

復學及續休線上申請操作手冊

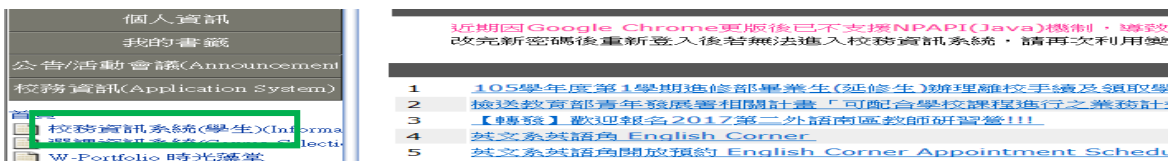
Application for resumption and Continue suspension of schooling

➤ 復學 Application for resumption of schooling

一、文藻網站 ☞ 資訊服務入口網登錄 Login in “Information Service”

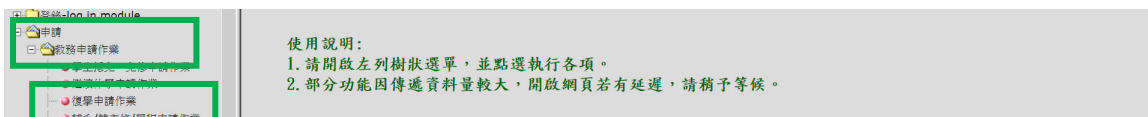


二、點選「校務資訊系統(學生)」Click “Information system”



三、選擇「申請」☞教務申請作業☞復學申請

Click “Applications module” ☞ “Academic affairs applications” ☞ “Application for resumption of schooling”



四、點選「復學申請」Please click “Apply”



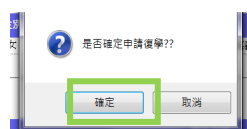
五、請按「申請復學」，若未滿 20 歲須上傳家長同意書

Please click “Apply,” if you are under 20 years old, please upload the “Parental Consent” file.

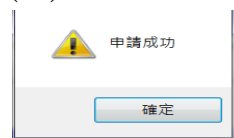


六、請按「確定」後出現「申請成功」，即完成復學程序，欲取消復學，於申請期限內均可取消。Please click the “Confirm” button, and then “Application completed” will be shown up, which means that the application for resumption of schooling is completed. If you would like to cancel resumption of schooling, you can cancel it by the application deadline as well.

(一)



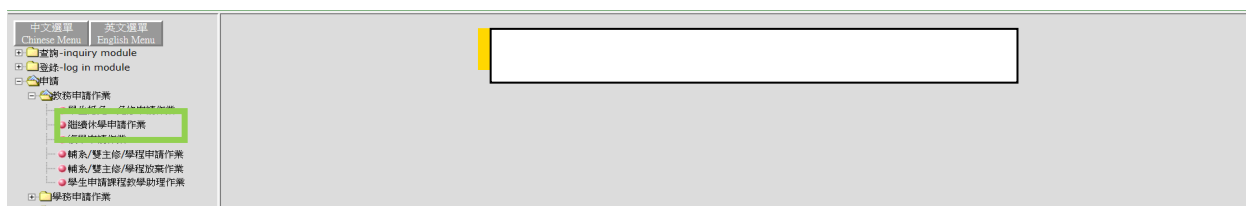
(二)



休學 Continue suspension of schooling

一、選擇「申請」⇨教務申請作業⇨繼續休學申請作業

Click "Applications module" ⇨ "Academic affairs applications" ⇨ "Continue suspension of schooling"



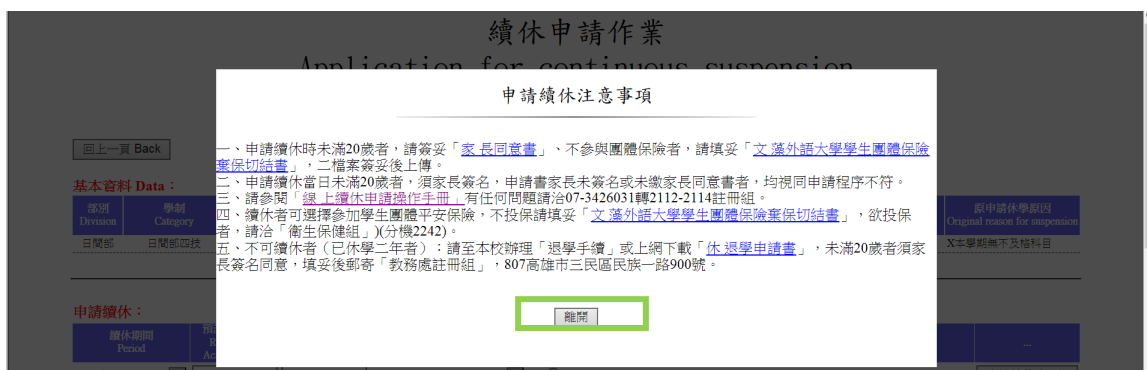
二、點選「續休申請」 Please click "Apply"

續休申請作業 Application for continuous suspension

續休申請 Apply

尚無續休申請資料，請點選「續休申請」(No continued suspension application data, Please click "Apply")

三、請詳讀「申請續休注意事項」後，按「離開」。Please read "Notices for the application for continuing suspension of schooling" over carefully, and then click the "Exit Withdraw" button.



四、請下拉「休學原因」，及選擇是否加團保，未滿 20 歲請上傳家長同意書，不參與團體保險者請上傳「文藻外語大學學生團體保險棄保切結書」，上傳檔案後，按「申請續休」。Please select the "Reasons for suspension of schooling" and choose whether to join the group insurance, If you are under 20 years old, please upload the "Parental Consent" file. If you would not like to join the group insurance, please upload the "Abandon of the Student Group Insurance Affidavit" file and click the "Application for continuing suspension of schooling" button.

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基本資料 Data :

部別	學制	系所	班級	姓名	學號	性別	行動電話	電子郵件	通訊地址	原申請休學原因
Division	Category	Dept	Class	Name	Student ID No.	Gender	Tel.(Cell)	Email	Mailing add.	Original reason for suspension

申請續休 :

續休期間	預計復學學年	預計復學學期	休學原因	請選擇是否參加團體保險
Period	Resumption Academic year	Resumption Semester	Reason for continued suspension	Please choose whether to join the student group insurance or not
一學年 One year	107	2	其他	<input type="radio"/> 加保 Yes <input type="radio"/> 不加保 No(請上傳棄保切結書 Please upload "Abandon of the Student Group Insurance Affidavit")

申請續休 Apply

附件上傳：只允許上傳格式為「jpg」、「pdf」，上傳大小最大為「5MB」。
Attachment upload : "jpg", "pdf" file only, the maximum size is "5MB".

附件檔案 Attachments : 瀏覽... Browse 檔案上傳 Upload

五、申請成功。Completed.

