學 生 報 告 書
S t u d e n t R e p o r t

系 級 Department and Class		申請日期 Date	年(Y) 月(M) 日(D)
學 號 Student ID.		Phone	
姓 名 Name		E-Mail	

主旨： 擬申請第 學年第 學期/
Subject：Apply for Academic Year Semester

說明：<若需加選課程請註明課程名稱及課程代號>
Note：<Please specify the course title and course code of the course you wish to take. >

生因
Reason(s) for application：

申請人簽名：
Applicant Signature：

系主任意見
Comments from the Department Chair

課註組承辦人 Case Officer at Curriculum and Registration Division	課註組組長 Director of Curriculum and Registration Division	教務長 Dean of Academic Affairs

※檔修規定由學系審核，經系主任簽准後影本送課務與註冊組備查即可。
Prerequisites for courses shall be reviewed by the department concerned and approved by the department chair. A photocopy of the approval shall be submitted to the Curriculum and Registration Division for reference.

處理流程
Procedures:

1. 申請人寫明報告之原因及擬請同意事項。
   The applicant fills out the report form.
2. 系主任簽准後，申請人逕送課務與註冊組處理。
   Upon the department chair's approval, the application shall be submitted to the Curriculum and Registration Division.
3. 簽核後，影本或電子檔送所屬系存查，學生三個工作天內至課務與註冊組或所屬學系確認。
   After the form is duly singed, a photocopy or e-copy of the form shall be sent to the department concerned for filing purposes. The applicant's confirmation shall be required within 3 working days with the Curriculum and Registration Division or the department concerned.