

# Operation Manual for Academic Affairs Information System

## 【 Admission Retention/Suspension/Withdrawal 】

Academic Affairs Information System: [newacademic.tmu.edu.tw](http://newacademic.tmu.edu.tw)

### I. Log in to the homepage of TMU Academic Affairs Information System



The image shows two screenshots of the TMU Academic Affairs Information System. The left screenshot is the homepage, featuring a red header with the TMU logo and the text '教務資訊系統'. A red button labeled '登入 Login' is visible. A red callout box with a white background and a red border points to the button, containing the text 'Click "Login"'. The right screenshot shows the Google login interface, titled '使用 Google 帳戶登入'. It has a '登入' heading and a sub-heading '繼續使用「tmu.edu.tw」'. Below this is an input field for the email address, with a placeholder text '輸入您的電子郵件' and a suffix '@tmu.edu.tw'. A link for '忘記電子郵件地址?' is provided. A note states: '如要繼續進行，Google 會將您的姓名、電子郵件地址、語言偏好設定和個人資料相片提供給「tmu.edu.tw」'.

Enter your **TMU student email account ID** and password for Google verification

## II. Application for Admission Retention/Suspension/Withdrawal

1. Click “Student Status”→ “Suspension/Withdrawal/Resumption”→”Apply for Admission Retention/Suspension/Withdrawal”  
→Click ”Apply” in the upper right corner.

The screenshot shows the Taipei Medical University Academic Information System interface. The header includes the university logo and the text "教務資訊系統" (Academic Information System). Below the header, there are navigation buttons for "回首頁" (Home) and "登出" (Logout). The main content area is titled "Search Page" and contains a search bar. The application form is displayed with the following fields:

- Degree Program : Master's Degree
- Student ID : [Redacted]
- Academic Year of Application : 1091
- Note for Submission : All
- Note for Cancellation : All
- Department : [Redacted]
- Student Name : [Redacted]
- Application : All
- Approval Status : All

A red callout box highlights the "Apply" button with the text "Click \"Apply\"".

### 2. Fill in information of the application

- (1) Fill in information of your contact person.
  - (2) Select 【 Type of Application 】 : Admission Retention/Suspension/Withdrawal.
  - (3) Fill in the expected end (academic year) to your suspension.
  - (4) Select your reason for Admission Retention/Suspension/Withdrawal.
  - (5) Students applying for suspension must confirm “The number of semesters applied for suspension”.
  - (6) Please read the notes before you check the “I have read the following notes” checkbox.
3. Click “Save” after you complete application form. Click “Submit” after you make sure the information filled in is correct and click “Print Form”.
  4. Please complete the checklist at the bottom with approval at each responsible unit/section/office before you submit the form to the Registration Section.

【Edit】 - Application Back Clear Save Submit Print

Degree Program :	Master's Degree	Department :	
Grade Level :	2	Student Status :	International Students
Student ID :		Student Name :	
Phone :		Cell Phone :	
Mailing Address :			
Contact Person * :		Relationship * :	
Phone * :			
Type of Application * :	Leave of absence	Academic Year of Application :	1091
Leave of Absence Starting from * :	109 academic year 1 semester	to * :	academic year 1 semester
Expected Date of Return * :	109 academic year 2 semester		
Application reasons for Leave of absence * :			
Semester Applied for Leave of Absence :			

Note:  
I have read Article 42 of School Regulations. Students who have taken leave of absence for 2 years and cannot return to school on time due to serious illness or special conditions can submit a project to the school to apply for another 2-year leave for absence.  
Students who apply for leave of absence or withdrawal from school at a time less than 2/3 of the semester shall be subject to refund in accordance with the amount of tuition fee refund will be calculated based on the date of approval for leave of absence or withdrawal from school. Applicant shall attach a withdrawal from school at a time less than 2/3 of the semester would be deprived of tuition fee waiver and shall make up the difference.  
Students on leave of absence, admission retention, and withdrawal from school, except for those who were enrolled less than 1 semester. Students on leave of absence choose to participate in University Student Group Insurance. Please contact Health Section and complete payment.  
Students must visit the Registration Section to write off Student ID Card registration or report loss should it happen. Students shall be held responsible for any

Sent/ Not Sent \* : Approval Date :  
Approval Status \* : Note :

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Please read the notes before you check the "I have read the following notes" checkbox.

1. Save
2. Submit
3. Print Form
4. Submit the form to the Registration Section after approval by all responsible units/sections/offices

5. Check your application status/result on the system.

Click "Student Status" → Click "Suspension/Withdrawal/Resumption" → Click "Apply for Admission Retention/Suspension/Withdrawal" → Click " Search" in the upper right corner

臺北醫學大學 教務資訊系統  
TAIPEI MEDICAL UNIVERSITY

身分別: 學生 姓名: [ ] 回首頁 登出

Search Page

Degree Program : Master's Degree Department : [ ]  
Student ID : [ ] Student Name : [ ]  
Academic Year of Application : 1091 Application : [All]  
Note for Submission : [All] Approval Status : [All]  
Note for Cancellation : [All]

Apply Clear Search

Click "Search"

ENRD141\_Retention/Leave/Withdrawal

### III. Application for Resumption of Study

1. Click “Student Status”→ “Suspension/Withdrawal/Resumption”→”Apply for Resumption” → Click “Apply” in the upper right corner.

臺北醫學大學 教務資訊系統  
身分別：學生 YATI 回首頁 登出

Search Page

Academic Year of Application : 1091  
Approval Status : All

Apply Clear Search

Click "Apply"

2. Fill in information of the application

- (1) Fill in information of your contact person and confirm the expected time (academic year) of resumption.
- (2) Please fill in the reason for resumption of study if you are applying for early resumption.

3. Click “Save” after you complete application form. Click “Submit” after you make sure the information filled in is correct and click “Print Form”.

4. Please complete the checklist at the bottom with approval at each responsible unit/section/office before you submit the form to the Registration Section.

ENRD143\_Returning to TMU

【Edit】 - Application

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Degrees :	Doctoral Degree	Departments :	Ph.D. Program in Graduate Institute of Clinical Medicine
Grade :	7	Student Status :	International Students
Student ID :	D118102011	Student Name :	EVI RACHMAWATI NUR HIDAYATI
Phone :	622 17777064	Cell Phone :	
Mailing Address :	Jl. Diponegoro no.71 Central Jakarta		
Contact Person * :		Relationship * :	
Phone * :			
Academic year of Application :	1091	Early Resumption of School * :	<input checked="" type="radio"/> N <input type="radio"/> Y
Early Return to TMU Starting from :	109 Academic year 1 Semester	Reason for Early Resumption :	
Sent/ Not Sent :	<input type="radio"/> N <input type="radio"/> Y	The Grade after Resumption :	
Approval Status :	<input checked="" type="radio"/> Approved <input type="radio"/> Not Approved	Approval Date :	
Note :			

Back Clear Save Submit Print

1. Save
2. Submit
3. Print Form
4. Submit the form to the Registration Section after approval by all responsible units/sections/offices

6. Check your application status/result on the system.

Click “Student Status”→”Suspension/Withdrawal/Resumption”→”Apply for Resumption”→ Click”Search” in the upper right corner

The screenshot displays the Taipei Medical University Academic Information System interface. At the top left, the university logo and name are visible. The main header includes the system title and a search bar. Below the header, there is a sidebar with navigation options: 'Academic System (Academic)', 'Enrollment Status', 'Maintenance Student Information', 'Suspension/Withdrawal/Resumption', 'Apply for change', and 'Returning to TMU'. The main content area features a search bar and several filters: 'Academic Year of Application' (1091), 'Approval Status' (All), 'Note for Submission' (All), and 'Note for Cancellation' (All). A red callout box highlights the 'Search' button with the text 'Click "Search"'. The page also includes a 'Search Page' section and a 'Returning to TMU' link.