

國立臺灣大學研究生休學申請書

National Taiwan University

Application for Leave of Absence for Graduate Students

學號 Student ID Number	中文姓名 Chinese Name	Degree : <input type="checkbox"/> Master <input type="checkbox"/> Doctoral	
		Department :	
休學原因 Reason for requesting a leave of absence			
休學期間 Semester(s) for which leave is requested	自 學年度第 學期起 休 學期 Starting from the ___ semester of academic year _____ to the ___ semester of academic year _____ Total: _____ semester(s)	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.	
(開學前完成休學手續者, 免繳學雜費) If you complete this form and submit it to the Office of Academic Affairs before the first day of classes, you don't need to pay the tuition. (開學前續辦休學者方免) (If you wish to extend the leave of absence before the first day of classes, you don't need to get the stamp.) (新生入學第一學期免, 待休學手續完成後, 持休學證明書至出納組辦理退費) (If you are a first-semester freshman, you can skip this and go to the Graduate Academic Affairs Division to get the certification of leave of absence, and bring it to the Cashier Division to get a refund.			
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. 2. 學生辦妥休學手續領取休學證後, 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 leave of absence, 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:		