

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”

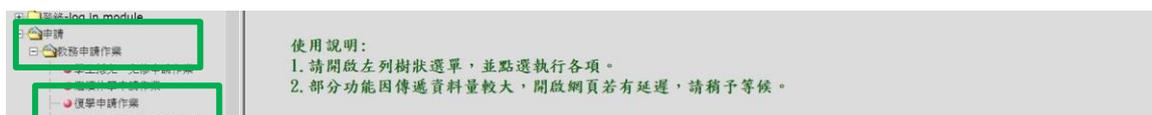


二、點選「校務資訊系統(學生)」Click “Information system”



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 18 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.

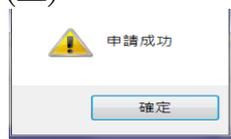


六、請按「確定」後出現「申請成功」，即完成復學程序，欲取消復學，於申請期限內均可取消。Please click the “Confirm” button, and then “Application completed” will be shown up, which means that the application for resumption of schooling is completed. If you would like to cancel resumption of schooling, you can cancel it by the application deadline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

(一)



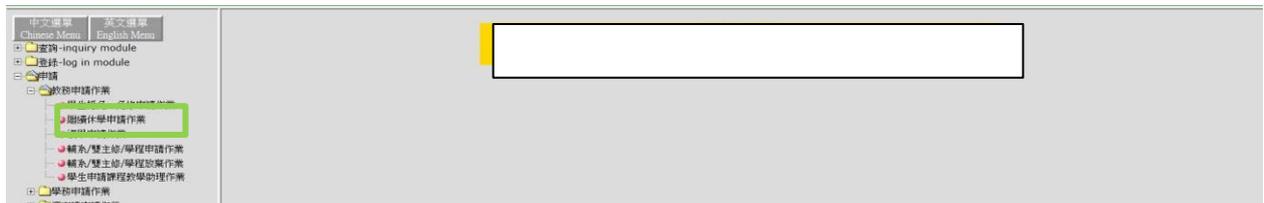
(二)



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"



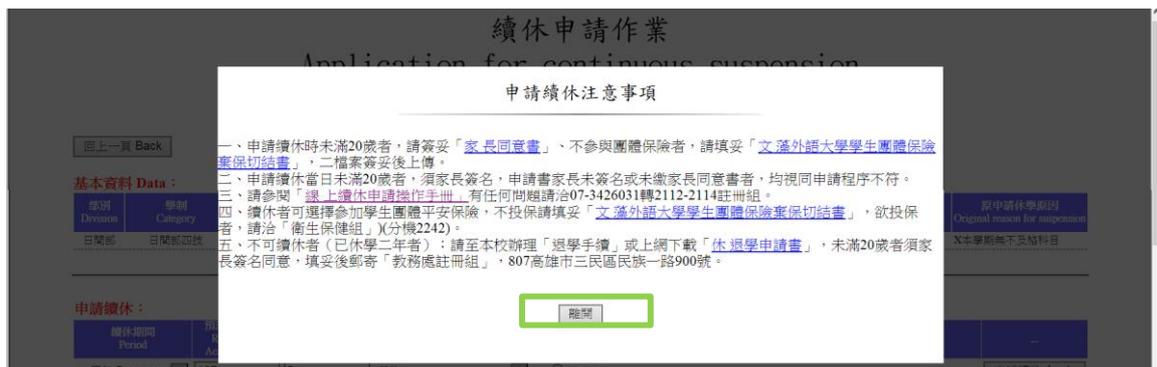
二、點選「續休申請」 Please click "Apply"

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18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.



五、申請成功。Completed.

