

Yuan Ze University Student Military Service Operation Guidelines

Approved by the 3rd Student Affairs Meeting of the 104th Academic Year on May 11, 2016

I. Purpose:

These guidelines are formulated to standardize the procedures for on-campus students applying for military service deferment and postponement of call-up, based on relevant regulations issued by the Ministry of the Interior.

II. References:

1. Guidelines for the deferment of conscription for students in senior secondary schools and above.
2. Guidelines for the postponement of call-up for students in junior colleges and above.

III. Operation Details:

1. Military Service Registration System:

(1) **Student Military Service Management System:** New students, transfer students, reinstated students, students changing majors, and students extending their studies must submit the application form for military service deferment and postponement of call-up, fill in personal information, select their military service status (not yet served, completed service, active duty, exempted, alternative service), and attach proof documents for processing by the military service officer.

(2) **Military Service Status Inquiry:** Students can check the application records for military service deferment and postponement of call-up through their personal portal system.

(3) **Application Process for Deferment and Postponement of Call-up.**

(4) **Application Process for Termination of Deferment and Postponement of Call-up.**

2. Application Deadlines:

(1) **In-school deferment for conscription-eligible males:** Within one month from the start of the semester, the Registrar's Office will provide the student list, which will be compiled and sent to the respective municipal or county (city) government for approval based on the students' household registration location.

(2) **Postponement of call-up for reservists:** Within two months from the start of the semester, the Registrar's Office will provide the student list, which will be compiled and sent to the respective municipal or county (city) reserve command

for approval.

(3) Students who apply for deferment or postponement of call-up and then leave school due to suspension, withdrawal, or expulsion must complete the termination procedures within one month.

3. Application for Overseas Study for Conscription-eligible Students:

Conscription-eligible students who are dispatched or recommended for overseas research, study, performances, competitions, visits, training, internships, or summer internships for more than four months but less than two years must follow the university's procedure for the management of overseas study and return for conscription-eligible students.

4. Military Service Advocacy:

(1) When sending admission notices, the military service office will include the application form for deferment and postponement of call-up and related promotional materials and will explain military service deferment, postponement of call-up, and related procedures during advocacy activities.

(2) The military service office will establish a webpage to consolidate relevant military service regulations, Q&A, and related forms, and publish the latest military service information.

IV. Application Requirements:

1. Students who have not yet served:

(1) Submit the application form for deferment and postponement of call-up along with a copy of the ID card at registration. The military service office will enter all student data into the system and send it to the relevant municipal or county (city) government for deferment processing.

(2) Once processed, no further deferment is required until graduation.

2. Students who have completed military service:

(1) Submit the application form for deferment and postponement of call-up along with a copy of the discharge certificate at registration. The military service office will enter all data into the system and send it to the relevant municipal or county (city) reserve command for postponement processing.

(2) Once processed, no further postponement is required until graduation.

3. Termination of Deferment and Postponement of Call-up:

If a student leaves school due to suspension, withdrawal, early graduation, or other reasons, the Registrar's Office will announce the student list on the 15th of each month and send it to the relevant municipal or county (city) government or reserve command within 30 days for the termination of deferment or postponement of call-up.

V. Circumstances Under Which Deferment is Not Permitted:

1. The school is not registered with the competent educational authority.
2. The student's admission status does not comply with the regulations set by the competent educational authority.
3. Graduates of senior secondary schools and above re-enroll in the same or lower level schools without approval from the Ministry of the Interior.
4. Students enrolled in evening schools of colleges and below who are over 28 years old and have not yet graduated.
5. Students enrolled in other schools who are over 33 years old and have not yet graduated.

VI. Registration of Military Service Data:

1. All students must submit the following military service data at registration:
 - (1) For those who have not served: Application form for deferment and postponement of call-up, including a copy of both sides of the ID card.
 - (2) For reservists: Application form for deferment and postponement of call-up, including copies of both sides of the discharge certificate and ID card.
2. Students changing majors, reinstating, extending studies, or in master's or doctoral programs, must reapply at the military service office if their study period is extended.
3. The age limits for postponement of call-up are: Soldiers 36 years old; Second Lieutenants, Sergeants 50 years old; Senior Sergeants, Majors 58 years old.
4. Any changes in household registration must be reported to the military service office with a copy of the ID card.
5. Students who receive any military summons during their studies must promptly apply for a deferment certificate from the military service office to avoid violating the "Criminal Offenses of Military Service Act."

VII. Implementation:

These guidelines will be implemented upon approval by the Student Affairs Meeting and amended in the same manner.