

# 國立臺灣大學學士班學生休學申請書

## National Taiwan University

### Undergraduate Student Leave of Absence Request Form

學號 Student ID Number		姓名 Name		學系 Department	
				年級 Year	
休學原因 Reason for requesting a leave of absence					
休學期間 Semester(s) of leave requested	自 學年度第 學期起休 學期 From the _____ semester of academic year _____ to the _____ semester of academic year _____ Total: _____ semester(s)			休學紀錄 Record of Previous Request	<input type="checkbox"/> 無 Never <input type="checkbox"/> 曾休學 _____ 學期 Once suspended for _____ semester(s)
永久地址 Permanent address				電話(Telephone) _____	
			行動電話(Cell phone) _____		
會簽程序【請先行參閱本表說明及本校學則相關規定辦理】 Please read the instructions and related regulations before completing the following procedures.					
家長或監護人同意簽章欄 Parent/Guardian Signature	導師意見欄 Comments from Mentor		系主任意見欄 Comments from Department Chair		
成年者免 The signature is not required for an adult.					
(If any signature is found to be fraudulent, the student shall bear full responsibility)					
圖書館 Library	學生住宿服務組 Student Housing Service Division				
	1. 未住宿者請持本單至住宿服務組核章確認。If you are not living in a dormitory, please go to the Student Housing Service Division to get an approval stamp. 2. 住宿生請先至 myNTU 「宿舍退宿退費申請」 列印退宿單，並至宿舍輔導員室辦理退宿。If you are living in a dormitory, please visit the website <a href="https://housing.ntu.edu.tw">https://housing.ntu.edu.tw</a> and print out the "Dormitory Withdrawing Application Form", and then hand in the application form to the Resident Director. 3. 復學須於前一學期申請宿舍。(校內宿舍: 6、12月, 太子學舍: 7月) If you return to school, please apply for the dormitory a semester before. (Campus Dormitory: June & December, Prince House: July)				
出納組 Cashier Division	國際事務處 或 僑生及陸生輔導組 The Office of International Affairs or Overseas Students Advising Division				
新生入學第一學期開學前免 If you are a first-semester freshman and complete this application before the first day of classes, you can skip this step.	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 Overseas Students Advising Division.				
教務處註冊組 (最後單位) Undergraduate Academic Affairs Division					
學士後護理學系各年級、護理學系二年級以上、醫學院其他學系學士班三年級以上、公衛學院學士班二年級以上學生，請至醫學院教務分處辦理。 Students from the following units shall go to the Branch Office of Academic Affairs of the College of Medicine: Second Degree Bachelor of Science in Nursing (all students), Department of Nursing (sophomores and above), other undergraduate departments of the College of Medicine (juniors and above) and Department of Public Health (sophomores and above).					
說明 Instructions	1. 學生辦妥休學手續並領取休學證明書後，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. 2. 休學期間可繼續參加保險，請於每年 2 月、9 月逕洽學務處生活輔導組或電洽(02)33662048。 The student may continue coverage during the period of absence. Please contact Student Assistance Division, Office of Student Affairs every February and September or call +886 2 33662048				
申請人或代辦人簽章 Applicant (or Agent) Signature <i>The agent shall present the letter of authorization and identity documents from both parties.</i>				日期： Date:	
				年	月
				year	month
				日	day