

【保留入學】Q&A

【Deferment of Admission】Q&A

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Q：申請保留入學需要什麼資格？

Q: What are the eligibility requirements for applying for a deferment of admission?

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：
New students may apply for a deferment of admission before registration under any of the following circumstances:

健康因素：因病需長期療養，須提供醫療機構相關證明。

Health Reasons: Requires long-term medical treatment. Must provide relevant medical documentation.

懷孕、分娩：須提供醫療機構相關證明。

Pregnancy or Childbirth: Must provide medical documentation.

育嬰：撫養三歲以下子女，出具戶籍謄本或繳驗戶口名簿。

Childcare: Caring for a child under the age of three. Must provide a household registration transcript or household registration book.

經濟困難：家庭清寒，持有鄉鎮市區公所以上出具之低收入戶證明。

Financial Hardship: From a low-income family. Must provide a low-income household certificate issued by a township, city, or district office or higher authority.

服兵役：持有入營通知或在營服役證明。

Military Service: Must provide enlistment notice or proof of active duty.

境外生：僑、陸、外國學生，因特殊原因無法按時報到。

International Students: Overseas Chinese students, students from mainland China, or foreign students unable to register on time due to special circumstances.

教育實習：持相關證明。

Educational Internship: Must provide relevant documentation.

參與青年教育與就業儲蓄帳戶方案：須附教育部核准證明。

Youth Education and Employment Savings Account Program Participation: Must provide approval documentation from the Ministry of Education.

重大災害：經教育主管機關認定的重大災害事件，且影響正常學習。

Major Disasters: Recognized by the competent education authority as a major disaster affecting normal study.

Q：保留入學資格可以保留多久？

Q: How long can the admission deferment last?

保留入學資格以一年為限。

The deferment period is limited to one year.

服義務役者，可申請延長至服役期滿，期滿後檢具退伍證明申請入學。

For those performing compulsory military service, the deferment may be extended until the end of service. Proof of discharge must be submitted upon return to apply for admission.

Q：保留入學如何申辦，需要注意什麼？

Q: How do I apply for a deferment of admission and what should I be aware of?

办理流程：

Application Procedure:

必須於入學註冊日前提出申請。

Submit the application before the registration date.

至教務處英文版首頁／下載「保留入學資格申請書」。

Go to the Office of Academic Affairs English homepage → Forms → Students Related Documents to download the "Request Form for Admission Deferral"

依申請原因附上符合規定之證明文件（例如醫療證明、低收入戶證明、入伍通知等）。

Attach supporting documents corresponding to your application reason (e.g., medical certificate, low-income certificate, enlistment notice, etc.).

申請表(含證明文件)，送系所承辦人及主管簽准後，將申請文件送至教務處註冊組辦理。經核准者，毋須繳交任何費用。

Submit the completed application form (including supporting documents) to the department staff and supervisor for approval. Then, send it to the Registration Division of the Office of Academic Affairs for processing. No fees are required upon approval.

注意事項：

Important Notes:

非本人辦理請檢具委託書。

If a representative is applying on your behalf, a letter of authorization must be submitted.

保留入學期間無需繳納學雜費。

No tuition or fees need to be paid during the deferment period.

本校招生簡章規定不可保留入學資格者，從其規定不得申請保留入學。

If the University's admission guide specifies that deferment is not permitted, such rules take precedence.

Q：如何辦理保留入學復學？

Q: How do I resume studies after a deferment of admission?

办理流程：

Procedure:

必須於新學期開始(每年 2 月及 8 月)至註冊日前完成申請。

Apply before the registration date for the new semester (February or August each year).

至教務處英文版首頁／下載「保留入學資格學生復學申請書」。

Go to the Office of Academic Affairs English homepage → Forms → Students Related Documents to download the "Application for Reinstatement of Deferred Admission".

依申請書上說明備妥應繳交文件。(學歷、身分證及其他相關證明)

Prepare all required documents as specified on the application form (e.g., educational documents, ID, and other relevant proof).

申請表(含應繳交文件)，送系所承辦人及主管簽准後，將申請文件送至教務處註冊組辦理。

Submit the completed application form (with supporting documents) to the department staff and supervisor for approval. Then, send it to the Registration Division of the Office of Academic Affairs for processing.

注意事項：

Important Notes:

非本人辦理請檢具委託書。

If a representative is applying on your behalf, a letter of authorization must be submitted.

Q：保留入學對於學籍有什麼影響？

Q: How does deferment of admission affect student status?

跨學年度辦理保留復學者，給予新學號，並適用新學年度之學籍審查標準。
（繳費標準，畢業審查標準等）

If the deferment and resumption span across academic years, a new student ID number will be issued, and the new academic year's student status standards will apply (e.g., tuition standards, graduation requirements).

同學年度辦理保留復學者，給予新學號，學籍審查標準不變。

If the deferment and resumption occur within the same academic year, a new student ID number will still be issued, but the original student status standards will remain unchanged.