

國立中央大學新生保留入學資格申請表

NCU Application Form for Student Status Retention

學生姓名 Name		考入系所 Department/ Institute		學號 Student ID No.	
申請保留理由 Reason(s)	<input type="checkbox"/> 重病須長期療養 Recuperation for serious illness <input type="checkbox"/> 低收入戶 Low-income Household <input type="checkbox"/> 服兵役 Military service <input type="checkbox"/> 懷孕 Pregnancy <input type="checkbox"/> 育嬰 Child nurture <input type="checkbox"/> 其他（列舉具體事實） Others (Please specify.)			證明文件 Documents for Verification	<input type="checkbox"/> 區域醫院診斷書 A medical certificate issued by a local hospital <input type="checkbox"/> 低收入戶證明書 A low-income household certificate <input type="checkbox"/> 兵役證件影印本 Copies of military service certificates <input type="checkbox"/> 其他 Others ()
保留期限 Period of the Retention	自民國 ____ 年 2 月/8 月至民國 ____ 年 1 月/7 月 From February/August, ____ (Year) to January/July, ____ (Year)			年限 The Total Number of Years of the Retention	____ 年（壹年為限，因兵役因素保留者除外 Except for the reason of military service, one can only apply for a year.）
通訊地址 Mailing Address	(請正楷詳細填寫 Please write in regular script)			電話 Phone Number	
申 請 人 Applicant	學生家長(研究生免)： Student's parent: <div style="text-align: right;">年 月 日 (簽章) Year Month Day (Signature/Seal)</div>			學生： Student: <div style="text-align: right;">年 月 日 (簽章) Year Month Day (Signature/Seal)</div>	
審 查 Ratification	教學單位 Department/Institute/Center		行政單位 Administrative Offices		
	1 系所經辦 Clerk	2 系(中心)主任/所長 Director	4 註冊組經辦 Division of Registrar	註冊組組長 Chief of the Division of Registrar	教務長(或授權人) Dean of Academic Affairs (or deputy)
			教務處註冊組為最後簽核單位		
會 簽 Countersign	3 住宿服務組 Student Housing Service Division			3 國際事務處 Office of International Affairs	
	<ul style="list-style-type: none"> 地點：國際學舍 1 樓 Location: Ground floor of the International Student Dormitory 碩士在職專班學生無須辦理 Students of in-service master's program do not have to go through this step. 			<ul style="list-style-type: none"> 僅僑生、外籍生和陸生須辦理 For Oversea Chinese students, foreign students and Mainland Chinese students only 	

簽核順序 Procedures and Instructions:

1. 系所經辦 → 2. 系(中心)主任/所長 → 3. 生活輔導組宿舍服務中心/國際事務處 → 4. 註冊組經辦 → 註冊組組長 → 教務長(或授權人)
1. Clerk at the Department → 2. Director of the Department/Institute/Center → 3. Student Dormitory Service Center/ Office of International Affairs → 4. Division of Registrar → Chief of the Division of Registrar → Dean of Academic Affairs
1. 新生辦理保留入學資格，應於註冊前（按校曆規定時間）辦妥申請手續。
For new students to apply for retaining student status, the procedure should be completed by the date of enrollment specified on the calendar of NCU.
2. 除具函申請外，並應繳交下列證明文件之一：
One of the following documents is required in addition to this application form:
 - (1) 健保局特約區域醫院以上出具之證明；A medical certificate issued by any NHI-contracted hospital.
 - (2) 低收入戶證明書：A low-income household certificate.
 - (3) 兵役證件影印本；Copies of military service certificates.
 - (4) 其他有關文件。Other relevant documentation.
3. 同學應另檢附新生報到表、身份證明文件正反面影印本及經原校驗證之畢業證書影印本。持國外學歷者，應依教育部『大學辦理國外學歷採認辦法』規定辦理並繳交驗證之學歷文件。
An applicant should also attach a registration form, a copy of both sides of the Identification Card, and a copy of a graduation certificate. Applicants who have a degree or transcripts issued by a foreign educational institution have to go through the verification procedure regulated by "Regulations Governing the Assessment and Recognition of Foreign Academic Records by Institutions of Higher Education" and submit required documentation related to educational qualifications for authentication (the authentication refers to an applicant submitting documents such as a degree or transcripts from a foreign educational institution to an ROC embassy, consulate, representative office, or office, or other agency authorized by the Ministry of Foreign Affairs and applying to

have the documents certified as authentic).