關於註冊組業務&注意事項

- 如何申請成績單
- 如何申請在學證明
- 想申請轉系怎麼辦
- 休學申請注意事項
- 復學申請注意事項
- 退學、肄業證書申請
- 學生證遺失補發
- 應屆畢業生注意事項
- 大學部畢業注意事項
- 研究所畢業注意事項

成績單申請怎麼做

臨櫃申請

不論你是畢(肄)業生還是在校生，均可至教研大樓申請

教研大樓1F羅家倫講堂旁的投幣機申請

可以使用現金、悠遊卡、LinePay付費

部分文件可以立即領取，如：中文歷年成績單，
其餘文件請依指示並列印收據至3F註冊組辦理，謝謝！
注意：當學年之畢業生並已領證書者請選擇「應屆畢業生」

教研大樓3F註冊組申請

僅能使用悠遊卡付費(一卡通無法使用)

中(英)文證書類、英文成績單之文件，
已經備註需要工作日製作，若有需求請自行提早申請！
註冊組可以協助郵寄文件，郵資可以自行備足郵票或是現金支付

email郵寄申請

成績單email申請之說明

也可以掃QRcode→

校友系統郵寄申請

紙本成績單暨
學位證明書申請流程

也可以掃QRcode→

若還有其他問題歡迎與註冊組洽詢！
註冊組公務信箱：ncu57113@g.ncu.edu.tw
聯絡電話：(03)422-7151 #57126~57129

如何申請在學證明？

以下的方法都可以！

方法一

自行影印學生證正反面影本紙本，
再帶至教研大樓三樓註冊組核章 免費.′

方法二

帶悠遊卡至教研大樓三樓註冊組申請
一份20元.′

方法三

REMINDER
開學後第三週才開放申請

教研大樓一樓羅家倫講堂旁的投幣機申請，
可用現金、悠遊卡和LinePay 一份20元.′



方法四

登入中央大學Portal網站→便捷窗口
→服務櫃台 →教務專區→學籍/註冊→學籍登錄
→若所有項目(學貸/學雜費擇一)都完成即可下載
免費.′

若還有其他問題，
歡迎到教研大樓三樓註冊組或是打電話詢問
聯絡電話：03-4227151 ext 57115~57118,57122~57125

轉系申請注意事項

轉系申請說明在這裡.′.′

或是掃描QRcode也可以.′.′

進入到網頁後，選擇

教務法規 → 申請學年度的教務章則 → 第五點

就有轉系辦法與審核標準嘍！

第一步

填寫轉系申請表(如右圖所示).′

紙本可以到註冊組領取，電子檔可以到這裡 (表格下載 1-15)

第二步

轉出系所與轉入系所之簽核單位流程.′

第三步

在規定時間內繳交轉系申請表到註冊組即可.′

註：繳交時間請查看註冊組公告 - 最新消息或 學校校曆



國立中央大學學生轉系(所)申請表
NCU Application Form for Department/Institute Transfer

學號 Student ID No.		姓名 Name		身分別 Identity	□本地生 Local student □陸生 Mainland Chinese student □離島地區保送 Student admitted via recommendation □其他: Others:
原就讀系(所) Original Department		組別 Group		年級 Grade	
申請轉入系(所) Target Department		組別 Group		年級 Grade	□平轉 Same grade □降轉 Lower grade □2 年級 Sophomore year □3 年級 Junior year □4 年級 Senior year
轉系理由 Reasons				降轉注意事項： 降轉學生須完成轉入學系（組、學位學程）年級所規定之修課及畢業條件，方得畢業。 Matters Needing Attention on Transferring to a Lower Grade Students transferring to a lower grade are required to meet the graduation criteria of the target department in order to graduate.	
申請人 Applicant	E-mail			連絡電話 Telephone No.	
	家長(研究生免)： Parent's Signature (not applicable to postgraduate students) Year 年 Month 月 Day (signature/seal) 日（簽章）			學生： Student's Signature Year 年 Month 月 Day (signature/seal) 日（簽章）	

簽准單位 Countersignature Units

轉出學系(所)系主任/所長 Director of Original Department/Institute	轉入學系(所)系主任/所長 Director of Target Department/Institute	研究生轉入學系(所)依.....會議決議申請轉入學生之修業年限、資格考要求規定、論文撰寫要求、學分抵免原則等相關規定之認定標準及決議如會議紀錄： The target department/institute that the postgraduate student is applying for transferring to has convened the meeting of . The meeting has resolved on the recognition standards of relevant regulations, including the applicant's duration of study period, the regulations of the requirements for the applicant's qualification examination, the applicant's thesis requirements, and the principles to handle the applicant's credit transfer/exemption, as shown in the meeting minute:

註冊組經辦 Division of Registrar	註冊組組長 Chief of the Division of Registrar

簽核順序：轉出學系系主任→轉入學系系主任→註冊組經辦→註冊組組長

Procedures and Instructions:The chairperson of the original department/institute→the chairperson of the target department/institute→Division of Registrar→Chief of the Division of Registrar

1.申請期限：每年依本校行事曆規定期限內，向註冊組提出申請，逾期不予受理。
The time limit of application: Application should be submitted to the Division of Registrar during the appointed period according to the school calendar. Overdue application will not be accepted.

2.檢附文件: Documents Required:
(1) 歷年成績單正本乙份。An original copy of the transcript of all academic years.
(2) 系所規定文件 Documents required by the original department and the target department.

3.大學部轉系注意事項 Regulation for Undergraduates:
(1) 第二學年開始前，得申請轉入各學系二年級肄業。Students can transfer into any department to be sophomores before their second academic year begins.
(2) 第三學年開始前，得申請轉入性質相近學系三年級，或性質不同學系二年級肄業。Students can transfer to a department in a field similar to the field of their original department to be a junior, or to a department in a field dissimilar to the field of their original department to be a sophomore before their third academic year begins.
(3) 於第四學年開始前申請者，得轉入性質相近學系四年級或性質不同學系二年級或三年級肄業。Students can transfer to a department in a field similar to the field of their original department to be a senior, or to a department in a field dissimilar to the field of their original department to be a sophomore or a junior before their fourth academic year begins.
(4) 如自願降級轉系者應在申請表內註明降轉意願，但不得降轉至一年級肄業。Students who agree to transfer to a lower grade should mark their agreement on the application form. Transferring to the first grade is not allowed.
(5) 每人以申請轉入乙系為限，不得轉到第二系。Students are only allowed to transfer once, a second transfer is not permitted.
(6) 審核結果經系、所、學程送教務處彙整後提請教務長核定，核准轉系者，由註冊組書面通知；次學期即按新轉入系（組）註冊日期，到校註冊。If the application is ratified by the applicant's original/target departments, institutes, or programs, submitted to the Office of Academic Affairs, and approved by the vice president of academic affairs , the Division of Registrar will inform the applicant with a notification in written form. The students who transfer to a new department (or division) should go through the registration process on the registration date of the new/target department (or division).

休學申請注意事項

申請休學連結請點選我

或是掃描QRcode也可以.'.'

或進入「表格下載」網頁，

選擇1-04休學離校申請表就是嘍！

退費申請表請參考表格下載中的1-09

現在休學期滿會自動復學
除非需要提早復學才需申請復學

第一步、填寫申請表中的基本資料

休學理由只能「擇一」、一次可申請1～4個學期

休學期間累計最多4個學期；兵役、懷孕、育嬰休學期數請洽註冊組

第二步、導師/指導老師 + 系所 + 系主任簽核

第三步、會簽單位簽核(體育室、圖書館、住宿服務組)

申請當下為休學狀態不需要、沒住學校宿舍也要跑住宿服務組

國際事務處與系所實驗室請參考說明看是否需要跑流程簽核

第四步、攜帶休學申請表至教研大樓3F註冊組

申請表的繳交時間請參考學校校曆



國立中央大學學生休學離校手續申請表

NCU Application Form for Suspension of Schooling

學生姓名 Name		學號 Student ID No.		系所 Department/ Institute		電話 Phone Number	

申請休學理由 (僅擇一) Reasons (Choose only one reason.)

列入休學年限：The following reasons are included in the term limit of suspension:

- ☐經濟困難 Economic hardship
- ☐論文撰寫 Writing the graduation thesis
- ☐教師實習 Teacher Intern
- ☐傷病 Injury or sickness
- ☐工作 Occupation
- ☐出國 Going abroad
- ☐就讀學校、科系不符期待 The student finds his/her university or department does not meet his/her expectation.
- ☐學業成績不佳 Unsatisfactory academic performance
- ☐就學環境 Educational environment
- ☐家務或家人照顧 Dealing with family affairs or taking care of any family member
- ☐因考試訓練(含研究所、公職、就業、證照考試)Training for examinations

不列入休學年限(應附證明文件)：The period of the suspension will not be included in the time limit on study if you apply for suspension of schooling for any of the following reasons (documentation should be attached):

- ☐兵役 Military Service
- ☐懷孕 Pregnancy
- ☐育嬰 Child Nurture

休學期間 Period of Suspension：申請於 學年度第 學期 至 學年度第 學期 止 / From the ___semester of academic year____ to the ___semester of academic year____

休學期滿即自動復學 Automatic reinstatement upon expiration of the leave of absence period.

申請人 Applicant：學生家長簽章--同意本弟子辦理休學(研究生免)：Signature of the applicant's parent, who approves this application of suspension of schooling (not applicable to postgraduates):　年(Year)　月(Month)　日(Day)

學生簽章 Student's signature：　年(Year)　月(Month)　日(Day)

※如有休學加保(學生團體保險)需求者於開學一周內至衛保組申請

教學單位簽核及日期 Ratification and Date

1 導師/指導老師 Advisor	2 系所經辦 Clerk at the Department	3 系(中心)主任/所長 Director of the Department/Center

4 會簽單位 Countersign Units

(申請時為在學生狀態者須至會簽單位蓋章 This step is required only if the applicant is still a student studying in school.)

體育室 Office of Physical Education	圖書館典閱組 Division of Collection and Circulation at the Library	國際事務處 Office of International Affairs
● 地點：依仁堂 1 樓 Location: Ground floor of Yi-ren Hall ● 大一新生開學日(含)前離校者免 Freshmen who leave before (or on) the first day of school do not have to go through this step.	● 新生開學日(含)前離校者免 Freshmen who leave before (or on) the first day of school do not have to go through this step. ● 清還借書與罰款請先上網查詢 Return books and pay fines. Please look up your record online in advance.	● 僑僑生、外籍生和陸生須辦理 For overseas Chinese students, foreign students and Mainland Chinese students only. ● 若僑生請領教育部清寒助學金者須歸還 If an overseas Chinese student applying for suspension of schooling has been given a low-income household scholarship by the MOE, the student has to return the scholarship.

住宿服務組 Student Housing Service Division	系所實驗室 Labs
● 地點：國際學舍 1 樓 Location: Ground floor of International Student Dormitory ● 開學前離校者需補繳當月住宿費用。One leaving before the first day of semester should pay the fee of the month. ● 離校當學期有住宿者，須先完成退宿檢查手續。Residents need to finish the checkout procedure. ● 繳清修繕清潔成本費用，請至宿舍抽籤系統查詢。Look up the fine you have to pay online.	下列系所同學須辦理 For students from the following departments only: ● 物理系 Physics ● 化學系 Chemistry ● 生命科學系 Life Science ● 光電科學與工程學系 Optics and Photonics ● 系統生物與生物資訊研究所 Systems Biology and Bioinformatics ● 化學工程與材料工程學系 Chemical and Materials Engineering ● 資訊工程學系 Computer Science and Information Engineering ● 通訊工程學系 Communication Engineering ● 水文與海洋科學研究所 Hydrological and Oceanic Sciences ● 環境工程研究所 Environmental Engineering ● 企管系（研究生須辦理）Business Administration (for postgraduate students only) ● 財金系（碩博士生須辦理）Finance (for postgraduate students only)

5教務處簽核 Ratification

註冊組經辦 Division of Registrar	註冊組組長(或授權人) Chief of the Division of Registrar(or Deputy)	休學核准後 得申請休學證明 每份工本費20元 Upon approval of the leave of absence, a certificate may be issued. Processing fee: NT$20 per copy.

提前復學申請注意事項

申請復學連結在這裡.′.′

或是掃描QRcode也可以.′.′

進入到網頁後，選擇「表格下載」
的1-05休學生提前復學申請表！

第一步、填寫申請表中的基本資料

第二步、導師/指導老師 + 系所 + 系主任簽核

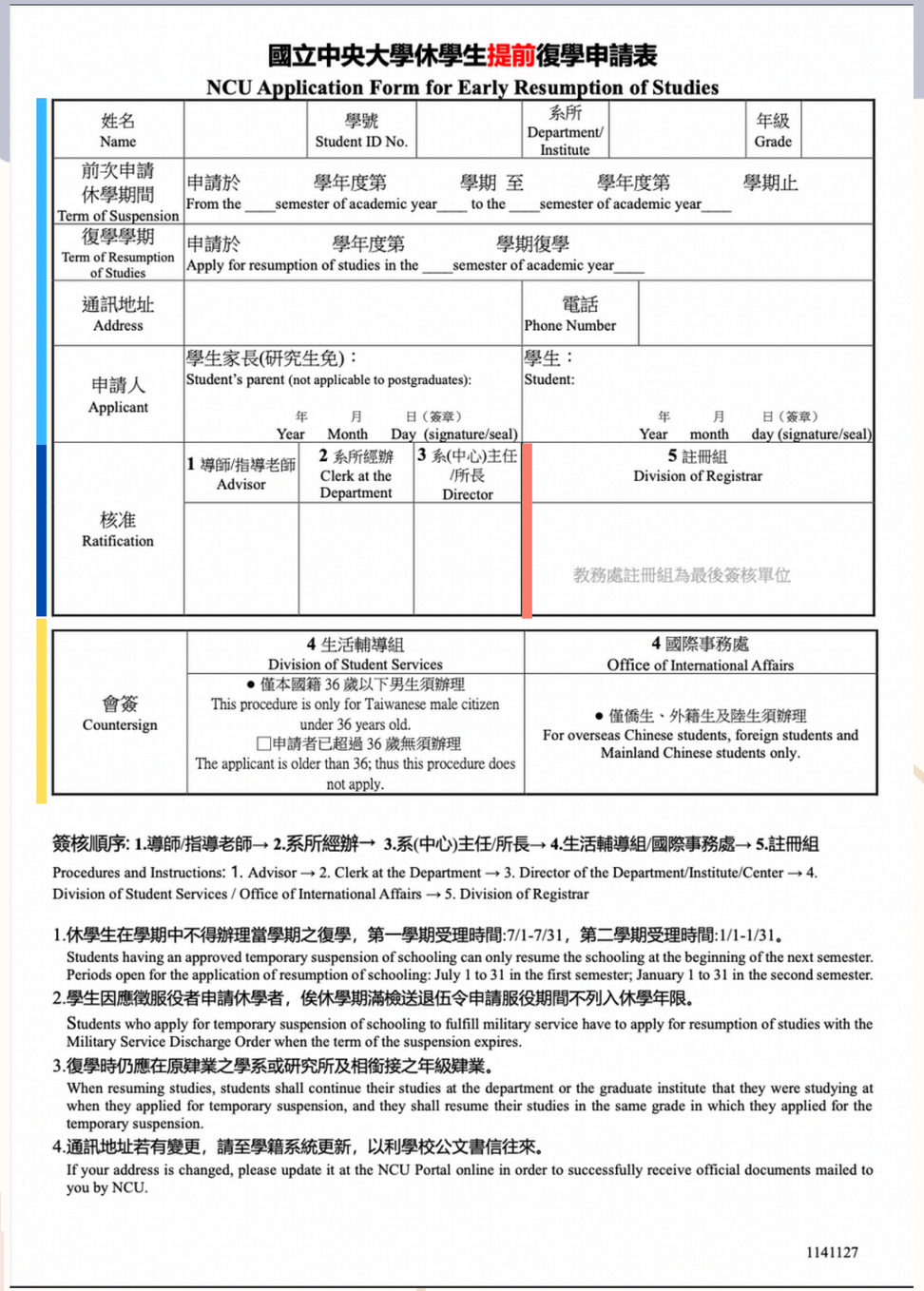
第三步、會簽單位生活輔導組簽核(僅男性36歲以下)

注意：國際事務處請參考說明是否需要跑流程簽核

第四步、攜帶提前復學申請表至教研大樓3F註冊組

預計要第一學期復學的申請表繳交時間為七月份：7/1~7/31

預計要第二學期復學的申請表繳交時間為一月份：1/1~1/31



國立中央大學休學生提前復學申請表

NCU Application Form for Early Resumption of Studies

姓名 Name		學號 Student ID No.		系所 Department/ Institute		年級 Grade	
前次申請休學期間 Term of Suspension	申請於 學年度第 學期 至 學年度第 學期止 From the ____semester of academic year____ to the ____semester of academic year____						
復學學期 Term of Resumption of Studies	申請於 學年度第 學期復學 Apply for resumption of studies in the ____semester of academic year____						
通訊地址 Address				電話 Phone Number			
申請人 Applicant	學生家長(研究生免)： Student's parent (not applicable to postgraduates): 年 Year 月 Month 日（簽章） Day (signature/seal)			學生： Student: 年 Year 月 month 日（簽章） day (signature/seal)			
核准 Ratification	1 導師/指導老師 Advisor	2 系所經辦 Clerk at the Department	3 系(中心)主任/所長 Director	5 註冊組 Division of Registrar			
				教務處註冊組為最後簽核單位			

	4 生活輔導組 Division of Student Services	4 國際事務處 Office of International Affairs
會簽 Countersign	● 僅本國籍 36 歲以下男生須辦理 This procedure is only for Taiwanese male citizen under 36 years old. □申請者已超過 36 歲無須辦理 The applicant is older than 36; thus this procedure does not apply.	● 僅僑生、外籍生及陸生須辦理 For overseas Chinese students, foreign students and Mainland Chinese students only.

簽核順序: 1.導師/指導老師→ 2.系所經辦→ 3.系(中心)主任/所長→ 4.生活輔導組/國際事務處→ 5.註冊組

Procedures and Instructions: 1. Advisor → 2. Clerk at the Department → 3. Director of the Department/Institute/Center → 4. Division of Student Services / Office of International Affairs → 5. Division of Registrar

1.休學生在學期中不得辦理當學期之復學，第一學期受理時間:7/1-7/31，第二學期受理時間:1/1-1/31。
Students having an approved temporary suspension of schooling can only resume the schooling at the beginning of the next semester. Periods open for the application of resumption of schooling: July 1 to 31 in the first semester; January 1 to 31 in the second semester.

2.學生因應徵服役者申請休學者，俟休學期滿檢送退伍令申請服役期間不列入休學年限。
Students who apply for temporary suspension of schooling to fulfill military service have to apply for resumption of studies with the Military Service Discharge Order when the term of the suspension expires.

3.復學時仍應在原肄業之學系或研究所及相銜接之年級肄業。
When resuming studies, students shall continue their studies at the department or the graduate institute that they were studying at when they applied for temporary suspension, and they shall resume their studies in the same grade in which they applied for the temporary suspension.

4.通訊地址若有變更，請至學籍系統更新，以利學校公文書信往來。
If your address is changed, please update it at the NCU Portal online in order to successfully receive official documents mailed to you by NCU.

1141127

若有問題也歡迎到註冊組洽詢！

學生證補發注意事項

第一步

登入學校Portal帳號→學生服務→
學籍成績服務→學生證掛失



第二步

申請卡片掛失→列印補發申請表→ 註銷退費申請
(若遺失卡片為一般卡則否)

— 註銷退費 —

傳真申請-要記得列印退費申請單(可至註冊組公用電腦列印)，
註冊組協助後續傳真作業。

✔ 卡片密碼變更
申請卡片掛失
✔ 申請悠遊卡註銷/退費

第三步

填寫補發申請表與註銷退費申請→

一、如果卡片為遺失

跑補發申請表上的流程：繳費、圖書館、系辦、住宿服務組

(沒住學校宿舍也要跑住宿服務組喔！)

二、如果卡片為損毀

跑補發申請表上的流程：繳費

領取新卡片時將舊卡一併繳回即可！

補發申請的費用繳費可以去：

行政大樓1F出納組繳費(現金)

教研大樓1F羅家倫講堂旁的投幣機(現金、悠遊卡、LinePay)

教研大樓3F註冊組(悠遊卡)

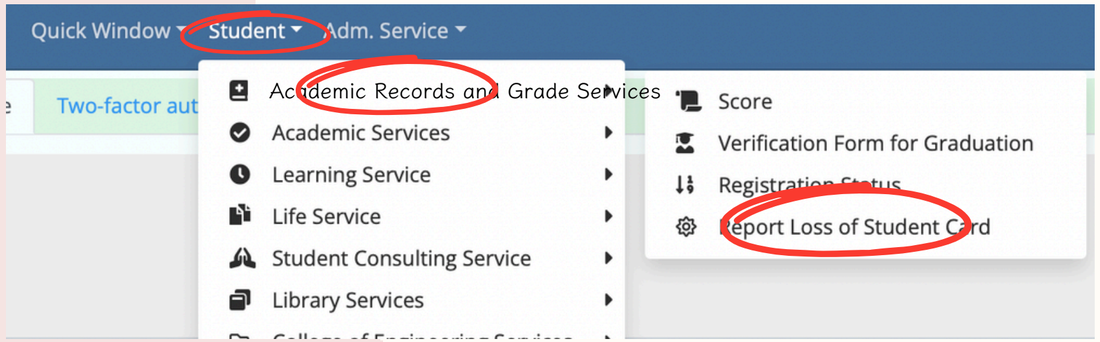
學生證補發注意事項

Guidelines for Reissuing Student ID Card

If you have any question want to ask,
please go to Resister Division !

Step 1

Log in NCU portal → Student Services → Academic Records and Grade Services → Report Lost Student ID Card



Step 2

Apply for card loss reporting → Print reissue application form
→ Cancellation and refund application
(not applicable if the lost card is a standard card)

— Cancellation and Refund —

fax application - Remember to print refund application form to Resister Division

卡片密碼變更	Change card password
✔申請卡片掛失	Apply for card loss reporting
✔申請悠遊卡註銷/退費	Apply for EasyCard cancellation/Refund

Step 3

1.Complete the reissue application form
and cancellation/refund application
2.Summit form to Resister Division

If the card is lost, follow the steps:
fee payment and approvals from
Library, Department office and Dormitory Division
*** Who not living in dormitory must still visit Dormitory Division! ***

If the card is damaged, follow the step:
Only fee payment
Submit the damaged card when collecting the new card.

Where can I go to pay reissue application fee:

Cashier Office in the Administrative Building 1st floor
(Cash, EasyCard)
Vending machine in the Teaching and Research Building 1st floor
(Cash, EasyCard, LinePay)
Resister Division in the Teaching and Research Building 3rd floor
(Only EasyCard)

若有問題也歡迎到註冊組洽詢！

應屆畢業生請注意以下事項

– 請更新學籍資料 –

請在11月(上學期)、4月(下學期) 底前確認
Portal學籍系統的英文姓名，
若有錯誤請於期限前更正

步驟如下

Portal → 服務櫃檯 → 教務專區 → 學籍/註冊 → 學籍登錄
→ 學籍登錄中的英文姓名(第二頁)

在畢業離校前請完成更新個人資料



研究所畢業離校注意事項

– 請確認以下的內容 –

第一步

確認所修科目達畢業要求並且成績都到齊.′

注意：畢業條件請洽各系所要求

提醒：任一成績(含修課與口試)只要未到都無法領取證書

第二步

繳交圖書館電子檔(紙本)論文後，並通過審核.′

圖書館相關規定流程請點我

第三步

完成填寫 職涯離校問卷調查與圖書館帳號關閉.′

注意：圖書館帳號關閉直接在離校流程檢核中申請

注意：部份系所另有專屬系所的離校問卷須填寫

第四步

宿舍清空並且已退宿完成.′ (沒住宿者則否)



這邊可以查看目前的完成度喔

Portal登入→ 服務櫃檯→ 教務專區→ 學籍/註冊→ 離校流程檢核

第五步

前往系所辦公室完成系辦所要求之內容.′

注意：部份系所另有專屬系所的離校問卷須填寫

最後一步

帶學生證與送國家圖書館之平裝論文來註冊組，都完成之後就領取畢業證書了呦.′

其他要注意的

送往國家圖書館之延後公開論文有申請書(裝訂)與3-13-1說明書(夾附)

申請書中涉及機密為國家(軍事)機密。

若在6月或12月底前領取證書，需要提早五個工作天前告知註冊組

並請列印「當學期」操行成績(iNcu\學務專區\獎懲\學期操行成績)

大學部畢業離校注意事項

– 請確認以下的內容 –

Portal\iNcu\教務專區\畢業審核

第一步

確認所修學分與畢業必修科目符合

且成績全部到齊.′必修科目請參考入學年度：

教務章則\選擇十二-應修科目及畢業條件目次表

注意：有降轉的學生請詢問註冊組須參照的學年度

第二步

確認服務時數已達成100小時.′

可以利用畢業審核系統或是服務學習網查詢

確認英文檢定門檻已通過並繳至語言中心.′

語言中心檢定門檻查詢網址在這裡

第三步

前往系所辦公室辦理離校手續.′



這邊可以查看目前的完成度喔

Portal登入→ 服務櫃檯→ 教務專區→ 學籍/註冊→ 離校流程檢核

第四步

完成填寫離校問卷調查與圖書館帳號關閉.′

注意：圖書館帳號關閉直接在離校流程檢核中申請

注意： 此為職涯中心畢業離校問卷

第五步

宿舍清空並且已退宿完成.′ (沒住宿者則否)

最後一步

確認離校流程都是綠色

帶學生證(註銷學生身份後歸還)來註冊組，

都完成之後就領取畢業證書了呦.′

退學、肄業證書申請

申請表格連結請點選我

或是掃描QRcode也可以.'.'

若要申請肄業證書則一定要申請退學申請表

進入到網頁後，選擇「表格下載」

1-04為退學離校申請表

1-08為肄業證書說明表

1-09為退費申請表

在學期第12週前申請退學才可退費

第一步、填寫申請表中的基本資料

退學理由只能「擇一」

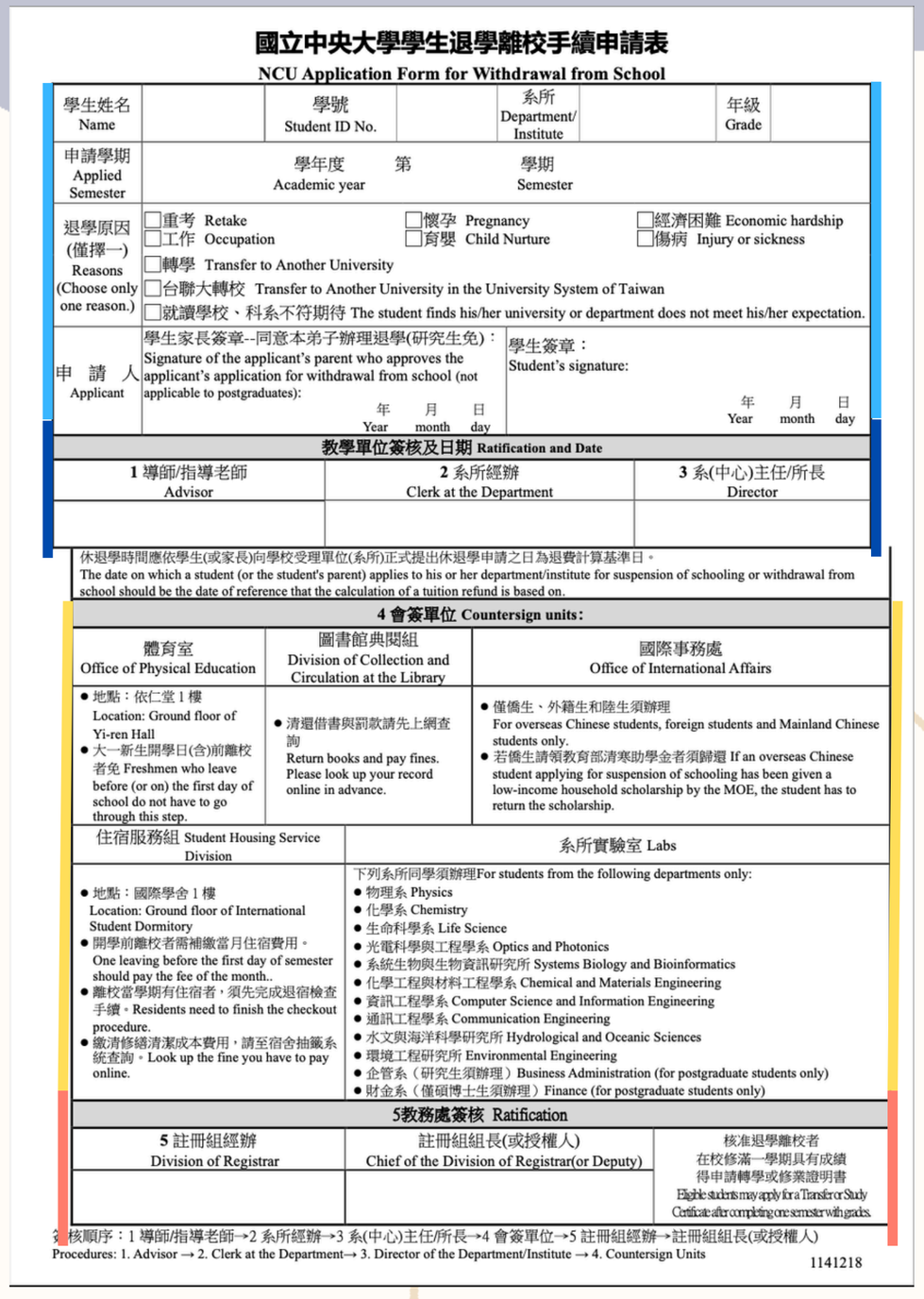
第二步、導師/指導老師 + 系所 + 系主任簽核

第三步、會簽單位簽核(體育室、圖書館、住宿服務組)

申請當下為休學狀態不需要、沒住學校宿舍也要跑住宿服務組

國際事務處與系所實驗室請參考說明看是否需要跑流程簽核

第四步、攜帶退學申請表與肄業證書申請表(可當場填寫)至教研大樓3F註冊組



國立中央大學學生退學離校手續申請表

NCU Application Form for Withdrawal from School

學生姓名 Name		學號 Student ID No.		系所 Department/ Institute		年級 Grade	
申請學期 Applied Semester	學年度 Academic year 第 學期 Semester						
退學原因 (僅擇一) Reasons (Choose only one reason.)	☐重考 Retake ☐工作 Occupation ☐懷孕 Pregnancy ☐育嬰 Child Nurture ☐經濟困難 Economic hardship ☐傷病 Injury or sickness ☐轉學 Transfer to Another University ☐台聯大轉校 Transfer to Another University in the University System of Taiwan ☐就讀學校、科系不符期待 The student finds his/her university or department does not meet his/her expectation.						
申請人 Applicant	學生家長簽章--同意本弟子辦理退學(研究生免)：Signature of the applicant's parent who approves the applicant's application for withdrawal from school (not applicable to postgraduates): 年 Year 月 month 日 day			學生簽章：Student's signature: 年 Year 月 month 日 day			

教學單位簽核及日期 Ratification and Date

1 導師/指導老師 Advisor	2 系所經辦 Clerk at the Department	3 系(中心)主任/所長 Director

休退學時間應依學生(或家長)向學校受理單位(系所)正式提出休退學申請之日為退費計算基準日。
The date on which a student (or the student's parent) applies to his or her department/institute for suspension of schooling or withdrawal from school should be the date of reference that the calculation of a tuition refund is based on.

4 會簽單位 Countersign units:

體育室 Office of Physical Education	圖書館典閱組 Division of Collection and Circulation at the Library	國際事務處 Office of International Affairs
● 地點：依仁堂 1 樓 Location: Ground floor of Yi-ren Hall ● 大一新生開學日(含)前離校者免 Freshmen who leave before (or on) the first day of school do not have to go through this step.	● 清還借書與罰款請先上網查詢 Return books and pay fines. Please look up your record online in advance.	● 僑僑生、外籍生和陸生須辦理 For overseas Chinese students, foreign students and Mainland Chinese students only. ● 若僑生請領教育部清寒助學金者須歸還 If an overseas Chinese student applying for suspension of schooling has been given a low-income household scholarship by the MOE, the student has to return the scholarship.

住宿服務組 Student Housing Service Division	系所實驗室 Labs
● 地點：國際學舍 1 樓 Location: Ground floor of International Student Dormitory ● 開學前離校者需補繳當月住宿費用。One leaving before the first day of semester should pay the fee of the month.. ● 離校當學期有住宿者，須先完成退宿檢查手續。Residents need to finish the checkout procedure. ● 繳清修繕清潔成本費用，請至宿舍抽籤系統查詢。Look up the fine you have to pay online.	下列系所同學須辦理For students from the following departments only: ● 物理系 Physics ● 化學系 Chemistry ● 生命科學系 Life Science ● 光電科學與工程學系 Optics and Photonics ● 系統生物與生物資訊研究所 Systems Biology and Bioinformatics ● 化學工程與材料工程學系 Chemical and Materials Engineering ● 資訊工程學系 Computer Science and Information Engineering ● 通訊工程學系 Communication Engineering ● 水文與海洋科學研究所 Hydrological and Oceanic Sciences ● 環境工程研究所 Environmental Engineering ● 企管系（研究生須辦理）Business Administration (for postgraduate students only) ● 財金系（僅碩博士生須辦理）Finance (for postgraduate students only)

5教務處簽核 Ratification

5 註冊組經辦 Division of Registrar	註冊組組長(或授權人) Chief of the Division of Registrar(or Deputy)	核准退學離校者 在校修滿一學期具有成績 得申請轉學或修業證明書 Eligible students may apply for a Transfer or Study Certificate after completing one semester with grades.

簽核順序：1 導師/指導老師→2 系所經辦→3 系(中心)主任/所長→4 會簽單位→5 註冊組經辦→註冊組組長(或授權人)
Procedures: 1. Advisor → 2. Clerk at the Department→ 3. Director of the Department/Institute → 4. Countersign Units → 5 Division of Registrar → Chief of the Division of Registrar(or Deputy)

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