國立中山大學 教務處 FAQ

National Sun Yat-sen University Office of Academic Affairs
Student Status FAQ

【保留、休、復、退學】 **Deferral, Suspension, Reinstatement, Withdraw from School**	
問 1 Q1	保留入學如何辦理？ **How do I apply for deferred enrolment?**
答 1 A1	1. 新生有下列情形之一者，得於入學註冊日前，向教務處申請保留入學資格： If new students encounter one of the following situations, before the registration date for admission, they shall apply to the Office of Academic Affairs for deferring their admission: (1)因病須長期療養，持有醫療院所相關證明者。 懷孕、分娩，持有醫療院所相關證明者。 撫育三歲以下子女，出具戶籍謄本或繳驗戶口名簿者。 If they need long-term convalescence because of sickness and hold a relevant hospital certificate; this counts also for pregnancy or childbirth. Those caring for children under 3 years of age shall provide a household registration transcript or proof of household registry. (2)因家境清寒，持有鄉鎮市區公所以上出具之低收入戶證明者。 Students with a low-income certificate issued by the local government at the district level or above. (3)因服兵役，持有入營服役通知或在營服役證明者。 A certificate of admission or service at a military base shall be provided to join military service. (4)僑生、外國學生及大陸地區學生(陸生)因故不能按時來校報到者。 If overseas Chinese, foreign, and Mainland Chinese students are unable to register on time, they shall notify the Office. (5)因教育實習持有證明者。 If they attend an education internship, a certificate proving this fact will be needed. (6)因參加「青年教育與就業儲蓄帳戶方案」持有教育部核准證明者，得另申請保留入學資格至多三年，不計入保留入學資格年限內。 If they take part in the "Youth Education and Employment Saving Accounts Program" and hold proper proof from the Ministry of Education, they shall apply for deferring their admission for three years at most, this time does not count as studies deferral time. (7)屬教育主管機關認定影響正常學習之重大災害事件所涉學生，於影響期間申請保留入學資格期滿仍無法入學者，得專案延長保留入學資格期限，延長保留不計入保留入學資格年限計算。 For students involved in a major disaster event that is determined by the competent education authority to affect normal learning, if their qualifications of applying deferral enrolment expire during the impact period, they shall extend the period of their qualifications of retention of admission. The extended retention will not be included in

		the deferral time limit for students.
		2. 保留入學資格以一年為限。 Admission can be deferred for one year at most.
		3. 本校招生簡章中規定不可保留入學資格者，從其規定不得辦理保留入學。 Those who do not qualify for admission deferral according to the university's enrollment regulations, cannot apply for admission deferral.
		4. 辦理流程：請至註冊課務組拿取或教務處首頁/表單下載/學籍相關文件網頁，下載並填具【新生保留入學資格申請書】，攜帶上述相關證明文件經系所主管核准後，向教務處註冊課務組提出申請，經核准者，毋須繳交任何費用。 Procedure: Please download from the Office of Academic Affairs website: home/ English/ Form/ Students; fill out the Request Form for Admission deferral. Bring all required which has been approved by the department supervisor, to the Registration and Curriculum Division of the Office of Academic Affairs to apply. No fees will be required for individuals approved.
問 2 Q2		**休學應如何辦理？可休學多久？可否退費？** **How do I apply for voluntary suspension? For how long? Will I receive a refund?**
答 2 A2		1. 申請休學時間：每學期開始起至學期考試開始**兩週**前停止辦理；新生須辦妥註冊手續後始可申請。 Application period: From the beginning of each semester to **two** week before the **final** examination. New students can only apply after registration.
		2. 休學期間：休學累計以二學年為原則。期滿因重病或特殊事故需再申請者，須檢具證明，經專案簽請校長核准後，得酌予延長休學年限，惟至多以二學年為限。若學生有下列情形休學者，不計入休學年限中： Period of suspension: Based on two accumulated academic years. Proofs are needed for reapplication due to serious illness or a special incident. Students may extend the suspension time limit only if ratified by the principal. No more than two academic years will apply. It will not be included in the suspension time limit for students with the following circumstances. (1) 休學期間應徵服役者，須檢具證明文件申請延長休學期限，服役期間不計入休學年限，服役期滿後，請檢具退伍令申請復學。 For those called to military duty during the suspension, the proof is required to extend the suspension time limit. The duration of military service is not included in the period of suspension. Proof of discharge is required for resuming schooling after completing mandatory military service. (2) 因懷孕、分娩申請休學者，得檢具醫療院所相關證明文件提出申請，經核准者不計入休學年限內。 For those applying for suspension due to pregnancy or childbirth, relevant documents and certificates from the medical institution are required. This will not be included in the period of suspension after the suspension is approved. (3) 為撫育三歲以下子女，得檢具戶籍謄本專案申請，經核准者不計入休學年限內。

For those providing for a child under 3 years old, proof of household registration transcript is required. This will not be included in the period of suspension after the suspension is approved.

（4）參加國際技能競賽培訓之學生，培訓期間之休學不計入休學年限內。

For students training to enter an International training workshop. The training period will not be included in the period of suspension.

（5）因參加「青年教育與就業儲蓄帳戶方案」持有教育部核准證明者，得另申請休學至多三年，不計入休學年限內。

If they take part in the "Youth Education and Employment Saving Accounts Program" and hold proper proof from the Ministry of Education, they shall apply for deferring their admission for three years at most, this time does not count as studies deferral time.

（6）屬教育主管機關認定影響正常學習之重大災害事件所涉學生，於影響期間辦理休學經核准者，其休學期間不計入休學年限內。

For students involved in a major disaster event that is determined by the competent education authority to affect normal learning, if the suspension period is approved during the impact period, the suspension period will not be included in the suspension time limit for students.

3. 學士班學生申請休學者，須經家長或監護人同意簽名；若需請人代辦休學者，須檢附委託書。

Approval and signatures of parent(s) or guardian(s) are required for undergraduate students applying for suspension. A Letter of Authorization is also required if someone is applying on behalf of the applicant.

4. 辦理流程：請先至教務處／學生專區／休學網頁登錄申請，並下載列印【休學申請書】及【離校手續單】，填妥後經導師（指導教授）、系所主管簽核後，至註冊課務組承辦人勾選退費標準，並依離校手續欄至各單位辦理，再持申請書、離校手續單、學生證及相關文件至註冊課務組辦理。

Application procedure: Please register first at the website of the Office of Academic Affairs, Student/ Online application system for voluntary suspension. Download and fill out Application forms for voluntary suspension and Leaving procedure for voluntary suspension, obtain approval from faculty (advising professor) and department supervisor then have the checklist, and standard of refund, signed off by Registration Division. Follow the leaving procedure for each department. Bring along the Application Form, leaving procedure for voluntary suspension, student ID, and all relevant documents, and apply at the Registration and Curriculum Division.

5. 本校學生休學、退學、學期中畢業離校之退費規定，請參照【國立中山大學學生離校退費作業要點】。休、退學退費參考日期請至教務處／學生專區／網路註冊／休退學退費標準查詢。

Please refer to "Guidelines for NSYSU Students to Refund Tuition from School Leaving" for refund standard of suspension, withdrawal, or graduation during a semester. Please refer to the website of the Office of Academic Affairs, https://oaa.nsysu.edu.tw/p/412-1003-2057.php?Lang=en,Tuition and fees, for the refund date of suspension and withdrawal.

問 3 Q3	休學可辦理幾學期？休學後可否提前復學？ **How many semesters can I apply for suspension? Can I Resume schooling in advance after suspension?**
答 3 A3	休學以學期或學年為單位，可一次辦理一學期**至兩學年**，累計以四學期（二學年）為上限。休學後可於休學期滿前，以學期為單位提前辦理復學，惟應於每學期註冊前，完成復學手續。 The suspension is by the base of the semester or academic year. Each application can be done in one semester to two years. The maximum accumulated suspension is 4 semesters (2 academic years). Resuming school in advance is based on the semester. In this case, the enrollment procedure shall be done before the beginning of the semester.
問 4 Q4	休學後復學應如何辦理？ **How do I resume schooling after suspension?**
答 4 A4	1. 休學期滿者，教務處註冊課務組於應復學學期開始前寄發復學通知及復學回條通知學生辦理復學；欲辦理復學者，請於註冊日前將復學回條簽名（大學部需家長簽名），傳真或拍照掃描Email至承辦人信箱。 When the period of suspension expires, the Registration and Curriculum Division of the Office of Academic Affairs will send the notice of resumption and return notification by mail. For those who like to resume studying, please sign on the return notification and fax or mail it back to us to the following address before the enrollment date (parents' signatures for undergraduate students are required). 2. 擬提前復學者，請於復學學期開始，至教務處／學生專區／復學網頁登錄申請後，下載列印【復學申請書】，於註冊前檢具休學證、復學申請書，辦理復學手續。申請書須經系所主管及院長簽章後送教務處註冊課務組辦理。如以服役、懷孕、健康因素為由申請休學者，請另附退伍令、子女出生證明、公立醫院或經衛生署評定之醫學中心診斷證明書等相關證明文件。 For those suspending school due to maladjustment or planning to resume schooling in advance, please register first at the website of the Academic Affairs Division, http://www.stuapp.nsysu.edu.tw/stuapprep/studentApplication.asp?selform=e4. Download and fill out the Application Form for Early Recommencement of Studies. Have the application form ready with the suspension certificate and follow the resumption procedure before enrollment. The application shall be ratified by the department supervisor and the dean and so the procedure can be followed at the Registration **and Curriculum** Division of the Office of Academic Affairs. Military Service Discharge Orders, child's birth certificate, or relevant documents approved by public hospital/academic medical centers verified by the Department of Health are required for those who have applied for suspension due to military service, pregnancy, or health issues.

問 5 Q5	退學如何辦理？ **How do I withdraw from school?**
答 5 A5	1. 申請自行退學之學生，請至教務處／學生專區／退學網頁登錄申請後，下載列印【退學申請書及離校手續單】，填妥後經導師(指導教授)、系所主管、院長簽核後，依離校手續欄至各單位辦理，再連同相關證明文件（大學部需另附家長同意簽名）及學生證至註冊課務組辦理。如須修業證明書者，約三個工作天後領取；請人代辦或代領者，須檢附委託書。 For students applying for voluntary withdrawal, please register first at the website of the Office of Academic Affairs, homepage/student only/page of withdrawal (https://stuapp-oaa.nsysu.edu.tw/stuapprep/studentApplication.asp?selform=e7). Download and fill out the Application Form for Withdrawal, obtain approval and ratifications by faculty (advising professor), department supervisor, and the dean then follow the deregistration procedure for each department. Along with relevant certification (parents' approval and signatures for undergraduate students are required) and a student ID card to the Registration and Curriculum Division. You may take the certificate of course completion three working days after if needed. A Letter of Authorization is also required if someone is applying on behalf of the applicant. 2. 應令退學之學生，退學手續同上，但無須附相關證明文件。 The withdrawal procedure is the same as above for expelled students but no relevant documents are required.

【學生證補發】 **Replacement of Student ID Card**	
問 6 Q6	學生證遺失，如何辦理補發？ **How to reissue a lost student ID?**
答 6 A6	請至註冊課務組填表或教務處／表單下載／證明文件申請（在校生及畢業校友）網頁下載【各類證明文件申請表】，填妥後將申請表連同工本費 200元（101學年度之前入學學生工本費100元）送至教務處註冊課務組，三個工作天後至註冊課務組領取。 (For current students and alumni), please fill out an application at the Registration and Curriculum Division or download and fill out Certificate Application Form at the Office of Academic Affairs website, home/ English/ Forms, then apply at the Registration and Curriculum Division. A charge of NT$200 (NT100 for students who enrolled before the 2013 fall semester) and three working days will apply.

	【學籍資料更改】 **Change of Student Status Information**
問 7 **Q7**	更改學籍資料,如何辦理? **How do I change my student information?**
答 7 A7	請至註冊課務組拿取或教務處/表單下載/學籍相關文件(在校生)網頁下載【學生更改學籍資料申請書】,如係更改中文姓名或身分證號,請附戶籍謄本正本及身分證正反面影本;更改英文姓名,請附護照影本;更改戶籍地址請附身分證正反面影本;如大學部學生更改通訊地址,請另附家長同意書;境外生請攜帶居留證或檢附其正反面影本;填妥後,請寄或送至教務處註冊課務組。 Please pick up an application at the Registration and Curriculum Division or download and fill out the Application Form for Change of Enrollment Status at the website of the Office of Academic Affairs, home/ English/ Forms. Please attach a household registration transcript and a copy of a personal ID card (ARC for Overseas compatriot student, foreign student, or Mainland Chinese student) front and back if a change of Chinese name or identification number is needed. Please attach a copy of your passport if a change of English name is needed. Please attach a copy of your ID front and back if a change of permanent address is needed. Please attach parents' consent for undergraduate students applying for the change of current address. Please bring ARC or attach a copy of ARC front and back for Overseas compatriot students, foreign students, or Mainland Chinese students. Please mail or submit to the Registration and Curriculum Division of the Office of Academic Affairs after completion of the application form.

	【延修生相關問題】 **Relevant Information about Extension of Studies.**
問 8 **Q8**	延修生有無 2/3 或 1/2 退學之限制? **Do 2/3 or 1/2 withdrawal limits apply to students with extensions of studies?**
答 8 A8	學士班延修生修習學分數在九學分(含)以下者不適用。 Not applicable to undergraduate students with an extended study whose credits are less than 9 (inclusive).

問 9 Q9	延長修業年限之大學部學生，應繳納多少費用？ **What cost applies to undergraduate students with extended studies?**
答 9 A9	（未修習教育學程課程者）依修習之學分數而定，九學分（含）以下者繳交學保費及學分費，十學分（含）以上者，繳交全額學雜費。學雜費及學分費標準，請詳見教務處網頁／學雜費專區／各學年度學期學雜費徵收標準。 (For those who did not take courses from an Educational Program) According to the number of credits, insurance and credit fees are applied to students undertaking less than 9 credits (inclusive). Full tuition fee applies to students undertaking more than 10 credits (inclusive) or above. Please refer to the website of the Office of Academic Affairs, homepage/ tuition and fees/ standard of the tuition fee of each academic year for information about the standard of tuition and credit fees.

【成績等文件申請】
Application of Transcript Documents etc.

問 10 Q10	學生申請中文學期或歷年成績單要到那辦理？何時可拿到成績單？ **Where can I apply for Current or all semesters Chinese transcripts?** **How long will it take for the application?**
答 10 A10	1. 現場：請至行政大樓 6 樓教務處註冊課務組於電腦前輸入學號、密碼（同選課密碼）選擇學期或歷年選項後投幣（每份10元），即可列印出成績單。 In-person: Please go to the Registration and Curriculum Division of the Office of Academic Affairs on the 6th floor of the Administration Building. Enter student ID and password (same as the password of course selection) in a computer, choose current/all semesters then insert coins (NT$10 each) to print out your transcript. 2. 郵寄：By mail (1)至教務處網頁下載【各類證明文件申請書】。 Please download the Certificate Application Form at the website of the Office of Academic Affairs. (2)填妥資料並附： Fill out the application and attach: (a)工本費每份10元，以郵政匯票支付。 NT$10 per copy by postal order. (b)回郵信封：附 A4 信封，貼足郵資並填妥收件人姓名、郵遞區號及地址。 SASE: Attach an A4 envelope complete with the stamp, name, postcode, and address of the addressee. (3)將申請表、工本費、回郵信封及相關資料寄至「804 高雄市鼓山區蓮海路70號中山大學教務處註冊課務組」，本組製妥將儘速寄回。 Please mail the application form, fees required, SASE, and relevant information to the following address: National Sun Yat-Sen University Registration and Curriculum Division of Academic Affairs No.70, Lianhai Rd., Gushan Dist., Kaohsiung City 804

We will send the copy to you as soon as it is done.

3. 線上申請：By online application:

網址: https://oaa.nsysu.edu.tw/p/406-1003-194853,r702.php?Lang=zh-tw

(1) 至教務處/學生專區/相關系統/線上申請成績單及各類證明文件申請。

Please go to the website of the Office of Academic Affairs/ Student / Network Registration System /Systems of Transcript and Certificate Apply

(2) 繳費入帳後將依選擇方式郵寄至指定地點，系統可追蹤申請進度。

It will be mailed to the designated location according to the selected method after the payment is entered, and the system can track the progress of the application.

(a) 郵寄地址請填寫完整(縣市要寫明，寄國外需有國家)

The mailing address should be complete. (Include city and country)

(b) 建議在校生臨櫃辦理會比較迅速

It will be faster if current students apply at counter.

(c) **建議繳費方式以「轉帳」及「信用卡」為主（超商要等5-7個工作天以上）**

The main payment methods are wire transfer and credit card. (It needs more than five to seven working days if paid at a convenience store.)

問 11 Q11	學生申請英文成績單或英文各項證明如何辦理？ **How do I apply for English transcript or Documents in English?**
答 11 A11	1. 現場：請至註冊課務組拿取或至教務處網頁下載【各類證明文件申請書】，填寫相關資料及英文姓名（與護照相同），至本組繳交工本費（英文成績單每份10元/英文學位證明書每份10元）後取件。 In-person: Please pick it up at the Registration and Curriculum Division or download the Certificate Application Form (http://oaa.nsysu.edu.tw/bin/home.php?Lang=en) at the website of the Office of Academic Affairs. Fill out relevant information and English name (same as on passport) and pay printing cost (NT$10 per copy for English transcript/ NT$10 per copy for Certificate in English verification of degree) at the counter. The documents can be picked up from the cabinet at the Registration and Curriculum Division (Room 6007) after 2 workdays. 2. 郵寄：By mail (1) 至教務處網頁下載【各類證明文件申請書】。 Please download the Certificate Application Form at the Office of Academic Affairs website. (2) 填妥資料及英文姓名（與護照相同）並附： Fill out the application and English name (same as in passport) and attach: (a) 工本費英文成績單每份10元/英文學位證明書每份10元，以郵政匯票支付。 NT$10 per copy for English transcript/ NT$10 per copy for Certificate in English verification of degree by postal order. (b) 回郵信封：附 A4 信封，貼足郵資並寫好收件人姓名、郵遞區號及地址。 SASE: Attach an A4 envelope complete with the stamp, name, postcode, and address of the addressee. (c) 文件如需彌封，請附本校西式信封或請本組人員代購（每封2元），並詳細書

明內封文件之種類及數量。

Please provide a university western-style envelope if a seal of the envelope is required. You may also request staff at the counter for the purchasing (NT$2 per piece). Please also provide details on document type and quantity in the envelope.

(3)將申請表、工本費、回郵信封及相關資料寄至「804 高雄市鼓山區蓮海路70號中山大學教務處註冊課務組」，本組製妥將儘速寄回。

Please have the application, fees required, SASE, and relevant information ready and mail it to the following address.

National Sun Yat-Sen University Registration and Curriculum Division of Office of Academic Affairs No.70, Lianhai Rd., Gushan Dist., Kaohsiung City 804

We will send the copy to you as soon as it is done.

3. 線上申請：By online application

網址；https://oaa.nsysu.edu.tw/p/406-1003-194853,r702.php?Lang=zh-tw

(1)至教務處／學生專區／相關系統／線上申請成績單及各類證明文件申請。

Please go to the website of the Office of Academic Affairs/ Student / Network Registration System /System of Transcript and Certificate Apply

(2)繳費入帳後將依選擇方式郵寄至指定地點，系統可追蹤申請進度。

It will be mailed to the designated location according to the selected method after the payment is entered, and the system can track the progress of the application.

(a)郵寄地址請填寫完整（縣市要寫明，寄國外需有國家）

The mailing address should be complete. (Include city and country)

(b)建議在校生臨櫃辦理會比較迅速

It will be faster if current students apply at counter.

(c)建議繳費方式以「轉帳」及「信用卡」為主（超商要等5-7個工作天以上）

The main payment methods are wire transfer and credit card. (It needs more than five to seven working days if paid at a convenience store.)

問 12 Q12	在校生申請在學證明如何辦理？ **How to apply Certificate of Status for Current Students?**
答 12 A12	1. 中文在學證明：請持印妥之學生證正反面影本連同學生證正本至註冊課務組，經本組人員核對後於影本加蓋章戳。 Chinese certificate of status: Please bring the original student ID and a photocopy of its front and back to the Registration and Curriculum Division. A stamp will be issued on the copy of the student ID after verification. 2. 中英文A4在學證明：請至註冊課務組填寫相關資料並繳交工本費（每份10元）後取件。 Chinese and English certificate of status: Please fill out relevant information at Registration Division and pay the printing cost (NT$10 per copy) at the counter. （中英文 A4 在學證明亦可透過線上申請系統申請，參考 Q10、Q11、Q14）

問 13 Q13	在校生申請報考碩士班甄試名次證明何時可提出申請？ **When can I apply for Certificate of Master Test Ranking?**
答 13 A13	請於上學期開學後二週（約十月上旬）至註冊課務組電腦前輸入學號、密碼（同選課密碼）後投幣（每份10元），即可列印出名次証明。 Please go to Registration and Curriculum Division two weeks after the first semester begins (about early October), enter your student ID and password (same as course choosing password) in the computer, and insert coins (NT$10 per page) to print out a ranking certificate.
問 14 Q14	中文學位證書更名或遺失該如何辦理補發？ **How to replace my Chinese degree certificate if I change my name or lost it?**
答 14 A14	1. 郵寄：By mail 　(1)請至教務處網頁下載【畢業生補發學位證明申請書】，填寫相關資料及身份證正反面影本，繳交工本費 100 元，依表單之附註辦理。 　　Please download the Application for Reissue Degree Certificate for Graduate Students (https://oaa.nsysu.edu.tw/p/412-1003-3286.php?Lang=zh-tw) at the Office of Academic Affairs website. Fill out relevant information and copies of personal ID front and back and pay the printing cost of NT$100. The procedure is as stated in the "notes" on the application. 　※更名：請附戶籍謄本正本及原學位證書正本，並辦理學籍資料更正（參看 Q7）。 　　Change name: Please attach original copies of the household registration transcript and original degree certificate. Follow the procedure of changing student information. (refer to Q7) 　(2)通訊備妥上述文件及回郵信封寄至「804 高雄市鼓山區蓮海路70號中山大學教務處註冊課務組」，本組製妥將儘速寄回。 　　Please have the relevant documents mentioned above and SASE and mail them to the following address. National Sun Yat-Sen University Registration and Curriculum Division of Academic Affairs Division No.70, Lianhai Rd., Gushan Dist., Kaohsiung City 804 　　We will send the copy to you soon as it is done. 2. 線上申請：By online application 　網址；https://oaa.nsysu.edu.tw/p/406-1003-194853,r702.php?Lang=zh-tw 　(1)至教務處／學生專區／相關系統／線上申請成績單及各類證明文件申請。 　　Please go to the website of the Office of Academic Affairs/ Student / Network Registration System /Systems of Transcript and Certificate Apply 　(2)繳費入帳後將依選擇方式郵寄至指定地點，系統可追蹤申請進度。 　　It will be mailed to the designated location according to the selected method after the payment is entered, and the system can track the progress of the application. 　　(a)郵寄地址請填寫完整（縣市要寫明，寄國外需有國家） 　　　The mailing address should be complete. (Include city and country) 　　(b)建議繳費方式以「轉帳」及「信用卡」為主（超商要等5-7個工作天以上） 　　　The main payment methods are wire transfer and credit card. (It needs more than

	five to seven working days if paid at a convenience store.)
問 15 Q15	**中文學位證書影本要加蓋驗證章如何辦理？** **I want a copy of the Chinese degree certificate with a notarized stamp on it. How can I do that?**
答 15 A15	1.請持學位證書正本至註冊課務組，經本組人員核對後於影本加蓋章戳後即可立刻取得。 Please bring your original degree certificate to the Registration and Curriculum Division. A stamp will be issued on a copy of the certificate after verification. 2.通訊方式請將學位證書正本、回郵信封寄至「804 高雄市鼓山區蓮海路70號 中山大學教務處註冊課務組」，本組製妥將儘速寄回 Please have the degree certificate and SASE and mail them to the following address. National Sun Yat-Sen University Registration and Curriculum Division of Office of Academic Affairs No.70, Lianhai Rd., Gushan Dist., Kaohsiung City 804 We will send the copy to you as soon as possible.

	【申辦抵免學分】 **Application of Credit transfer**
問 16 Q16	**在校生申請抵免學分如何辦理？** **How to apply for credit transfer?**
答 16 A16	A1、一般課程： Main course: 請向註冊課務組拿取或至教務處網頁申請表單下載【抵免學分申請表】檢附歷年成績單（正本）及課程大綱→經授課教師、指導教授（導師）及系所主管審核簽章→申辦期限內送至註冊課務組複審→經核准抵免者本組將抵免結果文件加蓋組戳送各系所轉發同學。 Please pick up the application at the Registration and Curriculum Division or download Credit Transfer Application Form at the website of the Office of Academic Affairs. Attach all semester transcript (original copy) and course syllabus / Approval signature/stamp by the lecturer, advising professor (faculty) and department supervisor / submit to Registration and Curriculum Division during application for review / We will send results with Division stamp to each department to be forward to applicants who gained approval. A2、通識教育課程： Course for general education: 請向西灣學院、註冊課務組拿取或至西灣學院、註冊課務組網頁申請表單下載【（語文課程）（體驗性課程）（運動與健康）抵免學分申請表】【（跨院選修）（博雅課程）（大學之道）抵免學分申請表】，檢附歷年成績單（正本）及相關審查資料→申辦期限內送至西灣學院審查→註冊課務組複核→經核准抵免者本組將抵免結果文件送各系所轉發同學。 Please pick up the application at Si Wan College/ Registration and Curriculum Division or download the Credit Transfer Application Form for (Language Courses)

| | | (Experimental Learning Courses) (Physical and Health Education Program) / (Inter-college electives) (Liberal Education Courses) (Primer on College Life). Attach all semester transcripts (original copy) and relevant information / submitted to Si Wan College during application for review / second review at the Registration and Curriculum Division / We will send results with Division stamp to each department to be forward to applicants who gained approval. |

※申請前請先參閱「辦理學生抵免學分辦法」、「在職專班學生抵免學分辦法」。

　　網址：https://oaa.nsysu.edu.tw/p/412-1003-3244.php?Lang=zh-tw

　　Please refer to Regulations for Student Credit Transfer Application and Regulations for Leadership Program Student Credit Waiver before application.

　　(https://oaa.nsysu.edu.tw/p/412-1003-3244.php?Lang=zh-tw)

※經核准抵免之科目，如系統業已自動配課或同學先行完成選課者，請務必於加退選期限內辦理退選。

　　Please drop the transfer courses during add/drop period if the school system had automatically enrolled you into one; the same applies to students who have already selected the course themselves.

	【轉系、輔系、雙主修、學程申請】
	Application of Department Transfer, Minor, Double Major, and Programs
問 17 Q17	轉系之申請條件及相關事宜？ **What are the applicable standards and relevant information about department transfer?**
答 17 A17	A1、學士班： 　　Undergraduate program: 1.至教務處網頁／學生專區／轉系所，參考入學年度適用之【轉系審查標準】，依行事曆規定時間提出申請，每年大約在五月受理申請，申請書可至註冊課務組拿取或教務處網頁下載【轉系申請書】、【轉系志願表】。 Please refer to Standards for Department Transfer on the Office of Academic Affairs website. You may apply within the time limit according to the academic calendar. Applications are accepted around May each year. Application forms can be picked up at the Registration and Curriculum Division or you can download the Application Form for Students' Change of Department/Institutes from the website of the Office of Academic Affairs. 2.轉系名單於七月底前公告，已核准轉系之學生學號不變。申請轉系核准後，非經相關院系及教務長核准者，不得請求回原系級肄業。 Announcements will be published at end of July. The student ID will not change for students who have obtained approval for department transfer. Once the transfer has been approved, you are not allowed to transfer back to the original department without ratifications from the faculty and academic dean who are concerned. A2、研究所： 　　Master program: 研究生得於修業滿一學期申請轉系所，上、下學期依行事曆規定時間提出申請，申請書可至註冊課務組拿取或教務處網頁下載。 Graduate students can apply after having completed one semester. The application and admission dates each year accord with the academic schedule. The application form may be picked up at the Registration and Curriculum Division or downloaded from the website of the Office of Academic Affairs. 網址：https://oaa.nsysu.edu.tw/p/412-1003-3254.php?Lang=zh-tw

問 18 Q18	輔系之申請條件為何？ **What are the application requirements for minor study?**
答 18 A18	1.學士班學生得自一年級第2學期起至四年級（不含延長修業年限），於開學後一週內（確定日期請參考行事曆）得提出申請修讀其他學系為輔系，申請書可至註冊課務組拿取或註冊課務組網頁下載【修讀輔系申請書】。 Undergraduate students from the second semester of the first academic year to the fourth academic year (extended study years are not included) may apply for a minor program in

	another department dated within one week after the new semester starts. (refer to the academic calendar for correct dates)
	2. 本校碩、博士班各系所（學位學程）學生得自一年級第2學期起，依照本校行事曆規定日期，申請修讀他系所（學位學程）為輔系。 Master's and doctoral students from various departments (involve programs) can apply for the programs (involve programs) from another department as minors according to the designated date on the academic calendar since the second semester of the first academic year.
	3. 請參考申請學年度適用之【輔系科目學分表】各學系所規定之申請條件。 網址：https://oaa.nsysu.edu.tw/p/412-1003-3253.php?Lang=zh-tw Please refer to the application of the academic year on the List of Minor Program Credits for requirements from each department. (https://oaa.nsysu.edu.tw/p/412-1003-3253.php?Lang=zh-tw)
問 19 Q19	雙主修之申請條件為何？ **What are the application requirements for a double major study?**
答 19 A19	1. 學士班學生得自一年級第2學期起至四年級第一學期止(不含延長修業年限)，於開學後一週內（確定日期請參考行事曆）得提出申請，申請書可至註冊課務組拿取或教務處網頁下載【修讀雙主修申請書】。 Undergraduate students the second semester of the first academic year to the first semester of the fourth academic year (extended study years are excluded) may apply within one week after the new semester starts (refer to the academic calendar for correct dates). The application may be picked up at the Registration and Curriculum Division or you may download the Application Form for Double Major Study from the website of the Office of Academic Affairs.
	2. 本校碩、博士班學生，得自一年級第2學期起申請加修本校或他校其他性質不同系所（學位學程）為雙主修。. Master's and doctoral students can apply for the programs (involve programs) as their double major from various departments in this or another college since the second semester of the first academic year. 網址：https://oaa.nsysu.edu.tw/p/412-1003-3252.php?Lang=zh-tw

【研究生最遲離校時限】 **Time limit for Graduate Students' School-Leaving**	
問 20 Q20	研究所學生離校手續最遲須於何時辦畢？ **By when shall the school leaving procedure be completed for graduate students?**
答 20 A20	於次學期註冊前辦畢，如屆時無法完成且未達最高修業年限，則須辦理註冊。 It shall be completed before enrollment in the next semester. Enrollment would be required if the procedure cannot be completed by the time and/or the highest time limit of studying cannot be met

	【繳費單未收到之處理】 **Handling of Tuition invoices not received**
問 21 Q21	繳費單尚未收到，該如何辦理？ **What can I do if I haven't received my tuition invoice?**
答 21 A21	本校自99學年度起，繳費單採網路列印方式，請自行至本校教務處→學生專區→相關系統→網路註冊→【繳費狀態查詢】，輸入學號及密碼即可列印，如仍有問題請電本校出納組，分機２３２３。 Payment slip is by self-printing online since the academic year of 2010. Please go to the website of the Office of Academic Affairs/ Student / Online Registration System / Check Payment Status, enter the student ID and password then the payment slip can be printed out. Please contact Payroll & Cashier Division on extension number 2323 if you still have any questions.

	【交換生相關問題】 **Relevant Information about Exchange Students**
問 22 Q22	交換生出國前如何辦理出國申請？ **How to apply for going abroad as an exchange student?**
答 22 A22	經本校甄選出國交換之學生於出國前請至註冊課務組拿取或至教務處網頁下載【出國申請表】填寫，經所屬系（所）、院簽核，並會簽國際交流處及學生事務處校園生活與職涯發展組（女生免加會）後，送教務處註冊課務組。 Please pick up the application at the Registration and Curriculum Division or download the application form for study abroad before departure from the website of the Office of Academic Affairs. Fill out the application and obtain approval and signature from the faculty (school) and the department the student belongs to, as well as countersigning from the Division of International Relations and Counseling and Career Development, Office of Student Affairs (females are exempted from countersigning), then submit to Registration and Curriculum Division of Office of Academic Affairs.

問 23 Q23	交換生出國期間是否要註冊及繳交學雜費？ **Is enrollment / tuition necessary for students on an exchange program?**
答 23 A23	出國申請經核定後，大一至大四或研究所學生，註冊時應依規定繳納全額學雜費，大五以上延畢生則依規定繳交保險費。本校自 99 學年度起，繳費單採網路列印方式，請自行至本校教務處→學生專區→相關系統→網路註冊→【繳費狀態查詢】，輸入學號及密碼即可列印；如註冊時已經出國者，請提醒家人依上述方式列印繳費單後，於規定期限內繳納，如仍有問題請電本校出納組，分機２３２３。 Full tuition and fees are applied at registration accordingly for first to fourth-year or graduate students with approval on an exchange student program. Insurance fee is applied for the fifth-year or above students who are delaying graduation. Tuition Invoice is by self-printing online since the academic year of 2010. Please go to the website of the Office of Academic Affairs/ Student/ Online Registration System / Check Payment Status, enter your student ID and password then the tuition Invoice can be printed out. For those who have already gone overseas before enrollment, please remind your family members to print out the tuition Invoice in the above procedure and make the payment by the deadline. Please contact Payroll & Cashier Division on extension number 2323 if you still have any questions.
問 24 Q24	交換生出國期間於國外所選課程如何繳交學分費？ **How do exchange students pay credit fees for the courses taken overseas?**
答 24 A24	經本校甄選出國交換之學生，不需在交換學校繳交學分費，學士班延畢生及研究生於返國後辦理返校手續時按國外實際所選修課程授課時數換算本校學分數繳交學分費。 Students who have been selected as exchange students by the University do not need to pay credit fees at the host university. The credit fees are to be paid according to the credit points converted by teaching hours of actual courses taken abroad after returning of delay-graduate undergraduate students and/or graduate students.

問 25 Q25	交換學生返國後應如何辦理返校手續？抵免學分？ **How is the returning procedure to be done after exchange students returned?** **How about the credit transfer?** 應該準備什麼資料以及何時完成返校手續？ **When is the returning procedure have to be done and what documents are needed?**
答 25 A25	本校交換生返國後一個月內應檢附國外交換學校成績單正本，並至註冊課務組拿取或至教務處網頁下載【交換生返校手續單】完成返校手續。 學分抵免需先經所屬系所認可，抵免時，所附國外成績單如未顯示修習課程之上課時數，同學需提供所修課程上課時間書面證明文件或該校各學期上課起迄之行事曆，以便做學分之換算（原則上授滿十八小時為1學分） Exchange students have to complete returning procedure within one month after returning to R.O.C. Checklist for Exchange Students Returning to the University can be picked up at Registration Division or downloaded from the Office of Academic Affairs website. The original copy of the transcript for exchange students studying abroad is needed. Credit transfer shall be approved by the department the student belongs to. If class hours of the course taken were not shown on the foreign transcript, students must provide paper documents or the host university's academic calendar with the date of each semester on it. The calculation of credits shall follow the principle in which 18 class hours equal 1 credit.