

Chang Gung University

Application for Withdrawal of Study

Date : / / (yyyy/mm/dd) ※Please complete this form and submit it within 5 working days

Department. :		<input type="checkbox"/> Ph.D. Program <input type="checkbox"/> Master Program <input type="checkbox"/> Undergraduate : _____ -Year Class _____	
Student ID :	Name :		Gender :
ARC No. :	Date of Birth (yy/mm/dd) : / /	Certified Documents :	
Cell phone :		E-mail Address :	
Withdrawal Semester : _____ Semester, Academic Year _____		Reasons for withdrawal :	
Mailing Address :			
Certificate of Enrollment and Transcript	<input type="checkbox"/> Collected personally (The certificate will be available for collection within 5 working days of your submission.) <input type="checkbox"/> Sent by post (please enclose a stamped self-addressed envelope) <input type="checkbox"/> overseas dispatch (please enclose postage fees and envelopes) ※Students with official enrollment status and recorded academic scores for at least one semester are eligible to apply for a certificate of study.		
Applicant's Signature (personal seal) :			
※I hereby declare that the information provided in this application form is true and accurate.			

Department/College:

Clerk of the Department	Advisor	Chairperson of the Department	Dean of the College

Administrative Offices :

Office of Accounting	Office Of General Affairs Cashier	Library	Health Care Division
(Located on the 2 nd floor of the First Medical Science Building)	Checked for tuition and fees payment (Located on the 2 nd floor of the First Medical Science Building)	All checked-out items have been returned.	(Located on the 1 st floor of the Student Activity Center)
Office of Physical Education	Student Housing Division	Student Financial Aid Division	Office of International Affairs
(Located on the 1 st floor of the Student Activity Center)	(Located on the 2 nd floor of the Student Activity Center)	(Located on the 2 nd floor of the Student Activity Center)	(Located on the 10 th floor of the Management Building)

Ratification :

Section of Registry	Registrar	Dean of Academic Affairs
The Student ID card has been returned. (Located on the 2 nd floor of the First Medical Science Building)		

Notes:

- Students who complete one semester and get credits will be conferred the certificate of incompleteness after the withdrawal is approved. (Pickup is generally available at the same service desk on the fifth business day after the (excluding) application date.) 修業滿一學期以上，給予修業證明書及歷年成績單。
- If the applicant is eligible for refund, he/she will receive a refund back to his/her bank account. 符合退費者，退至銀行帳戶。