

# 國立成功大學 National Cheng Kung University

Academic Year \_\_\_\_\_ 學年度 Semester 第 \_\_\_\_\_ 學期

## 復學生 註冊程序單 Registration of Schooling Resumption

- \* 學制 Degree :  學士 Bachelor       碩士 (含專班) Master       博士 Doctoral
- \* 學號 Student ID Number : \_\_\_\_\_ \* 姓名 Name : \_\_\_\_\_
- \* 就讀學系(所) Department (Institute) : \_\_\_\_\_ 年級 Year : \_\_\_\_\_ 班別 Class (Undergraduate Only) : \_\_\_\_\_
- \* 復學原因 Reason for Resumption :     休學期滿 Completion of Leave of Absence  
 保留入學期滿 Reason for reserving student status terminated

辦理 順序 Step	單位 Office/Division	辦理事項 Content	簽章 Office Signature
1	各學系(所)辦公室 Office of Department (Institute)	<input type="checkbox"/> 已上網選課學生免辦 Exemption for students who have selected courses online. <input type="checkbox"/> 未選課，請在學系(所)辦理選課 If you have not yet completed the course selection procedure online, please complete the process at your department (institute) office. (通識、體育或軍訓課程選課請至各開課單位辦理) (Undergraduate Students: For general education, physical education or military education, please go to the related office.)	
2	生活輔導組 Student Assistance Division	繳交兵役狀況調查表(女生、僑生、外籍生免辦) 表單請至生輔組網頁下載填寫及附身分證影印本 Please hand in the questionnaire of military service and a copy of ID card. You can download this questionnaire form at the website of Student Assistance Division. (Exempted for female, oversea Chinese students and international students.)	
3	僑生與陸生事務組 Overseas and Mainland Chinese Students Affairs Division	辦理全民健保事宜(非僑生與陸生免辦) Application of National Health Insurance. (Exempted for Overseas and Mainland Chinese Students.)	
4	國際學生事務組 International Student Affairs Division	辦理全民健保事宜(非外籍生免辦) Application of National Health Insurance (For International Student only)	
5	出納組 Cashier Division	<input type="checkbox"/> 已繳費者免辦 Exemption for students who have fully completed the payment(s) of their tuition & all related fees. <input type="checkbox"/> 未繳費者，請至出納組繳費 All fee is to be paid at Cashier Division.	
6	住宿服務組 Housing Service Division	<input type="checkbox"/> 無校內住宿需求免辦 Exemption for students without demand for on-campus accommodation. <input type="checkbox"/> 有校內住宿需求(依照身份別及各項床位申請時程申請床位) For students with demand for on-campus accommodation (Application will be processed according to eligibility and announced schedule )	
7	圖書館 Library	復學時須洽圖書館重新開通借閱權限，可親自到館、來電或 email 辦理。 Returning students will need to contact the library to reactivate your library account either in person, by email or by phone. libcir@libmail.lib.ncku.edu.tw/06-2757575-65760/65764	免核章
8	註冊組 Registrar Division	<input type="checkbox"/> 已持含悠遊卡學生證者免辦 Exempted for students who have student ID card. <input type="checkbox"/> 未領含悠遊卡學生證者持學費繳費收據領取學生證 Obtain student ID card (Tuition Fees Receipt needed)	

注意 Please Note : 成大網址 Website : [www.ncku.edu.tw](http://www.ncku.edu.tw)

1. 請按程序單順序依序完成。

Please follow the steps above to complete your registration.

2. 本單請至註冊組網頁申請表單下載。

You can download this form at the website of Registrar Division.