師密碼卡，以便辦理選課事宜 For undergraduates who resume the schooling, please ask for password cards from your department office in order to select courses.
8. 通訊地址若有變更，請至學籍系統更新，以利學校公文書信往來 If your address is changed, please update it on <http://www4.is.ncu.edu.tw/register/student.php>, which will be used for mailing formal letters.