

# National Chengchi University Student Application Form for Withdrawal from Study

Undergraduate    Master's degree program    Doctoral degree program

Applicant	Student ID		Name		Department and Year	Department (Institute)
						Section (Class)      Year
Reason for Withdrawal from Study					Date of Birth	(Day/Month/Year) _____
Date of Withdrawal	Withdrawal from study starting from the ___ Semester of the ___ Academic Year			Date of application submission	(Day/Month/Year) _____	
Parent's/ Guardian's Consent	(If the applicant for withdrawal from study is under 20 years old, his/her parent or guardian must sign or affix their personal seal to indicate their consent)					
<b>Approval procedure: Applicants for withdrawal from study must read the explanatory notes below and obtain the required seals/signatures in the order specified.</b>	(1) Seal of the Department / Graduate Institute		(2) Library		(3) Cashier section	
	<small>When a student's transfer to another department has been approved, if that student then applies for leave of absence in the same semester, the authorization for transfer will be cancelled (pursuant to the decision reached at the 2nd Academic Affairs Meeting of the 1st Semester of the 2006 Academic Year)</small> (individual department or graduate institute office)		(circulation desk of the main library and/or branch library)		(5th floor of the Administration Building) (verification of student account status)	
	(4) Student Housing Service Section		(5) Life Guidance and Overseas Chinese Student Advising Section		(6) Office of International Cooperation	
	Only applies to students living on campus (3rd floor of the Administration Building) ※*Students who have graduated, leave of absence, withdrawn from study, or transferred to another university must complete the procedures for vacating student housing at the Student Housing Section within 7 days (including weekends and public holidays, and no later than the specified date for vacating student housing for that semester) to be able to apply for their student housing deposit and the unused portion of their dormitory fees. (off campus students are not required to obtain this seal) (3rd floor of the Administration Building)		(3rd floor of the Administration Building) (only applies to overseas Chinese, Hong Kong, Macao and Mainland Chinese students)		Only applies to foreign students (8th floor of the Administration Building) ※Foreign students wishing to apply for Leave of Absence or Retainment of Student Status should note the following: 1. Students residing in Taiwan with the status of "student" will have their Alien Resident Certificate cancelled by the National Immigration Agency and will be required to leave Taiwan within 10 days of the date of notification from the Agency. 2. Recipients of a Taiwanese scholarship will have the scholarship payment revoked starting from the month following the month in which the deferment of study or suspension of student status takes effect.	

	(7)Registration Section, Office of Academic Affairs  Intention to take <input type="checkbox"/> Leave of Absence <input type="checkbox"/> Retainment of Student Status for _____ academic years and _____ semesters (4th floor of the Administration Building)	Section Chief	Approval by the Dean of Academic Affairs
Explanation	I. After obtaining all the necessary seals from each office, bring this form and your student ID card (For IC card holders, the card will be returned immediately after noting the necessary details) to the Registration Section. II. Applicants requiring a certificate of withdrawal must fill out the appropriate application form and provide it along with this form. ※Students who have arranged to pay miscellaneous fees or credit fees by direct debit and wish to halt payment must contact the Cashier Section (on the 5th floor of the Administration Building). ※Students who wish to specify, alter or cancel an account for refunding of university fees must contact the Cashier Section (on the 5th floor of the Administration Building).		
Seal/signature of applicant or proxy		Contact number:	
Contact address of applicant or proxy			

# National Chengchi University Power of Attorney for Certificates

I, \_\_\_\_\_ hereby designate \_\_\_\_\_ as my proxy  
to apply for \_\_\_\_\_.

Recipient

Registration Section, Office of Academic Affairs

Signature: \_\_\_\_\_

(Day/Month/Year) \_\_\_\_\_

Copy of ID

Paste copy of the front of applicant's ID

Paste copy of the back of applicant's ID

Paste copy of the front of proxy's ID

Paste copy of the back of proxy's ID

Remarks: If you apply in person, you do not have to fill out the Power of Attorney for Certificates, just present your ID for verification.