NATIONAL TAIWAN UNIVERSITY
Graduate Student Early Reenrollment Application Form

(Application period: August 1 to the tuition payment deadline of the fall semester and

February 1 to the tuition payment deadline of the spring semester of each year)

Please complete the following section:

Name		Date	(yyyy/mm/dd)
Academic Program / Division		**Student ID**	
Required Documents	Proof of leave of absence		
Semester scheduled for reenrollment	_____ Semester, Academic Year _____		
Actual semester for reenrollment	_____ Semester, Academic Year _____		
Note	Students who apply for an early reenrollment shall report to their respective academic program(s) and advisors.		

The following procedures are to be carried out by the Graduate Academic Affairs Division, Office of Academic Affairs:

(Students in the College of Medicine/Public Health shall submit the application to the Branch Office of Academic Affairs in the College of Medicine.)

Processing Clerk	Procedure:
	☐ **Required procedures:**
	1. <u>"Student status" > "Change student status" > "Reenrollment" > enter relevant details > click on "Early reenrollment" > click on "Confirm"</u>
	2. Do not adjust the student's year of study if the system has not yet updated the student's status.
	3. If the system has already updated the student's status, please verify the student's year of study after their reenrollment. In case of any changes, please update the student's status with the correct year of study. (The system processes student status updates every semester in mid-July and mid-January.)
	☐ **Year of study after adjustment:** _____
	● **If the Cashier Division has already completed the bulk upload of payment files:**
	(Payment files are uploaded in late-July and mid-January)
	1. Please verify the year of study after adjustment (may be reviewed by the Chief of Student Status if necessary) and notify IT staff to upload the student's payment file to the Cashier Division.

	2. Please remind the student to download and print out the tuition and miscellaneous fees payment slip, which will be available online 2 days after this application is processed.
Chief of Student Status	☐ Verify the student's year of study after adjustment
IT Staff	☐ Upload payment file to the Cashier Division