

Important Points about Leave of Absence from Studies

When an international student decides to take leave of absence from his/her studies, for personal reasons or on the suggestion of the student's faculty advisor, there are several things that the student needs to pay special attention to in order to ensure that he/she will be able to resume their studies smoothly and successfully.

Before leaving Taiwan, the student should be sure to follow the procedures and preparations which are described below:

At the Academic Affairs Office:

1. Complete the forms/procedures necessary for temporary withdrawal.
2. Ask the Academic Affairs Office staff for clear instructions about how to return to your studies at NTUST, **including both procedures and deadlines**.
3. If your Taiwan visa will expire while you are in your home country, be sure to get a letter/certificate from the Academic Affairs Office **before you leave Taiwan** that you can use to apply for a new or extended visa from your home country.

Academic Affairs Office Forms:

<http://www.academic.ntust.edu.tw/files/11-1001-836.php>

- Application Form for Leave of Absence/Withdrawal, also click
- Note for Leave of Absence
- School Leaving Process for Students Applying for Leave of Absence/Withdrawal
- Application Form for Academic Certificate

At the NTUST Library:

Remote Access Application Form for Students Taking Leave of Absence:

<http://library.ntust.edu.tw/ezfiles/25/1025/img/660/form32.doc>

Students taking leave of absence must submit this form in order to be able to access the NTUST Library's online databases from their home country during the period of their leave of absence.

Regarding Scholarships:

1. International students on a **Taiwan Scholarship** will lose their scholarship if they take leave of absence from their studies. In special circumstances, the student can apply to their department, with the recommendation of their faculty advisor, for an **NTUST Scholarship** to resume their studies, but there is no guarantee that a scholarship will be granted.

2. International students on an **NTUST Scholarship** can apply to their department to have their scholarship resumed when they return. **Before you leave Taiwan**, be sure to ask your department office, your faculty advisor, and the Office of International Affairs for the **latest information** about how to re-apply for your scholarship, including **the necessary documents, procedures, and deadlines**. Whether or not the student will continue to receive their scholarship when they return to NTUST is a matter decided by the student's department. The recommendation of the faculty advisor is very important in the evaluation of the student's application for continuation of the scholarship, but the final decision is made by the department and the continuation of the scholarship is not guaranteed.

A Fellow Student to Represent You at NTUST:

While you are away from NTUST and Taiwan, it is a good idea to have a friend who is still on campus to represent you in getting information, handing in application documentation, etc. However, please remember to gather as much information **before you leave Taiwan** about the necessary procedures, forms, and deadlines for resuming your studies, applying for continuation of your scholarship, and applying for a new or extended visa (if your visa will expire while you are in your home country). It is of course much easier to do these things while you are here than dealing with them from a long distance away.

In this whole process, be sure to contact the OIA if you have any questions or if you need assistance with any of the procedures. We want to help you make sure that you can continue and complete your studies successfully after your leave of absence.