

國立高雄餐旅大學 學生復學申請書

Application for resumption of schooling to NKUHT

申請日期： 年 月 日 (學年度第 學期)

Application time: (school year semester)

姓名 Name	學 號 Student ID			性別 Gender	<input type="checkbox"/> 男 Male
	身分證字號 ID number				<input type="checkbox"/> 女 Female
院所系組級 Institute/department /group/grade	所系科(Institute/department)	<input type="checkbox"/> 五專 College Education of 5 Years <input type="checkbox"/> 四技 Fourth Technical School <input type="checkbox"/> 二技 Second Technical School <input type="checkbox"/> 研究所 Institutes			
應復學年級 Grade for re-entry	<input type="checkbox"/> 年級 學期(grade semester) <input type="checkbox"/> 延修生復學(Re-entry of students with prolonged study)		累計休學年限 Accumulated years of the leave of absence	<input type="checkbox"/> 0.5 年 <input type="checkbox"/> 1 年 <input type="checkbox"/> 1.5 年 <input type="checkbox"/> 2 年	
通訊處 Correspondence address			聯絡電話 Correspondence phone		
			手機號碼 Telephone		
申請人簽章 Signature of the applicant			家長或監護人簽章 Signature of parents or guardians		
應繳證明文件 Document evidence	<input type="checkbox"/> 退伍令影本(因服役辦理休學者)。(Copy of Military Service Discharge Order (Leave of absence because of military service)) <input type="checkbox"/> 其他書面證明(Other document evidence)：_____。				
(請依照 1-7 順序辦理) follow the order of 1-7					
1. 所系科主任 Dean of institute/department/branch	2. 學務處(Office of Student Affairs) (行政大樓 2 樓) 2 nd floor of the Administration Building			3. 軍訓室(Military Training Office) (行政大樓 2 樓)	
	生輔組 Student Services Section	住宿輔導組 Student Housing Service Section	諮商輔導組 Counseling Section	兵役業務(Military Service Business) (女生可免會辦) (free for female students)	
4. 國際事務處(International Affairs Office) (行政大樓 4 樓) 4 th floor of the Administration Building		5. 體育教學暨衛生保健組 Physical Education, Health and Environment Section (實習大樓 1FBldg. C 1F)		6. 實習輔導組 Internship Section (行政大樓 4 樓) (4 th floor of the Administration Building)	
國際學生事務組 International Student Affairs Section (境外生)		(學生保險)		7. 教務處 Office of Academic Affairs (行政大樓 3 樓) (3 rd floor of the Administration Building)	
				註冊課務組學籍處理	

註：1. 復學須於休學期滿前一個月辦理申請；逾期者不予受理。(The application for re-entry should be one month before the deadline of the leave of absence. Late applications will not be accepted.)

2. 項目 1~6 核章後送交註冊課務組辦理。非本人到校辦理者，須另填寫委託書。(This form should be submitted to the Registration and Curriculum Section with signatures in items 1-6. If the students themselves cannot submit this, the forms should be filled in by the commission.)

3. 延修生前學期休學者，須先辦理申請復學後，始依據相關規定辦理選課，選課業務請另洽詢教務處註冊課務組(分機 1222、1221)。(Students with prolonged study who have leaves of absence should apply for re-entry first and then select courses in line with relevant regulations. For information on course selection, please consult the Registration and Curriculum Section in the Office of Academic Affairs. (extension 1222,1221))

4. 延修生選課結束後，持繳費單據向註冊課務組申請學生證加蓋註冊章。(After course selection, students with prolonged study should, with a demand note, apply to the Registration and Curriculum Group for the registration seal on the student ID card.)