

景文科技大學新生保留學籍申請表

Jinwen University of Technology Form for Freshmen Reserving JUST Enrollment

_____學年度(Academic year)

學生姓名 Name		考入系所 Department /Graduate program		考入日期 Enrolled date	年(yy) 月(mm)
申請保留理由 Reason(s)	(列舉具體事實) (Please indicate the specific reason)			證明文件 Verifying documents	<input type="checkbox"/> 區域醫院診斷書 Medical evidence <input type="checkbox"/> 低收入戶證明書 Proof of a low income family <input type="checkbox"/> 兵役證件影印本 Copies of military service certificates <input type="checkbox"/> 其他 Others ()
保留期限 Retaining period	自民國 年 月至民國 年 月 From __ (yy), __ (mm) to __ (yy), __ (mm)			年限 Total Year of Retainment	年 (壹年為限, 因兵役因素保留者除外 Except for the reason of military service, one can only apply for a year.)
入學通知寄達地址 Mailing address	(請正楷詳細填寫 Please write in regular script)			電話 Phone Number	
申請人 Applicant	學生家長 Student's parents :			學生 Student :	
	年(yy) 月(mm) 日(dd) (簽章 signature/seal)			年(yy) 月(mm) 日(dd) (簽章 signature/seal)	
核准 Ratification	教學單位 Department/College		行政單位 Administrative Offices		
	系主任/所長 Chairperson	院長 Dean	註冊組經辦 Section of Registry	註冊組組長 Registrar	教務長 Dean of Academic Affairs
會簽 Countersign	生活輔導組 Division of Student Conduct and Housing Service			國際交流組 Division of International Affairs	

簽核順序 Procedures and Instructions :

系主任/所長→院長→生活輔導組/國際交流組→註冊組承辦人→註冊組組長→教務長

Chairperson→ Dean→ Division of Student Conduct and Housing Service / Division of International Affairs→ Section of Registry → Dean of Academic Affairs

1. 新生辦理保留入學資格，應於註冊前（按行事曆規定時間）辦妥申請手續。

For new students to apply for retaining student status, the procedure should be completed before registration according to school calendar.

2. 除具函申請外，並應繳交下列證明文件之一：One of the following documents is required besides this application form:

- (1) 健保局特約區域醫院以上出具之證明；Medical evidence from NHI registered hospitals.
- (2) 低收入戶證明書；Proof of a low-income family.
- (3) 兵役證件影印本；Copies of military service certificates.
- (4) 其他有關文件。Other relevant documentations.

3. 大學部同學應另檢附身份證正反面影印本及畢業證書影印本。

Undergraduates should also attach a copy of Identification Card (two-sided) and a copy of High School Graduate Certificate.

4. 保留期限以一年為限，但因兵役因素者，不在此限。

The period for retainment is limited to one year except for the reason of military service.

5. 保留期限屆滿前一個月，應自行向註冊組申請入學，否則即取消入學資格。

Students should apply for the re-enrollment one month before the expiration date, or the enrolling qualification will be cancelled.