

## Chang Gung University

### Application for Deferred Admission

申請時間: Application Date: \_\_\_\_\_

Admission Type:

 學士班 Undergraduate Students   
  碩士班 Master Program   
  博士班 Ph.D. Program

學號 Student ID		系(所) Department		性別 Gender	
姓名 Student Name		年級 Grade		Guardian Consent Form	<input type="checkbox"/> N/A <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Note:</b> Students that are under 20 years of age at the time of application submission must complete the Guardian Consent Form to apply for admission deferral. (未滿二十歲者，需家長簽章並檢附同意書)					
Original offer of admission	Department _____ Intake Semester/ Year _____				
Request to defer this offer to	Department _____ Intake Semester/ Year _____				
Reason for Deferral					
Cell phone Number					

## A. 系(所)核簽(請依序核簽) Department Review

(1) Signature of Department Associate	(2) 導師意見 Mentor/Advisor Comments	(3) 系(所)主管意見 Review of Department Chair	(4) 院長簽章 College Dean's Signature
(各系所辦公室)			

備註：請系所承辦人加註審核日期，並請確認該生申請日期逾期5日，請重新申請

(Note: The application must be reviewed and returned to the Office of Academic Affairs within five business days. Otherwise, the student needs to reapply beyond the validity period.)

## B. 教務處核簽 Review of the Office of Academic Affairs

教務處註冊組(大學部) / 研教組(研究生) Registry Section (Undergraduate Students) / Graduate Studies Section (Master or PhD)	組長 Director of Registry Section	教務長批示 Dean of Academic Affairs
擬准予保留入學 Approved for Deferral to _____(year) _____(semester)		
注意事項 Notes	一、依「長庚大學學生申請保留入學資格辦法」辦理。 二、請至各單位蓋章完畢後，將本單送註冊組(大學部) / 研教組(研究生)	

	<p>辦理。</p> <p>三、申請書流程：申請人→系（所）→導師→系（所）主管→院長→教務處註冊組（大學部）/ 研教組（研究生）→教務處註冊（研教）組組長→教務長。</p> <p>四、學則第四十二條「保留入學資格逾期未入學或休學期滿逾期未復學者，應予退學或撤銷入學資格」。</p> <p>1.Student should apply in accordance with the " Chang Gung University Regulations of Deferred Admission "</p> <p>2. Complete this form in its entirety and obtain approval signatures from advisor, department chair and college dean. Bring the completed form to Registry Section (Undergraduate Students) / Graduate Studies Section (Master or PhD Graduate students).</p> <p>3. Application process: Applicant → Department→ Program mentor/advisor → Department Chair→Dean of the College → Registry Section (Undergraduate Students) / Graduate Studies Section (graduate students) →Director of Registry Section/ Graduate Studies Section → Dean of the Office of Academic Affairs.</p> <p>4. Pursuant to Article 42 of Chang Gung University Academic Regulations "Students should apply for the re-enrollment within the deadline and or should return to school upon completion of Leave of Absence period. Failure to do so will result in expulsion from the University ".</p>
<p>通訊地址 Mailing Address :</p> <p>E-mail :</p>	
<p>同意事項及簽名 Consent &amp; Signature</p>	<p><input type="checkbox"/> 本人同意以上所填資料屬實，若因刻意或過失而有資料造假或遺漏，長庚大學保有審核權利並可能拒絕申請保留入學資格。</p> <p>I certify that the information provided in this application is true and accurate in all aspects. Falsification or omission of information or supporting documentation will be taken very seriously and may result in cancellation of admission and registration. Chang Gung University reserves the right to verify authenticity of any document submitted and withdraw approval of admission deferral.</p> <p><input type="checkbox"/> 本人已詳閱相關辦法，並同意長庚大學得使用以上資料於行政、教學及研究之用。</p> <p>I have read and agreed on the relevant regulation. I also agree that the content of information could be used for administration, teaching or research purposes by Chang Gung University.</p> <p>_____ ( 申請人簽章 signature of applicant )</p> <p>_____ ( 日期 Date )</p>
<p>保留入學證明書領取方式 Deferred Admission Proof Delivery</p>	<p><input type="checkbox"/> 四個工作天後親自至註冊組（大學部）/ 研教組（研究生）承辦人處領取</p> <p>Collect In person : Please collect the proof after four business days in person at the Registry Section (Undergraduate students) or the Graduate Studies Section (Postgraduate students)</p> <p><input type="checkbox"/> 郵寄回申請人（請附足回郵信封）Send via mail : please attach a postage-paid return envelope.</p> <p><input type="checkbox"/> 不需證明書 No proof required</p>