

Chaoyang University of Technology
Overseas Student's Application for
Suspension of Schooling Withdrawal from School

Date: (month/day/year)

Student Name		Student Number		Program	<input type="checkbox"/> Four-year program <input type="checkbox"/> Two-year Program <input type="checkbox"/> Full-time Master's Program <input type="checkbox"/> Doctoral Program
Department /Year/Class	Department/Institute		Year	Class	
Reasons of Application					
Suspension Period	<input type="checkbox"/> One Semester Academic Year		Semester		
	<input type="checkbox"/> One Academic Year from Academic Year		Semester	to Academic Year	Semester
Address of Parent				Parent's Contact Number	
Signature of Student	Mobile Number:		Signature of Parent	(Mandatory field)	
Procedure 1	First interview by the Tutor <input type="checkbox"/> Yes <input type="checkbox"/> No Recommended to arrange an interview with the Student Development Center			Second interview by the Tutor	
	Signature:			Signature:	
	By Student Development Center	Signature and Comment : <small>Leave this field blank if the Tutor marks "No" after the interview</small>			
By Department Office	Signature and Comment of Department Director:				
Admissions Section, Office of Academic Affairs (Office hour: Monday to Friday, 08:00 - 17:00)					
Signature of Office:		Signature of Section Head:		Signature of Dean of Academic Affairs:	

Chaoyang University of Technology
Overseas Student's Application for
Suspension of Schooling Withdrawal from School

Date: _____ (month/day/year)

Student Name		Student Number		Program	<input type="checkbox"/> Four-year program <input type="checkbox"/> Two-year Program <input type="checkbox"/> Full-time Master's Program <input type="checkbox"/> Doctoral Program	
Department /Year/Class	Department/Institute		Year		Class	
Procedure <small>(Please proceed in accordance with the order of the form.)</small>	Transacting Unit		Transacting Matters		Transacting Conditions	Signature of Officer
Procedure 2	1 st Floor, the Dormitory Building	Housing Services Section	The student is a boarder. <input type="checkbox"/> Yes <input type="checkbox"/> No			
			Check-out procedure completed. <input type="checkbox"/> Yes <input type="checkbox"/> No			
Procedure 3	1st Floor, the Administration Building	Extracurricular Activity Section	The student is a club leader. <input type="checkbox"/> Yes <input type="checkbox"/> No			
			Hand-over of the club properties completed. <input type="checkbox"/> Yes <input type="checkbox"/> No			
Procedure 4	Office of Finance (4th Floor, the Administration Building)	Health Services Section	The student participates in the student group insurance during the suspension duration. <input type="checkbox"/> Yes <input type="checkbox"/> No			
		Student Guidance Section	Parking violation record. <input type="checkbox"/> Yes <input type="checkbox"/> No			
Procedure 5	Bursary Section (1st Floor, the Administration Building)	Payment of tuition or student group insurance fee.				
Procedure 6	Admissions Section (2 nd Floor, the Administration Building)	Book(s) return to the library or no fine is imposed. <input type="checkbox"/> Yes <input type="checkbox"/> No				
		Confirmation of Address. <input type="checkbox"/> No modification <input type="checkbox"/> Modified				
		Return of Student ID Card. <input type="checkbox"/> Yes <input type="checkbox"/> No				
		Return of this Application Form. <input type="checkbox"/> Yes <input type="checkbox"/> No <small>(This Application Form must be returned or else will be regarded as incompleteness of suspension/withdrawal procedure.)</small>				

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