國立中央大學學生離校申請表
NCU Application for Leaving School

姓名 Name		學號 Student number	
系所 Department		班(組)別 Degree	
離校原因 Reason of leaving school	☐ 畢業 Graduate ☐ 休學 Suspension ☐ 退學 Discontinuation ☐ 其他 Others（ ）		
離校日期 Date of leaving school	年 year　　月 mouth		

核准 Ratification	教學單位 Teaching offices		行政單位 Administrative offices	
	系所經辦 Processed by	系主任/所長 Chairman	註冊組經辦 Section of Registry Processed by	註冊組組長 Registrar

＊畢業生請到合作社辦公室辦理退社手續，並領回入社股金及利息。

會簽單位 Countersign Offices：

事務組 Section of General Affair	圖書館 Library	
❙ 若為畢業生請先歸還學位禮服。 Student who will graduate should give back the academic gown first.	典閱組 Circulation and collection department ❙ 清還借書與罰款請先上網查詢。 Please return books and fines in advance.	1樓服務台 Information counter at first floor ❙ 僅研究所畢業生需辦理。 Graduate student only. ❙ 繳交畢業論文精裝乙冊與電子檔已審核通過之檢查。 Submit one hard cover copies of the well-bounded thesis and check the E-file. ❙ 電子檔請先至網站http://thesis.lib.ncu.edu.tw繳交並確認已審核通過。 Please confirm if the E-file has passed through in advance, website:http://thesis.lib.ncu.edu.tw
體育室 Physical Education Office	僑外輔導室 Division of Overseas Chinese	系所實驗室 Labs
	❙ 僅僑生需辦理。 Overseas Chinese students only.	下列系所同學需辦理 The students from departments as below have to apply for ❙ 物理系 Physics ❙ 化學系 Chemistry ❙ 生命科學系 Life Science ❙ 光電科學研究所 Optical Sciences ❙ 化學工程與材料工程學系 Chemical and Material Engineering ❙ 資訊工程學系 Computer Science and Information Engineering ❙ 通訊工程學系 Communication Engineering ❙ 水文科學研究所 Hydrologic Science ❙ 環境工程研究所 Environmental Engineering ❙ 企管系 Business Administration ❙ 財金系（僅碩士、博士生需辦理）Finance (Graduate student only)
學務處秘書室 Secretariat of student affair	國際事務組 Division of International Affairs	
❙ 僅因為經濟因素休、退學者需辦理。 The students who suspension of schooling or discontinuation of schooling caused from economic factors only have to apply for.	❙ 僅外籍生需辦理 Foreign students only	

簽核順序 Procedures：

教學單位→會簽單位（不必按序簽核）→行政單位

Teaching offices →signature unit →Administrative offices

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