

# 國立中央大學休學生復學申請表

## NCU Application Form for Resumption of Studies

姓名 Name		學號 Student ID No.		系所 Department/ Institute		年級 Grade	
前次申請 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____						
復學學期 Term of Resumption of Studies	申請於                  學年度第                  學期復學 Apply for resumption of studies in the ____semester of academic year____						
通訊地址 Address				電話 Phone Number			
申請人 Applicant	學生家長(研究生免): Student's parent (not applicable to postgraduates):  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	1 導師/指導老師 Advisor	2 系所經辦 Clerk at the Department	3 系(中心)主 任/所長 Director	5 註冊組 Division of Registrar			
				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			
	● 僅本國籍 36 歲以下男生須辦理 This procedure is only for Taiwanese male citizen under 36 years old. <input type="checkbox"/> 申請者已超過 36 歲無須辦理 The applicant is older than 36; thus this procedure does not apply.			● 僅僑生、外籍生及陸生須辦理 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

Procedures and Instructions: 1. Advisor → 2. Clerk at the Department → 3. Director of the Department/Institute/Center → 4. Division of Student Services / Office of International Affairs → 5. Division of Registrar

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 having an approved temporary suspension of schooling can only resume the schooling at the beginning of the next semester. Periods open for the application of resumption of schooling: July 1 to 31 in the first semester; January 1 to 31 in 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

Students who apply for temporary suspension of schooling to fulfill military service have to apply for resumption of studies with the Military Service Discharge Order when the term of the 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

Students who apply for temporary suspension of schooling for pregnancy or child nurture have to apply for resumption of studies with birth certificates and relevant documentation when the term of the 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

When resuming studies, students shall continue their studies at the department or the graduate institute that they were studying at when they applied for temporary suspension, and they shall resume their studies in the same grade in which they applied for the temporary suspension.

5. 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 resumption of studies or continuance of suspension when their term of the suspension expires.

6. 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 at the NCU Portal online in order to successfully receive official documents mailed to you by NCU.