**國立陽明交通大學學生退學申請暨離校手續表**

NYCU Application for Withdrawal from School

申請日期Date of Application：　　　年(Year)　　　月(Month)　　日(Day)

|  |  |  |  |
| --- | --- | --- | --- |
| **姓　　名**Name |  | **系所班別**Dept./Inst. |  |
| **學　　號**Student ID No. |  |
| **退學原因**Withdraw Reason | * 志趣不合uninterested □ 工作需求Work □ 育嬰Nursing the baby
* 因病illness □ 懷孕Pregnant □ 生涯規劃Career Planning □ 經濟困難Economic
* 修業年限屆滿Expiration of Study □ 自願辦理退學Voluntary □ 其他Others
 |
| **退學學期**Withdrawal Effective | 學年第 學期 | 自民國 　　 　 年 　　 月 　　 日起From　　　(Year)　　　(Month)　　　（Day) |
| **通訊地址**Address |  (　　 　) |
| **電　　話**Tel Phone No. |  | **電子郵件**E-mail |   |
| 申請人簽章Applicant’s signature： |
| 家長或法定代理人簽章(研究生免) Parents’ signature (only for Bachelor Program)： |
| 審核單位Ratification |
| **導師/指導教授**Advisor | **系所助理**Dept./Inst. Assistant | **系主任/所長**Dept./ Inst. Chairman |
|  |  |  |
| ②會辦單位Countersign |
| **生活輔導組Division of Student Assistance** |  **出　納　組Cashier Center** |
| **住宿服務組Housing Center** | **健康心理中心Mental Health and Counseling Center****(僅學士班學生才需要顯示 undergraduate student only。)** |
| **圖　書　館Library** | **國際事務處****Office of International Affairs** | **境外生事務組****Division of Overseas Student Affairs** |
| **(僅僑生、陸生、外籍生需會辦 International student only。)** |
| ③**註冊組**Division of Registrar |
| □ 未開始上課　Before classes begin in the current semester□ 上課未逾學期 1/3　Within 1/3 of the current semester□ 上課未逾學期2/3　Within 2/3 of the current semester□ 上課已逾學期2/3　Over 2/3 of the current semester | 承辦人Registrar Staff | 組長Registrar |
|  |  |
| ④**學生領取修業證明書簽章**Certification of School Attendance collected by:(signature) | 年(Year) 月(Month) 日(Day)  |

【備註Notes】

1. 學生申請退學經核准後，需完成離校手續，始發給修業證明書（未曾修業者不發給，新生於入學年即辦理休學申請，於隔年提出退學申請，視同未修業者）。
2. 若委託他人代辦，請攜帶申請者與代辦者身分證件正本；或請填寫委託書，連同代辦者之身分證明正本，來校辦理。
3. 自行辦理或委託代辦，均需攜帶學生證，以辦理過卡程序。

The student who withdraws from school shall be granted a Certification of School Attendance, if he or she has already completed one semester of study and has existing grades. However, students that withdraw due to their entrance or transfer credentials being deemed unsuitable are not given any school attendance documents.