



公告事項：

114 學年度第二學期因「實習」/「海外研習」需辦理「退宿」相關作業規定事項：

- 一、申請資格：114 學年度第二學期參加學校「校外實習」或「海外研習」之同學。
- 二、申請方式：表格申請。
- 三、申請期限：11 月 28 日前完成。
- 四、申請流程：
 1. 填寫附件表格(自行下載列印填寫)。
 2. 附實習所依據之實施計畫或實習單位所錄取之通知書。(查看即可不須印出)
 3. 以上表格及附件請加蓋系主任職章或系辦圓戳章以茲證明。
 4. 完成上述表格請送至學務處生活輔導組宿舍承辦人施小姐處辦理。
- 五、非實習／海外研習或休、退學之理由，需住宿一學年（兩個學期），因個人因素申請退宿者，依學生宿舍管理辦法第 12 條方式處理。
114 學年度第二學期如欲調整房間或房型者，請注意 11 月下旬的公告！
- 六、因實習/交換計畫結束需返校住宿者，請注意 11 月下旬的申請住宿公告，屆時再提出申請。
- 七、如有不明之處，請至生輔組或電話詢問。
06-2533131 轉 2201~2203 施小姐



STUST 2nd Semester Student Dormitory Check-out Application for Internship or Exchange Program

1. Qualification: Dorm residents who apply for internship outside the campus
2. Way to apply: Fill in the following form and send back to LSD
3. Deadline for the application: Nov. 28
4. How to apply:
 - (1) Fill in the following form (Please download it by yourself)
 - (2) With the plan for your internship and the admission from the internship recruiters.
 - (3) The above form and attachment should be stamped with the director of your department or the office of your department as validations.
 - (4) After you complete the form, please send it to Ms. Sunny Shih at Living Supervision Division, Student Affairs (L102).
5. You have to stay in the dorm for one academic year (two semesters) unless you have internship program or you transfer, suspend from school. We don't accept any other reason to move out from the dorm at 2nd semester, you may have to pay part of the dorm fee based on the student dorm regulation (Article 12). Please be careful about it! If you'd like to change your room or room type, there will be a further notice at late November.
6. If you've completed your internship/exchange program and would like to apply for the dorm for 2026 spring semester, please find the notice in late November and hand in your application.
7. If there's any problem or question about this application, please come to LSD or call 06-2533131ext.2201~2203 Ms. Sunny Shih.

LSD, Office of Student Affairs, STUST



南臺科技大學 114 學年度第 2 學期學生宿舍
住宿生因「校外實習」退宿申請表
STUST 2025 Spring semester Student Dormitory
Check-out Application Form for Internship

日期 Date: (yyyy/mm/dd)

姓名 Name		學制 Schooling System	☐ 二技 2- year technical college ☐ 四技 4- year technical college ☐ 碩研 master degree
學號 Student ID No.		年級系別 Department /Class	
性別 Gender	☐ 男(M) ☐ 女(F)	電話 Phone No.	住家(H): 手機(C):
現住宿舍及寢室 Current Dorm and Room No.			____人(雅/套)房 ____-person(s)room
申請退宿 原因 Reasons	☐ 學校核可之校外實習 Internship outside the campus with permission ☐ 海外研習 Exchange Program Overseas		
實習地點 及時間 Location and Date for the internship	實習地點(Location): _____ 地址(Address): _____ 實習時間(Time): _____(yyyy/mm/dd) to _____(yyyy/mm/dd)		
申請人簽章 Applicant Signature :			
系主任簽章 Director of Your Department : (或蓋系辦圓戳章 with the office stamp of you department)			
審查意見 Opinion of the Examination	☐ 同意 Agree ☐ 不同意 Disagree		
備 註 Note	申請同學請填寫本表(自行下載列印)，並出示系上之實習計畫及實習單位之錄取通知書，本表單請蓋系主任職章或系辦圓戳章以資證明，送至學務處生輔組宿舍業務協辦人處辦理。 The applicant should fill in the form (download by yourself) with the plan for your internship and the admission from the internship recruiters. This documents should be stamped with the director of your department or the office of your department as validations. Send them to Living Supervision Division, Student Affairs.		

業管人員：

生輔組長：