## 國立中興大學退、轉、休學申請作業流程

Application Process for Students Applying emporary Suspension, Transferring, or Drop-out

填寫申請表(學士班須家長或監護人簽名同意)

Fill in the application form (for bachelor programs, parents or guardians must sign and agree)

系主任、導師(或指導教授) 核章

Director/Chairman of Dept. Stamp of Approval > Professor's Stamp of Approval

至各相關單位(圖書館、學務處各單位、出納組等) 辦理離校手續

Go to relevant units (library, units of the Student Affairs Office, Division of Cashier, etc.) to complete the school leaving procedures

將申請表連同學生證、相關文件資料,送至註冊組

Provide the application form, student ID card and related documents to the Division of Registration

註冊組製發休學或修業證明書

The Division of Registration provides Certificate of Leave of Absence or Certificate of withdrawal

完成作業程序

Complete the application process