

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	<p>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： New student may apply for deferred enrolment at Office of Academic Affairs before Registration Day if one of the following occurs:</p> <p>(1) 因病須長期療養，持有醫療院所相關證明者。 Student with a relevant medical certificate attesting to long term rehabilitation and rest due to illness. 懷孕、分娩，持有醫療院所相關證明者。 Student with a medical certificate attesting to pregnancy or childbirth. 撫育三歲以下子女，出具戶籍謄本證明者。 Student apply for deferred enrolment due to take care of a child aged below 3 should attach household registration transcript.</p> <p>(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。 Student with a low-income certificate issued by the local government at the district level or above.</p> <p>(3) 因服兵役，持有入營服役通知或在營服役證明者。 Student called to military duty, and holds a Notification of the Call to Active Duty, or Proof of Current Military Service.</p> <p>(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。 Overseas compatriot student, foreign student, or Mainland Chinese student who is unable to report for unforeseen reasons. s</p> <p>2. 保留入學資格以一年為限。 Student status may be retained for up to 12 months.</p> <p>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。 Student who is not allowed to apply for deferral in accordance to the University's Regulation of Admission Brochure may not apply for retention.</p> <p>4. 办理流程：請先至教務處首頁/表單下載/學籍相關文件網頁，下載並填具【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，向教務處註冊組提出申請，經核准者，毋須繳交任何費用。 Application procedure: Please download from Office of Academic Affairs website: home/English/Form/Students; fill out the Request Form for Admission deferral. Bring all proof of evidences required which have been approved by department supervisor, to the Registration Division of Office of Academic Affairs to apply. No fees will be required for individuals approved.</p>

<p>問 2 Q2</p>	<p>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?</p>
<p>答 2 A2</p>	<p>1. 申請休學時間：每學期開始起至學期考試開始一週前停止辦理；新生須辦妥註冊手續後始可申請。 Application date: From beginning of each semester till one week before midterm examination period. New students can only apply after registration.</p> <p>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: On the basis of two accumulated academic years. Proofs are needed for reapplication due to serious illness or special incident. Students may extend suspension time limit only if ratified by the principal. No more than two academic years will apply. It will not be included in suspension time limit for students with the following circumstances.</p> <p>(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 suspension, proof is required to extend 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.</p> <p>(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 document and certificate from medical institution are required. This will not be included in the period of suspension after suspension is approved.</p> <p>(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, a proof of household registration transcript is required. This will not be included in the period of suspension after suspension is approved.</p> <p>(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.</p> <p>2. 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者，須另委託書。 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.</p> <p>3. 办理流程：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組辦理。 Application procedure: Please register first at website of Office of Academic Affairs,</p>

	<p>http://oaa.nsysu.edu.tw/files/11-1004-3255.php</p> <p>. 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, standard of refund, signed off by Registration Division. Follow the leaving procedure to each department. Bring along Application Form, Leaving procedure for voluntary suspension, student ID and all relevant documents, and apply at Registration Division.</p> <p>4. 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。</p> <p>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 website of Office of Academic Affairs, http://selcrs.nsysu.edu.tw/stu_enroll/, Tuition refund policy, for refund date of suspension and withdrawal.</p>
問 3 Q3	<p>休學可辦理幾學期？休學後可否提前復學？</p> <p>How may semesters can I apply for suspension? Can I Resume schooling in advance after suspension?</p>
答 3 A3	<p>休學以學期或學年為單位，可一次辦理一學期或一學年，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。</p> <p>The suspension is by base of semester or academic year. Each application can be done by one semester or one year. The maximum of accumulated suspension is 4 semesters (2 academic years). Resuming school in advance is based by semester. In this case, the enrollment procedure shall be done before beginning of the semester.</p>
問 4 Q4	<p>休學後復學應如何辦理？</p> <p>How do I resume schooling after suspension?</p>
答 4 A4	<p>1. 休學期滿者，教務處註冊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；預辦理復學者，請於註冊日前將復學回條簽名（大學部需家長簽名），傳真或郵寄至「804 高雄市鼓山區蓮海路七十號中山大學教務處註冊組」。</p> <p>When the period of suspension expires, Registration Division of Office of Academic Affairs will send notice of resumption and return notification. For those who like to resume studying, please sign on the return notification and fax or mail back to us to the following address before enrollment date (parents' signatures for undergraduate students are required). National Sun Yat-Sen University Enrollment Division of Academic Affairs Division No.70, Lianhai Rd., Gushan Dist., Kaohsiung City 804</p> <p>2. 休學原因為適應不良者，或擬提前復學者，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。</p> <p>For those suspending school due to maladjustment or planning to resume schooling in advance, please register first at website of Academic Affairs Division, http://oaa.nsysu.edu.tw/files/11-1004-3264.php</p>

	. Download and fill out Application Form for Early Recommencement of Studies. Have the application form ready with suspension certificate and follow the resumption procedure before enrollment. The application shall be ratified by department supervisor and the dean and so the procedure can be followed at Registration Division of Office of Academic Affairs. Military Service Discharge Orders, child's birth certificate or relevant documents approved by public hospital/academic medical centers verified by Department of Health are required for those who have applied suspension due to military service, pregnancy or health issue.
問 5 Q5	退學如何辦理？ How do I withdraw from school?
答 5 A5	<p>1. 申請自動退學之學生，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)及學生證至註冊組辦理。如須修業證明書者，約一週後領取；請人代辦或代領者，須另附委託書。</p> <p>For students applying for voluntary-withdrawal, please register first at website of Office of Academic Affairs, homepage/student only/page of withdrawal (http://oaa.nsysu.edu.tw/files/11-1004-3261.php). Download and fill out Application Form for Withdrawal, obtain approval and ratifications by faculty (advising professor), department supervisor and the dean then follow the deregistration procedure to each department. You may collect certificate of course completion a week after if needed. A Letter of Authorization is also required if someone is applying on behalf of the applicant.</p> <p>2. 應令退學之學生，退學手續同上，但無須附相關證明文件。</p> <p>The withdrawal procedure is the same as above for expelled students but no relevant documents are required.</p>

【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	<p>請至註冊組填表或教務處 / 表單 / 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)送至教務處註冊組，七工作天後至註冊組領取。</p> <p>(For current students and alumni), please fill out application at Registration Division or download and fill out Certificate Application Form at website of Office of Academic Affairs, home/English/Forms, then apply at Registration Division. A charge of NT\$200 (NT100 for students who enrolled before 2013 fall semester) and 7 working days will apply.</p>

【學籍資料更改】	
Change of Student Status Information	
問 7	更改學籍資料，如何辦理？

Q7	How do I change my student information?
答 7 A7	<p>請至註冊組拿取或教務處 / 表單 / 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；填妥後，請寄或送至教務處註冊組。</p> <p>Please pick up an application at Registration Division or download and fill out Application Form for Change of Enrollment Status at website of Office of Academic Affairs, home/English/Forms. Please attach household registration transcript and a copy of personal ID card (ARC for Overseas compatriot student, foreign student, or Mainland Chinese student) front and back if change of Chinese name or identification number is needed. Please attach a copy of passport if change of English name is needed. Please attach a copy of personal ID front and back if change of permanent address is needed. Please attach parents' consent for undergraduate students applying change of current address. Please mail or submit to Registration Division of Office of Academic Affairs after completion of application form.</p>

【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？ Does 2/3 or 1/2 withdrawal limits apply to students with extension of studies?
答 8 A8	<p>學士班延修生修習學分數在九學分(含)以下者不適用。</p> <p>Not applicable to undergraduate students with extended study whose credits are less than 9 (inclusive).</p>
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	<p>(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。</p> <p>(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 website of Office of Academic Affairs, homepage/tuition fees/standard of tuition fee each academic year for information about standard of tuition and credit fees.</p>

【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	1. 現場：請至行政大樓 6 樓教務處註冊組於電腦前輸入學號、密碼 (同選課密碼)

A10	<p>選擇學期或歷年選項後投幣 (每份十元) · 即可列印出成績單。</p> <p>In person: Please go to Registration Division of Office of Academic Affairs at 6th floor of Administration Building. Enter student ID and password (same as password of course selection) in a computer, choose current/all semesters then insert coins (NT\$10 each) to print out your transcript.</p> <p>2. 通訊：</p> <p>By mail:</p> <p>(1) 至教務處網頁下載【各類證明文件申請表】。 Please download Certificate Application Form at website of Office of Academic Affairs.</p> <p>(2) 填妥資料並附： Fill out application and attach:</p> <p>(a) 工本費每份十元，以郵政匯票支付。 NT\$10 per copy by postal order.</p> <p>(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 stamp, name, post code and address of the addressee.</p> <p>(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七十號中山大學教務處註冊組」，本組製妥將儘速寄回。 Please have the application form, fees required, SASE and relevant information and mail to the following address: National Sun Yat-Sen University Registration Division of Academic Affairs No.70, Lianhai Rd., Gushan Dist., Kaohsiung City 804 We will send the copy to you soon as it is done.</p>
問 11 Q11	<p>學生申請英文成績單或英文各項證明如何辦理？</p> <p>How do I apply for English transcript or Documents in English?</p>
答 11 A11	<p>1. 現場：請至註冊組拿取或至教務處網頁下載【各類證明文件申請表】，填寫相關資料及英文姓名 (與護照相同)，至本組繳交工本費 (每份十元)，二個工作天後至註冊組 (6007 室) 木櫃取件。 In person: Please pick up at Registration Division or download Certificate Application Form (http://oaa.nsysu.edu.tw/bin/home.php?Lang=en) at website of Office of Academic Affairs. Fill out relevant information and English name (same as on passport) and pay printing cost (NT\$10 per copy) at counter. The documents can be picked up from the cabinet at Registration Division (Room 6007) after 2 working days.</p> <p>2. 通訊：</p> <p>By mail:</p> <p>(1) 至教務處網頁下載【各類證明文件申請表】。 Please download Certificate Application Form(http://oaa.nsysu.edu.tw/files/15-1004-19615.c3144-1.php?Lang=zh-tw) at Office of Academic Affairs.</p> <p>(2) 填妥資料及英文姓名 (與護照相同) 並附： Fill out application and English name (same as in passport) and attach:</p> <p>(a) 工本費每份十元，以郵政匯票支付。 NT\$10 per copy by postal order.</p>

	<p>(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 stamp, name, post code and address of the addressee.</p> <p>(c) 文件如需彌封，請附本校西式信封或請本組人員代購（每封二元），並詳細書明內封文件之種類及數量。 Please provide university western-style envelop if seal of envelope is required. You may also request staffs at counter for the purchasing (NT\$2 per piece). Please also provide details on document type and quantity in the envelope.</p> <p>(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七十號中山大學教務處註冊組」，本組製妥將儘速寄回。 Please have the application, fees required, SASE and relevant information ready and mail to the following address. National Sun Yat-Sen University Registration Division of Office of Academic Affairs No.70, Lianhai Rd., Gushan Dist., Kaohsiung City 804 We will send the copy to you soon as it is done.</p>
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	<p>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(已蓋妥當學期註冊章)至註冊組，經本組人員核對後於影本加蓋章戳。 Chinese certificate of status: Please bring original student ID and a photocopy of it front and back (with stamp issued of academic record) to Registration Division. Stamp will be issued on the copy of student ID after verification.</p> <p>2. 英文在學證明：請至註冊組拿取或至教務處 / 表單 / 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】，填寫相關資料及英文姓名（與護照相同），至本組繳交工本費（每份十元），二個工作天後至註冊組（6007 室）木櫃取件。 English certificate of status: Please pick up at Registration Division or download Certificate Application Form at website of Office of Academic Affairs, homepage/forms/application form of documents (current and graduated students). Fill out relevant information and English name (same as in passport), and pay printing cost (NT\$10 per copy) at counter. The documents can be picked up from the cabinet at Registration Division (Room 6007) after 2 working days.</p>
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	<p>請於上學期開學後二週（約十月上旬）至註冊組電腦前輸入學號、密碼(同選課密碼)後投幣(每份十元)，即可列印出名次證明。 Please go to Registration Division two weeks after first semester begins (about early October), enter student ID and password (same as course choosing password) in the computer, insert coins (NT\$10 per page) to print out a ranking certificate.</p>
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 change name or lost?
答 14 A14	<p>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</p>

	<p>面影本，繳交工本費 100 元，依表單之附註辦理。</p> <p>Please download Application for Reissue Degree Certificate for Graduate Students (http://oaa.nsysu.edu.tw/bin/home.php?Lang=en) at Office of Academic Affairs website. Fill out relevant information and copies of personal ID front and back and pay printing cost of NT\$100. The procedure is as stated in “notes” on the application.</p> <p>* 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）。</p> <p>Change name: Please attach original copies of household registration transcript and original degree certificate. Follow the procedure of changing student information. (refer to Q7)</p> <p>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七十號中山大學教務處註冊組」，本組製妥將儘速寄回。</p> <p>Please have relevant documents mentioned above and SASE and mail to the following address.</p> <p>National Sun Yat-Sen University Registration Division of Academic Affairs Division No.70, Lianhai Rd., Gushan Dist., Kaohsiung City 804</p> <p>We will send the copy to you soon as it is done.</p>
問 15 Q15	<p>中文學位證書影本要加蓋驗證章如何辦理？</p> <p>I want my copy of Chinese degree certificate with notarized stamp on it. How can I do that?</p>
答 15 A15	<p>1. 請持學位證書正本至註冊組，經本組人員核對後於影本加蓋章戳後即可立刻取得。</p> <p>Please bring your original degree certificate to Registration Division. Stamp will be issued on copy of certificate after verification.</p> <p>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七十號中山大學教務處註冊組」，本組製妥將儘速寄回</p> <p>Please have degree certificate and SASE and mail to the following address.</p> <p>National Sun Yat-Sen University Registration Division of Office of Academic Affairs No.70, Lianhai Rd., Gushan Dist., Kaohsiung City 804</p> <p>We will send the copy to you as soon as possible.</p>

<p>【申辦抵免學分】</p> <p>Application of Credit transfer</p>	
問 16 Q16	<p>在校生申請在學證明如何辦理？</p> <p>How to apply for credit transfer?</p>
答 16 A16	<p>A1、一般課程：</p> <p>請向註冊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。</p> <p>Main course:</p> <p>Please pick up application at Registration Division or download Credit Transfer Application Form at website of Office of Academic Affairs. Attach all semester transcript (original copy) and course syllabus → Approval signature/stamp by lecturer, advising professor (faculty) and department supervisor → submit to Registration</p>

	<p>Division during application for review → We will send results with Division stamp to each department to be forward to applicants who gained approval.</p> <p>A2、通識教育課程：</p> <p>Course for general education:</p> <p>請向通識教育中心、註冊組拿取或至通識教育中心、註冊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)(中山通識教育講座)抵免學分申請表】，檢附歷年成績單(正本)及相關審查資料→申辦期限內送至通識教育中心審查→註冊組複核→經核准抵免者本組將抵免結果文件送各系所轉發同學。</p> <p>Please pick up application at General Education/ Registration Division or download Credit Transfer Application Form of (Language Courses)(Experimental Learning Courses)(Physical and Health Education Program) / (Inter-college electives)(Liberal Education Courses)(Center of General Education Seminars). Attach all semester transcript (original copy) and relevant information → submit to General Education Center during application for review → second review at Registration Division → We will send results with Division stamp to each department to be forward to applicants who gained approval.</p> <p>※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」。</p> <p>Please refer to Regulations for Student Credit Transfer Application and Regulations for Leadership Program Student Credit Waiver before application.</p> <p>※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。</p> <p>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.</p>
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【轉系、輔系、雙主修、學程申請】 Application of Department Transfer, Minor, Double Major and Programs	
問 17	轉系之申請條件及相關事宜？
Q17	What are the application standards and relevant information about department transfer?
答 17	A1、學士班：
A17	<p>Undergraduate program</p> <p>1. 至註冊組網頁參考入學年度之【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，申請書可至註冊組拿取或教務處網頁下載【轉系申請書】、【轉系志願表】。</p> <p>Please refer to Standards for Department Transfer at Registration Division's website. You may apply within the time limit according to academic calendar. Applications are accepted around May each year. Application forms can be picked up at Registration Division or you can download Application Form for Students' Change of Department/Institutes from website of Office of Academic Affairs.</p> <p>2. 轉系名單於七月底公告，已核准轉系之學生學號不變。申請轉系核准後，非經相關</p>

	<p>院系及教務長核准者，不得請求回原系級肄業。</p> <p>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 approved, you are not allowed to transfer back to original department without ratifications from faculty and academic dean who are in concerned.</p> <p>A2、研究所：</p> <p>Master program</p> <p>研究生於第二學年開始前，上、下學期依行事曆規定時間提出申請，申請書可至註冊組拿取或教務處網頁下載。</p> <p>Graduate students may apply before the beginning of second academic year, first or second semester according to academic calendar. Application form may be picked up at Registration Division or downloaded from the website of Office of Academic Affairs.</p>
問 18 Q18	輔系之申請條件為何？ What are the application requirements for minor study?
答 18 A18	<p>1. 學士班學生自二年級起至四年級(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，申請書可至註冊組拿取或註冊組網頁下載【修讀輔系申請書】。</p> <p>Undergraduate students from the second to fourth academic year (extended study years are not included) may apply for minor program of other department dated within one week after new semester starts. (refer to academic calendar for correct dates)</p> <p>2. 請參考學生所屬入學年度之【輔系科目學分表】各學系規定之申請條件。</p> <p>Please refer to your admission academic year on List of Minor Program Credits for requirements from each department.</p>
問 19 Q19	雙主修之申請條件為何？ What are the application requirements for double major study?
答 19 A19	<p>1. 學士班學生自二年級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，申請書可至註冊組拿取或教務處網頁下載【修讀雙主修申請書】。</p> <p>Undergraduate students from the second to the first semester of fourth academic year (extended study years are excluded) may apply within one week after new semester starts (refer to academic calendar for correct dates). The application form may be picked up at Registration Division or you may download Application Form for Double Major Study from the website of Office of Academic Affairs.</p> <p>2. 前一學年每學期學業成績名次在該班學生數前百分之二十以內者;或該學年每學期學業平均 GPA3.38(百分制 80 分)(含)以上者。【參看雙主修辦法】</p> <p>Students must either have academic performance in top 20% of the class, or GPA3.38 in each semester of the previous academic year (percentage grading of 80) (inclusive) or above. Refer to Guidelines for Double Major Studies.</p>
問 20 Q20	整合學程之申請如何辦理？ How to apply for integrated programs?
答 20 A20	<p>1. 學生於在學期間向所屬系所提出申請，經系主任(所長、指導教授)及選讀學程</p>

	<p>之負責人同意後，送教務處核定後始可修讀。</p> <p>Students may apply through the department during period of study. Courses can be taken after approval from department supervisor (dean or advising professor) and person in charge of selected program. Courses taking may be started after approval by Office of Academic Affairs.</p> <p>2. 各學程要求條件，請參看【本校整合學程簡介】。</p> <p>Please refer to Introduction to Integrated programs for requirements of each program.</p>
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【研究生最遲離校時限】 Time limit of Graduate Students' School-Leaving	
問 21 Q21	<p>研究所學生離校手續最遲須於何時辦畢？</p> <p>By when shall the school leaving procedure be completed for graduate students?</p>
答 21 A21	<p>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。</p> <p>It shall be completed before enrollment of 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.</p>

【繳費單未收到之處理】 Handling for Tuition invoice not received	
問 22 Q22	<p>繳費單尚未收到，該如何辦理？</p> <p>What can I do if I haven't received my tuition invoice?</p>
答 22 A22	<p>本校自 99 學年度起，繳費單採網路列印方式，請自行至本校網頁首頁→在校學生→網路註冊→【學雜費繳費單列印】，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 2 3 2 3。</p> <p>Payment slip is by self-printing online since academic year of 2010. Please go to university website → current student → Network Registration System → Print Tuition Invoice, enter 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.</p>

【交換生相關問題】 Relevant Information about Exchange Students	
問 23 Q23	<p>交換生出國前如何辦理出國申請？</p> <p>How to apply for going abroad as an exchange student?</p>
答 23 A23	<p>經本校甄選出國交換之學生於出國前請至註冊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生輔組（女生免加會）後，送教務處註冊組。</p> <p>Please pick up application at Registration Division or download application form for going abroad before departure from website of 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</p>

	Relations and Counseling and Career Development, Office of Student Affairs (females are exempted for countersigning), then submit to Registration Division of Office of Academic Affairs.
問 24 Q24	交換生出國期間是否要註冊？ Is enrollment necessary for students on an exchange program?
答 24 A24	依本校規定於註冊日起二週內，由本人或受託人辦理註冊事宜。 According to university's regulation, the enrollment shall be done by the student or his/her assignee within two weeks after registration day.
問 25 Q25	交換生出國期間是否要繳交學雜費？ Is tuition and fees necessary for students on an exchange program?
答 25 A25	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，註冊繳費單採網路列印方式，請自行至本校網頁首頁→在校學生→網路註冊→【學雜費繳費單列印】，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 2 3 2 3。 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 fifth year or above students who are delaying graduation. Tuition Invoice is by self-printing online since academic year of 2010. Please go to university website → current student → Network Registration System → Print tuition Invoice of Tuition and Fees, enter student ID and password then the tuition Invoice can be printed out. For those who have already went overseas before enrollment, please remind your family members to print out the tuition Invoice in 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 26 Q26	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 26 A26	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 for 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 27 Q27	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 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 27 A27	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 Office of Academic Affairs website. The original copy of 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 date of each semester on it. The calculation of credits shall follow the principle in which 18 class hours equal to 1 credit.