

# NTU Course Withdrawal Application

Please go to myNTU (<https://my.ntu.edu.tw/>), click on “Courses” and then “Withdrawal Application System”.

- Students shall go to the Withdrawal Application System, apply and download the form, and obtain the signatures of the classes’ instructors (the instructors can reply the email or sign on the form as approval).
- Students submit the form to the responsible unit of academic affairs, or combine the form and the approval of the instructors into one PDF file and upload the file to the Withdrawal Application System.
- The schedules of intensive courses are different from the ordinary courses. As a result, the deadlines of the course withdrawal application shall be regulated by the course-offering units.
- The Course Withdrawal Application System will be open **from 9:00 a.m. on March 5 (Tuesday) to 5:00 p.m. on May 10 (Friday)**. **No application will be accepted after the deadline.**
- If you are unable to upload your application, please contact the responsible unit of Office of Academic Affairs as soon as possible.
- Please click “Student Withdrawal Application Records” to confirm whether your application is submitted after uploading your application. Besides, after 3 business days of your application submission, please log in the application system again to check if “Review status” of your application has been changed into “Accept”. You can also log in myNTU→Course Selection Results to confirm whether your course is marked “Withdrawal”.

## Contact Information of responsible units:

Office	Students
Undergraduate Academic Affairs Division (02)3366-2388 ext. 211~222, 224, 225, 204 E-mail: registry@ntu.edu.tw	<ol style="list-style-type: none"> <li>1. All undergraduate students from College of Liberal Arts, Science, Social Science, Engineering, Bioresources &amp; Agriculture, Management, Electrical Engineering &amp; Computer Science, Law &amp; Life Science</li> <li>2. College of Medicine: Freshmen in Department of Nursing &amp; all freshmen &amp; sophomores in other Departments</li> <li>3. College of Public Health: all Freshmen</li> </ol>
Graduate Academic Affairs Division (02)3366-2388 ext. 402, 403, 415, 416, 408 ~412 E-mail: graduate@ntu.edu.tw	Graduate students from College of Liberal Arts, Science, Social Science, Engineering, Bioresources & Agriculture, Management, Electrical Engineering & Computer Science, Law & Life Science
Branch Office of Academic Affairs- Medicine (02)2312-3456 ext. 288024, 288025, 288027 E-mail: macd@ntu.edu.tw	<ol style="list-style-type: none"> <li>1. College of Medicine: undergraduate students other than freshmen in Department of Nursing, juniors &amp; above in all other Departments &amp; all graduate students &amp; Second Degree Bachelor of Science in Nursing</li> <li>2. College of Public Health: undergraduate students other than freshmen &amp; all graduate students</li> </ol>