**日間部 補發休學**/**修業證明 申請書**

**Application Form for Suspension/ Withdrawal of Study Certificate**

申請日期(Application Date): **(Y)**/ **(M)**/ **(D)**

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| 系(所)  Dep./Ins. |  | | 系  (Department) 研究所  (Institute) | | □二專/□五專(Associate)  □四技/□二技(Bachelor)  □碩士班(Master) | | | | | 申請用途  (usage) | | |  | |
| 姓名(Name) | 請簽名(signature) | | | 學號/  身分證字號  (Student ID /  ID No.) | | | 擇一填寫(Option) | | | 聯絡電話  (Phone Number) | | |  | |
|  | | |
| 說明 | 1.補發證明者，須檢附【**身分證正面影本**】。  2.通訊申請之工本費須以【**郵政匯票**】或【**現金**】支付，【郵政匯票】抬頭務必填寫【環球科技大學】，未符規定者，將以退件處理；【**一至兩週工作天、不含例假日**】。  3.通訊申請或不克親自取件者，請備妥**回郵信封**，並註明白天聯絡電話。  4.若有相關問題，請洽本校教務處註冊組，電話(05)5370988轉2211~2212。 | | | | | | | | | | | | | | |
| 申請類別  Transcript/ Certificate Categories | | | | | | | | | 份數  Copies | | 每份工本費  Charge | | | 金額  Total | |
| 1. **休學證明書**   **Suspension Certificate** | | 對象:  已【休學】者申請 | | | | 無須附成績單  (No Transcript) | | |  | | NT$50 | | |  | |
| 須附成績單  (With Transcript) | | |  | | NT$70 | | |  | |
| 1. **修業證明書**   **Withdrawal of Study Certificate** | | 對象:  已【退學】者申請 | | | | 無須附成績單  (No Transcript) | | |  | | NT$50 | | |  | |
| 須附成績單  (With Transcript) | | |  | | NT$70 | | |  | |
| 櫃檯辦理者請先至出納組繳費後，再持收據至註冊組辦理。  Paid Stamp of Cashier Office & Receipt. | | | | | | | | | | | | | | | |
| 身分證影本  Copy of ID Card  外籍生:居留證或護照影本  International Student: Copy of ARC or passport  （正面）  (Front side) | | | | | | | | □**掛號郵寄**，須貼足郵資【**普掛36元**、或**限時掛號43元**】之**回郵信封**，並填寫正確地址；如因郵寄遺失，概由申請人自行負責。  Registered postage：Ordinary (NT$36) / Express (NT$43) registered postage with an envelope.  □**親自領取，**領件者簽名：(signature)  領取日期： 年　　月 　日 | | | | | | | |
| **註冊組承辦人** | | | | | **補發證明書 加簽** | | | | | | | | | | |
| **註冊組組長** | | | | | | | **教務長** | | | |
| **休/退學學年度** | | | | |  | | | | | | |  | | | |