**靜宜大學新生「保留學籍」申請暨程序單**

**Application and Procedures for Admission Retention**

**by Students of Initial Entrance**

* **Application Deadline:** The application procedure must be completed by the last office day of the week before the instructional classes begin.
* **Eligibility:** In accordance with Article 7 of *Academic Regulations,* the newly admitted students can apply for retention of the admission qualification due to severe illness, military services, pregnancy, or participating in the Youth Education and Employment Savings Account Program (YEESAP). Mainland Chinese students, overseas Chinese students, and international students who cannot register as scheduled are also eligible.
* **Documentation required:** 
  + 1. Severe illness: Certificate of Diagnosis issued by regional hospital or medical center
    2. Military Service: Draft notice and photo copy of Military ID
    3. Pregnancy and childcare to infant(s) or toddler(s) under three: Evidence issued by the hospital or other evidencing documents.
    4. Youth Education and Employment Savings Account Program: relevant evidencing documents.
* After the applicant filled out the form, the applicant should first have it approved by the case officer of the Div. of R&C., then have it signed off by the signatory units, and finally return the Form to the case officer of the Div. of R&C.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Student No. | |  | | | | Name |  | |
| ID No. | |  | | | | Dept. |  | |
| Reason for applying for  admission retention | | | □Severe illness □Military Service □Pregnancy □Childcare  □YEESAP (Freshman only)  □Mainland Chinese students, overseas Chinese students, and international students who cannot register as scheduled. | | | | | |
| Retention  term | | - year semester retained for year(s) | | | | | | |
| Resumption  term | | - year semester | | | | | | |
| Signatory Units | (1) Office of International and Cross-Strait Affairs | | | (for international students only) | | | | |
| (2) Department office | | |  | (3) Case Officer of  Div. of R&C | | |  |
| (4) Registrar of  Div. of R&C | | |  | (5) Dean of Academic Affairs | | |  |