

School-leaving Procedure Form for Exchange Students

交換生離校程序單

系所 Dept./Inst.	學年度 Academic Year
學號 Student ID No.	姓名 Full Name
電子郵件 Email Address	原就讀學校 Home University
預定離台日 Expected Departure Date	宿舍房間號碼 Dorm Room No. (Stay in on-campus dorms only 非住宿生免填)

1. 圖書館 Library	2. 系所 Department Office	3. 出納組 Cashier Division	4. 註冊組 Registrar Division
借書紀錄查核(還清圖書與滯納金)Confirm the Circulation Record (material return/overdue fine paid up)	歸還借用的各種資料儀器等物品 Return necessary documents, equipment, etc. to the enrolled department	確認離校程序 Confirm leaving school status	確認離校程序 Confirm leaving school status
5. 華語中心 Chinese Language Center	6. 住宿服務組 Dorm Manager and Housing Service Division	7. 國際事務處 Office of International Affairs *Make sure you complete all the previous stops (1.-6.) before reaching OIA	
確認繳清中文課分班測驗費 Pay the placement test fee for Chinese Language Course <i>*Required also for non-course taking students</i>	住宿生退宿・繳清住宿費(繳回鑰匙領回押金)(非住宿生免辦) Check out from Dorm and pay the fee (Return the room key and refund the deposit)(Stay in on-campus dorms only)	繳回本程序單至國際事務處(雲平大樓東棟一樓) Submit this form to the Office of International Affairs (1st Floor, East Block, Yun-Ping Building)	

交換學生離校注意事項 Important Remarks

- After completing the exchange program, students must return this clearance form to the Office of International Affairs (OIA) to complete the school leaving procedure.
交換學生於交換計畫結束後，須繳回此離校手續單至國際事務處，以完成離校手續。
- If the procedure is not completed, NCKU will not issue the official transcript to the students. 若未完成離校手續，成大將不提供成績單予學生本人。
- Starting from the 2024 Fall semester, and in line with NCKU's commitment to sustainability, hardcopies of the Transcript of Records (ToR) will no longer be sent. **Transcripts will be provided in digital format only.** 自 2024 年秋季班起，為響應校方永續發展政策，成大不再提供紙本成績單，所有成績單將改以電子檔提供。