

檔 號：
/039900/01保存年
限：3

國立中央大學 函(稿)

地址：32001桃園市中壢區中大路300號
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受文者：如正副本

發文日期：中華民國***年**月**日
發文字號：中大教註字第*****號
速別：普通件
密等及解密條件或保密期限：
附件：

主旨：台端（學系：[^]列印參數1[^]）因保留入學資格期限屆滿，
應於***學年度第*學期辦理入學手續，請查照。

Subject: You (Department/Institute: _____) shall initiate the enrollment procedures in the semester and academic year specified in this letter due to the expiration of the period of your retention of student status. Please refer to the following text for details.

說明：

Description:

- 一、請於***年**月**日（星期*）前，向本校辦妥入學手續，逾期按規定取消入學資格。
 1. Please complete the enrollment procedures at National Central University (NCU) by the deadline specified in this letter to avoid cancellation of your admission qualification as per regulations.
- 二、本校共同寒/暑休日(教務處網頁公告)，暫停辦理相關業務，尚祈見諒。
 2. Services related to academic affairs will be temporarily suspended during the collective winter/summer breaks of NCU (as announced on the webpage of the Office of Academic Affairs). We appreciate your understanding.
- 三、前因服役辦理保留入學資格者，辦理入學手續時請檢附退伍令。
 3. If you retained your admission qualification due to military service, please submit your discharge order during the enrollment process.
- 四、復學申請表請至本校教務處註冊組首頁→表格下載→1-03。

4. For the re-enrollment application form, please visit the homepage of the Registration Division → Forms → 1-03.

五、請於**月**日起逕至本校首頁→身分入口→學生→學雜費專區下載學雜費繳費單。

5. Please visit NCU's homepage → Identity → Students → Tuition & Other Fees to download the payment slip for tuition and incidental fees as from the date specified in this letter.

六、相關疑問請洽承辦人：[^]列印參數3[^]，聯絡電話：(03)4227151轉[^]列印參數4[^]，電子信箱：[^]列印參數5[^]。

6. Please contact the person in charge if you have any questions.

Name of the person in charge: 承辦人英文姓名

Phone No.: (03)4227151 ext. 分機號碼

Email: 電子郵件地址

七、本文英文說明請至教務處註冊組英文網頁→重要公文→02 保留復學

7. For the English translation of this letter, please refer to the English webpage of the Registration Division → Important Official Letters → 02 Reenrollment.

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