

Wenzao Ursuline University of Languages

Notices for Newly Enrolled Students Applying for Status Retainment

Approved at the Academic Affairs Committee on June 6, 2006

Ratified by the President on July 6, 2006

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Approved at the Academic Affairs Committee on December 20, 2022

Ratified by the President on January 6, 2023

- I 、 The Notices for Newly Enrolled Students Applying for Status Retainment (hereinafter referred to as the Notices) are established according to the Academic Policies of the University.
- II 、 Newly enrolled students (or transfer students) who cannot start their study in the same year of enrollment due to the following circumstances shall apply to retain the student status by asking their parent or legal guardian to submit all relevant proofs and documents to the Office of Academic Affairs or the Academic Affairs Section of Continuing Education Division before the deadline of registration (date of postmark as proof of date); otherwise, the enrollment status will be canceled.
 - 1 、 Students who are seriously ill are required to submit a certificate of diagnosis from a public hospital.
 - 2 、 Students who are enlisted to serve in the military are required to submit the proof of conscription.
 - 3 、 Students who are pregnant, giving birth, or raising a child under the age of 3 are required to submit a certificate of diagnosis from a public hospital or a copy of the household registration transcript.
 - 4 、 Students who plan to defer their admission due to special circumstances are required to submit a consent form from a legal guardian and other documentary identification.
- III 、 Students who apply for deferral due to military conscription as specified by the conscription laws may defer their admission until they complete their military services.
- IV 、 New students (transfer students) who are pregnant, giving birth, or raising a child under the age of 3 may apply to defer their admission before the start of registration. Students who apply for the abovementioned deferral shall specify a

time period needed for them to complete their pregnancy, delivery, or rearing of a child under the age of 3.

- V 、 Students who apply to defer their admission due to a serious illness or other special circumstances may delay their admission up to one year.
- VI 、 For graduates of senior high schools who take part in the "Youth Education and Employment Saving Accounts Project", if the graduates apply to retain the student status after being admitted, the period may last up to three years. This period will not be counted in the original period for retainment of student status.
- VII 、 Those whose applications to defer their enrollment have been approved would not need to pay any fees. The University will send the admission letter in the following academic year, and the students with retained enrollment status shall complete all registration procedures before the deadline; otherwise, the enrollment status will be canceled.
- VIII 、 To apply to retain enrollment status, in addition to relevant proof and documents, applicants shall also submit documents needed for enrollment, including the admission letter, graduation certificate and photocopies of personal identification card.
- IX 、 Upon receiving the application and relevant proof, the Office of Academic Affairs or the Academic Affairs Section of Continuing Education Division shall ask for approval from the applicant's department and the Dean of Academic Affairs (or the Director of the Continuing Education). Upon receiving approval, the Office of Academic Affairs or the Academic Affairs Section of Continuing Education Division will issue "the Notices to Retain Enrollment Status".
- X 、 Special exceptions may be made for overseas Chinese students who fail to apply to retain enrollment status before the deadline due to special circumstances in their country of residence or transportation problems.
- XI 、 Any matters not stipulated herein or otherwise stipulated by the laws and regulations shall be conducted in accordance with relevant laws and regulations.
- XII 、 The Notices become effective after they are approved by the Academic Affairs Committee and ratified by the President. Revisions must follow the same procedures.