

Chaoyang University of Technology International Student's Application for

☐ Suspension of Schooling 休學 ☐ Withdrawal from School 退學

Date: (month/day/year)

Student Name 學生姓名		Student Number 學號		Program 學制	<input type="checkbox"/> Four-year program 四技 <input type="checkbox"/> Two-year Program 二技 <input type="checkbox"/> Full-time Master's Program 碩士班 <input type="checkbox"/> Doctoral Program 博士班
Department/Year/Class 系年班	Department/Institute 系			Year 年	Class 班
Reasons of Application 申請原因					
Suspension Period 休學年限	<input type="checkbox"/> One Semester 一學期 Academic Year Semester				
	<input type="checkbox"/> One Academic Year 一學年 from Academic Year Semester to Academic Year Semester				
Address of Parent 監護人地址				Parent's Contact Number 監護人電話：	
Signature of Student 學生簽章				Signature of Parent 家長簽章：	
Procedure 1 程序一	First interview by the Tutor 導師第一次訪談(簽註意見)			Second interview by the Tutor 導師第二次訪談(簽註意見)	
	<input type="checkbox"/> Yes <input type="checkbox"/> No Recommended to arrange an interview with the Student Development Center 建議與學生發展中心面談				
	Signature 簽章：			Signature 簽章：	
	By Student Development Center 學生發展中心	Leave this field blank if the Tutor marks "No" after the interview 導師訪談若勾「否」則學生發展中心免核章及簽註意見			
	By Department Office 系辦公室簽章	Signature and Comment of Department Director 系主任簽章(簽註意見)			
Admissions Section, Office of Academic Affairs 教務處註冊組					Signature of Dean of Academic Affairs 教務長簽章
Signature of Office 承辦人簽章		Signature of Director of Admissions Section 主任簽章			

Office hour：Monday to Friday, 08:00~17:00

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Department /Year/Class 系年班	Department/Institute 系		Year 年	Class 班
Procedure 程序	Transacting Unit 主辦單位	Transacting Matters 辦理事項	Transacting conditions 辦理情形	Signature of Officer 主辦人簽章
Procedure 2 程序二	Section of Student Services Office of International Affairs 3 rd Floor, the Administration Building 國際事務處學生服務組 (行政大樓三樓)	National Health Insurance 全民健保		
Procedure 3 程序三	Student Guidance Section 1 st Floor, the Administration Building 生活輔導組(行政大樓一樓)	Parking violation record、Parking permit refund <input type="checkbox"/> Yes <input type="checkbox"/> No 違規停車紀錄、停車證退費		
	Housing Services Section 1 st Floor, the Dormitory Building 住宿服務組(第一宿舍一樓)	The student is a boarder <input type="checkbox"/> Yes <input type="checkbox"/> No 是否為住宿生 Check-out procedure completed <input type="checkbox"/> Yes <input type="checkbox"/> No 是否已辦理離宿驗收及保證金退費		
	Extracurricular Activity Section 1 st Floor, the Dormitory Building 課外活動組(第一宿舍一樓)	The student is a club leader. <input type="checkbox"/> Yes <input type="checkbox"/> No 是否為社團負責人 Hand-over of the club properties completed. <input type="checkbox"/> Yes <input type="checkbox"/> No 社團財產是否移交		
Procedure 4 程序四	Campus Safety Center & Office of Military Instruction 1 st Floor, the Administration Building 校安暨軍訓室(行政大樓一樓)	The student participates in the student group insurance during the suspension duration. <input type="checkbox"/> Yes <input type="checkbox"/> No 休學期間是否參加學生團體保險		
Procedure 5 程序五	Office of Finance 4 th Floor, the Administration Building 財務處(行政大樓四樓)	Issue payment receipt or proceed refund procedure (Please attach the payment receipt if the payment has been paid.) 開立繳費單或辦理退費手續		
Procedure 6 程序六	Bursary Section 1 st Floor, the Administration Building 出納組(行政大樓一樓)	Payment of tuition or student group insurance fee. 繳交學雜費或學生團體保險費		
Procedure 7 程序七	Admissions Section, Office of Academic Affairs 2 nd Floor, the Administration Building 教務處註冊組(行政大樓二樓)	Book(s) return to the library or no fine is imposed. <input type="checkbox"/> Yes <input type="checkbox"/> No 圖書館借書已歸還或無罰款		
		Confirmation of Address. <input type="checkbox"/> No modification <input type="checkbox"/> Modified 核對監護人地址		
		Student ID EasyCard extension or cancellation <input type="checkbox"/> Yes <input type="checkbox"/> No 學生證悠遊卡展期或取消		
		Return of this Application Form (This Application Form must be returned or else will be regarded as incompleteness of suspension/withdrawal procedure.)		

Remarks:

Students are required to complete the school-leaving procedures and this application form must be returned for the completion of suspension/withdrawal procedures. The Chaoyang University of Technology will issue a suspension certificate or an enrollment certificate (an enrollment certificate will be issued by the school for those who study for more than one semester and have score records).

Receive in person ☐ Suspension Certificate ☐ Withdrawal from School Certificate

Signature:

☐ By mail

Please proceed in accordance with the order of the form