

國立交通大學學生退學離校程序表
NCTU Application for Withdrawal

Student No.: _____ Name: _____

Dept./Inst.: _____ Year: _____ Class: _____

Bachelor Program Master's Program Doctoral Program

Application Date: (MM) / (DD) / (YYYY)

Withdrawal Reason: Voluntary Expiration of Study Failure to Enroll Academic
 Failure to Pass Qualifying Exam Others: _____

Withdrawal Effective from: _____ academic year _____ semester

Applicant's signature: _____

Parents' signature(only for Bachelor Program): _____

Tel/cell phone: _____ e-Mail: _____

Address : _____

Application Procedure: Please complete the procedures, and then submit the form to the Registrar Office.

1. 指導教授 Advisor:	2. 系所助理 Dept./Inst. Assistant: 研究生溢領獎學金金額: _____	3. 系主任/所長 Dept./ Inst. Chair:
4. 註冊組承辦人 Registrar Staff: <input type="checkbox"/> 未開始上課 Before classes begin in the current semester <input type="checkbox"/> 上課未逾學期1/3 Within 1/3 of the current semester <input type="checkbox"/> 上課未逾學期2/3 Within 2/3 of the current semester <input type="checkbox"/> 上課已逾學期2/3 Over 2/3 of the current semester		5. 註冊組組長 Registrar:
課務組 Curriculum Division (Science Bldg. 1 1F)	資訊技術服務中心 Information Technology Service Center 1F (with student ID Card)	生活輔導組 Life Guidance Division (Information Technology Service Center 2F)
住宿服務組 Housing Service Division (Information Technology Service Center 2F)	出納組 Cashier Division (Chung Cheng Auditorium 2F)	國際及兩岸服務組(僑生) Division of International & Cross-strait Services - Overseas Chinese Students (Administration Building 1F)
國際及兩岸服務組(外籍生、陸生) Division of International & Cross-strait Services - International Students (Library 8F & Administration Building 1F)	圖書館(借還書櫃台) Library	體育室 Office of PE (Gymnasium 1F)
註冊組承辦人登錄 Submit the completed form to the Registrar's Office		學生領取修業證明簽章 Certification of School Attendance collected by: (signature)

To the applicant:

The student who withdraws from school shall be granted a Certification of School Attendance, if he or she has already completed one semester of study and has existing grades. However, students that withdraw due to their entrance or transfer credentials being deemed unsuitable are not given any school attendance documents.