國立臺灣大學研究生退學申請書

**National Taiwan University**

Application for Withdrawal from University（for graduate student use）

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 學號Student ID Number |  | 中文姓名ChineseName |  | Degree：□Master □Doctoral |
| Department： |
| 退學原因Reason for withdrawal |  |
| 退學時間Semester of Withdrawal | 自 學年度第 學期起退學I wish to withdraw from the \_\_\_semester of academic year \_\_\_\_\_\_ | 辦理日期Application Date | 　　 年 月 日（year）（month）（day） |
| 永久地址Permanent address | 電話：(Telephone) 行動電話：(Cell phone)  |
| Please read the instructions before completing the following procedures.會簽程序【申請休學者請參閱本表說明並依序前往辦理休學離校手續】 |
| （1）導 師 簽 章Thesis Instructor Signature | （2）系所辦公室蓋章Stamp of the Graduate Institute | （3）系主任(所長) 簽 章Signature of the Director of the Graduate Institute |
|  |  |  |
| （4）圖 書 館 Stamp of the Library | （5）國際事務處或僑生及陸生輔導組Stamp of the Office of International Affairs or Overseas Students Advising Division | （6）學生住宿服務組Stamp of the Student Housing Service Division |
|  | If you are an international student, please go to the Office of International Affairs.If you are an overseas Chinese student or a mainland Chinese Student, please go to the Students Advising Division. | ※住宿者請先至宿舍教官室領取退宿單※無住宿者請逕至住宿服務組確認＊If you are living in the dormitory, please obtain a check-out form from the dormitory coordinator.＊If you are not living in the dormitory, you still need to get the stamp to prove this. |
| (7) 出納組 Stamp of the Cashier Division | (8) 研究生教務組Stamp of the Graduate Academic Affairs Division |
|  | Please bring your student ID card. |
| 說明Instructions | 1. 醫學院、公衛學院學生請至醫教分處辦理。

Students of College of Medicine and Public Health should submit the application to the Academic Affairs Division of College of Medicine.1. 領取退學證後，若符合退費規定者，請逕至出納組辦理退費手續。

After getting the certification of withdrawal from the university, if you are qualified for a refund, please go to the Cashier Division to get a refund. |
| 申請人或代辦人簽章Applicant (or Agent) Signature |  | 電話：Telephone: |