

國立中正大學復學作業程序 Procedures for Reinstatement of Study

處理流程	<p>1.填寫復學申請書，檢附個人身分證明及原始休學同意函或保留入學資格同意函。</p> <p>2.送相關單位審核。</p> <p>3.教務處教學組核發復學同意函。</p> <p>1.Prepare the documents below: (1) Application Form for Reinstatement of Study. (2) personal ID card and relative Certificate documentation. If the process is to be completed by an authorized person, please attach Authorization Letter and a copy of your personal ID. The photo ID of the authorized representative must be presented.</p> <p>2. Submit your application form to the relevant departments for review.</p> <p>3. The Curriculum and instruction Section issues the Consent Letter for Reinstatement.</p>
作業注意事項	<p>一、休學期滿，如期復學者，無須辦理復學手續，於學期開始上課日前自行至本校學雜費繳費專區下載繳費單並依期限完成繳費註冊事宜即可；若需復學同意函，方需辦理復學申請。</p> <p>二、休學生欲提早復學者，須於欲復學之學期開始前二週完成復學申請。</p> <p>三、復學生應入原系所相銜接之學年或學期繼續修讀；學期內休學者，復學時，應入原休學之年級繼續修讀。</p> <p>Notes: 1. Students who resume studies on schedule do not need to apply for reinstatement. They should download the Tuition and Fees slip online and complete payment within the deadline. Only if a reinstatement approval is required must they submit a reinstatement application.</p> <p>2. Students who wish to resume studies earlier must complete the Reinstatement Application Form and submit it no later than two weeks before the start date of the intended semester.</p>
使用書表	<p>1. 國立中正大學學生復學申請書。</p> <p>2. 委託書（非本人辦理者） 表單可至教務處網頁下載。</p> <p>1. Application Form for Reinstatement of Study. 2. Authorization Letter (if procedures completed by an authorized representative) All forms can be downloaded from the Office of Academic Affairs website.</p>