

國立臺灣大學學士班學生退學申請書

National Taiwan University

Undergraduate Student Withdrawal from Study Request Form

學號 Student ID Number		姓名 Name		學系 Department
				年級 Year
退學原因 Reason for requesting withdrawal from study				
退學年期 Semester of withdrawal from study		學年度第 學期 The _____ semester of academic year _____		
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 https://housing.ntu.edu.tw and print out the "Dormitory Withdrawing Application Form", and then hand in the application form to the Resident Director.		
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		
		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. 學生申請退學之原因請依實際原因填寫。 The reason for the student to apply for withdrawal should be filled in based on the actual reason. 2. 學生辦妥退學手續並領取退學證明書後，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. 3. 學生辦妥退學手續後即核發退學證明書，如需本校開具修業證明書者，請另行申請。 After the withdrawal process is completed, a student withdrawal certificate will be issued. If students need to issue a study certificate, please apply separately.			
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： 年 月 日 Date: year month day	