

Leaving National Cheng Kung University

When you are leaving school, please follow the steps:

1. Before you leave, please download the Leave-school Procedure Form and get all stamps from different divisions. Department/Institute is the last stop and submit the form to the office.
2. Please make and confirm your travel plans. Check your home country regulations before bringing belongings and souvenirs home. Check your luggage weight against your airline's allowances.
3. You might want some souvenir at NCKU, you can go shopping at Sheng-Li campus, Souvenir shop:
<https://www.facebook.com/NCKU.SOUVENIRS.STORE/>

Appendix 7: 院系級交換生離校程序單 College/Department/Institute level international exchange student leave-school procedure form

系所 Dept./Inst.	學年度 Academic Year	
學號 Student ID No.	姓名 Name	
電子郵件 Email Address	原就讀學校 Home School	
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)	
圖書館 Library	華語中心 Chinese Language Center	住宿服務組 Dorm Manager and Housing Service Division
借書記錄查核 (圖書與滯納金已還清) Confirm the Circulation Record (material return / overdue fine paid up)	至華語中心確認繳清學習費(給非簽約校學生) Pay the tuition of Language Center (for students of non-partner universities)	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)
出納組 Cashier Office	註冊組 Registrar Division	系所 Department/Institute
持本手續單至出納組確認離校程序 Confirm leaving school status	持本手續單至註冊組確認離校程序 Confirm leaving school status	已歸還借用的各種資料儀器物品 Return necessary documents, etc. to the related department. (院系所留存)

- If the student needs the transcript, please apply it on the **Online Transcript & Record Application System** at Registrar Division website. 若需要學業成績文件申請，請至註冊組網頁「學生證件申請作業系統」線上申請。Link 網頁連結：<https://campus4.ncku.edu.tw/eCharge/>
- **Please submit this form to your department office.** 本單由院系所自行留存。