

Chaoyang University of Technology

Academic Year _____ Semester _____

Registration Form for Student Deferring Graduation

Name		Student Number	
☐ Bachelor ☐ Master ☐ Doctor	Department		Year Class
Registration Procedures		Location	Signature of Handling Officer
1	Course Selection (please confirm with the <u>Admission Section</u> if you only need to take courses for certification)	Curriculum Services Section, 2F Administration Building	☐ Thesis only ☐ Take courses for certification only ☐ need to take _____ credits and _____ hours. Please specify the credits.
	This column is for those taking courses in Secondary Education/Early Childhood Education at Teacher Education Center.	Teacher Education Center, 3F Humanities & Technology Building	Please specify the credits.
2	Deferment of Military Service (For Male Only) Submit copy of service discharge order or proof of exemption of service, if any. ☐ Service not yet completed ☐ Service completed Branch (e.g. army): _____ Rank (e.g. private 1 st class): _____	Student Guidance Section, 1F Administration Building	Foreign Student? ☐ Yes ☐ No
3	1. Pay Tuition and Miscellaneous Fees 2. Finish course selection prior to payment. 3. Approach Student Guidance Section for student loan applications.	Bursary Section (Student Guidance Section), 1F Administration Building	
4	Student ID security door access on campus	Property Services Section, 2F Administration Building	
5	Return the Registration form	Admission Section, 2F Administration Building	

Remarks:

1. Please add/drop courses through the online course selection system. You may contact Curriculum Services Section at (04)2332-3000 ext. 4023-4025 for inquiry. You are not required to select courses if you only need to take labor education, courses for certification, or thesis.
2. For undergraduates and postgraduates who postpone their graduation and take less than 9 credits in a semester should pay credit fees (charged by credit hours). If taking more than 9 credits, students have to pay the full tuition fees (Tuition and Miscellaneous Fees). Basic miscellaneous fee, student insurance fee, computer and internet fee will be charged per semester starting from the third year of Doctoral Program. Tuition fees will also be charged for extra courses taken.
3. Office Hour: 08:00 to 17:00, Mondays to Fridays / Summer Holiday: 09:00 to 15:30, Mondays to Thursdays / Winter Holiday: please contact the office in advance.
4. The personal information (C001 identifying individuals, C003 identifying in government data, C011 individual description) and supporting documents that Chaoyang University of Technology collected are only used for processing the registration for Deferral of Graduation Student during the period when the application is under review within the school and when the contact of the relevant individual becomes necessary. Application would not be processed for submission of incomplete information. Applicants have the right to inquire and correct personal information according to Article 3 of the Personal Data Protection Act. For details please contact the Admissions Section of CYUT at 04-23323000 ext. 4013-4019.