

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

Date: (month/day/year)

Student Name 學生姓名		Student Number 學號		Program 學制	<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 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		Academic Year	Semester		
	<input type="checkbox"/> One Academic Year from Academic Year		Semester	to Academic Year	Semester	
Address of Parent 監護人地址	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>			Parent's Contact Number :		
Signature of Student 學生簽章	Mobile Number :		Signature of Parent 家長簽章	(Mandatory field)		
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					
	Signature :			Signature :		
	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	1st Floor, the Dormitory Building (第一宿舍一樓)	Housing Services Section 住宿服務組	The student is a boarder 住宿生 Check-out procedure completed. 是否已辦理離宿驗收及保證金退費		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No	
		Extracurricular Activity Section 課外活動組	The student is a club leader. 是否為社團負責人團負責人 Hand-over of the club properties completed. 社團財產是否移交		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No	
Procedure 3 程序三	Office of Student Affairs (1st Floor, the Administration Building) 學務處生活輔導組 (行政大樓一樓)	Health Services Section 衛生保健組	The student participates in the student group insurance during the suspension duration. 休學期間是否參加學生團體保險		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		Student Guidance Section 生活輔導組	Parking violation record 違規停車紀錄、停車證退費		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Procedure 4 程序四	Office of Finance (4th Floor, the Administration Building) 財務處		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 5 程序五	Bursary Section (1st Floor, the Administration Building) 出納組		Payment of tuition or student group insurance fee. 繳交學雜費或學生團體保險費			
Procedure 6 程序六	Admissions Section, Office of Academic Affairs (2nd Floor, the Administration Building) 教務處註冊組		Book(s) return to the library or no fine is imposed. 圖書館借書已歸還或無罰款		<input type="checkbox"/> Yes <input type="checkbox"/> No	
			Confirmation of Address. 核對監護人地址		<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 (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