

**Chaoyang University of Technology**  
**Application Form for Overseas Student**  
Suspension of Schooling Withdrawal from School

Date: (month/day/year)

|   |   |  |                             |  |   |
|---|---|--|-----------------------------|--|---|
| Student Name<br>學生姓名                                  |   | Student Number<br>學號   |                             | Educational System<br>學制                                     | <input type="checkbox"/> Four-year program <input type="checkbox"/> Two-year Program<br><input type="checkbox"/> Full-time Master's Program <input type="checkbox"/> Doctoral Program |
| Department<br>系年班                                     | Department/Institute<br>系   |  | Grade<br>年                  | Class<br>班   |   |
| Reasons of application<br>申請原因                        |   |  |                             |  |   |
| Suspension Duration<br>休學年限                           | <input type="checkbox"/> One Semester   |  | Academic Year               | Semester   |   |
|   | <input type="checkbox"/> One Academic Year  |  | from Academic Year          | Semester to  | Academic Year Semester  |
| Address<br>監護人地址                                      | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>  |  |                             | Parents Contact Phone Number :                               |   |
| Signature of Student<br>學生簽章                          | Mobile Phone Number :   |  | Signature of Parent<br>家長簽章 | ( Must with the parental agreement and signature )           |   |
| Procedure 1<br>程序一                                    | The first interview of the Tutor (Remarks)<br>導師第一次訪談(簽註意見)   |  |                             | The second interview of the Tutor (Remarks)<br>導師第二次訪談(簽註意見) |   |
|   | <input type="checkbox"/> Yes <input type="checkbox"/> No Recommendations: it is necessary to arrange an interview with the Student Development Center |  |                             |  |   |
|   | Signature :   |  |                             | Signature :  |   |
|   | Student Development Center<br>學生發展中心 (Remarks)  | If the Tutor marks "No" after the interview, the Student Development Center does not have to stamp and remark 導師訪談若勾「否」則學生發展中心免核章及簽註意見 |                             |  |   |
| Department Office Stamp<br>系辦公室簽章                     | Signature of Department Chair (Remark) 系主任簽章(簽註意見)  |  |                             |  |   |
| Admissions Section, Office of Academic Affairs 教務處註冊組 |   |  |                             | Signature of Academic Dean 教務長簽章                             |   |
| Signature of Office 承辦人簽章                             |   | Signature of Division Head 組長簽章  |                             |  |   |
|   |   |  |                             |  |   |

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

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Date: \_\_\_\_\_ (month/day/year)

|                    |   |   |   |                          |   |                               |
|--------------------|---|---|---|--------------------------|---|-------------------------------|
| Student Name<br>學生 |   | Student Number<br>學號                      |   | Educational System<br>學制 | <input type="checkbox"/> Four-year program <input type="checkbox"/> Two-year Program<br><input type="checkbox"/> Full-time Master's Program <input type="checkbox"/> Doctoral Program |                               |
| Department<br>系年班  | Department/Institute<br>系   |   | Grade<br>年  | Class<br>班               |   |                               |
| Procedure<br>程序    | Transacting Unit<br>主辦單位  |   | Transacting Matters<br>辦理事項   |                          | Transacting conditions<br>辦理情形  | Signature of Officer<br>主辦人簽章 |
| Procedure 2<br>程序二 | 1 <sup>st</sup> Floor, The Dormitory Building (第一宿舍一樓)  | Housing Service Section<br>住宿服務組          | Whether is boarder? <input type="checkbox"/> Yes <input type="checkbox"/> No<br>Whether has transacted the check-out procedure?<br>辦理離宿手續 <input type="checkbox"/> Yes <input type="checkbox"/> No                |                          |   |                               |
|                    |   | Extracurricular Activity Section<br>課外活動組 | Whether is society leader? <input type="checkbox"/> Yes <input type="checkbox"/> No<br>Whether has hand over the society properties?<br>社團財產移交 <input type="checkbox"/> Yes <input type="checkbox"/> No           |                          |   |                               |
| Procedure 3<br>程序三 | Office of Student Affairs (1 <sup>st</sup> Floor, the Administration Building)<br>學務處生活輔導(行政大樓一樓)             | Health Services Section<br>衛生保健組          | Whether participate in the student group insurance during the suspension duration?<br>休學是否參加團體保險 <input type="checkbox"/> Yes <input type="checkbox"/> No   |                          |   |                               |
|                    |   | Student Guidance Section<br>生活輔導組         | Parking violation record<br>違規停車紀錄 <input type="checkbox"/> Yes <input type="checkbox"/> No   |                          |   |                               |
| Procedure 4<br>程序四 | Accounting Office 會計室<br>(4 <sup>th</sup> Floor, the Administration Building)                                 |   | Issue payment receipt or proceed refund procedure(Please enclose with the payment receipt, if the payment has been paid.)<br>開立繳費單或辦理退費   |                          |   |                               |
| Procedure 5<br>程序五 | Bursary Section 出納組<br>(1 <sup>st</sup> Floor, the Administration Building)                                   |   | Payment of tuition or student group insurance<br>繳交學雜費或學生團體保險費  |                          |   |                               |
| Procedure 6<br>程序六 | Admissions Section, Office of Academic Affairs 教務處註冊組<br>(2 <sup>nd</sup> Floor, the Administration Building) |   | Book restitution to the library or no <input type="checkbox"/> Yes <input type="checkbox"/> No<br>fine 圖書館借還書   |                          |   |                               |
|                    |   |   | Check address <input type="checkbox"/> No modification<br>核對地址 <input type="checkbox"/> Modified  |                          |   |                               |
|                    |   |   | Student ID restitution <input type="checkbox"/> Yes <input type="checkbox"/> No<br>Application form restitution(No restitution of the application form is regarded as uncompleted suspension/drop-out procedure.) |                          |   |                               |

**Precautions :**

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

Receive personally Suspension Certificate  Withdrawal from School Certificate      Signature: \_\_\_\_\_ By mail

Please proceed in accordance with the order of the form