

## Appendix 11: Leave-School Procedure Form for International Exchange Student 交換生離校程序單

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. <span style="background-color: yellow;">(Stay in on-campus dorms only 非住宿生免填)</span>

圖書館 Library	系所 Department	出納組 Cashier Office	註冊組 Registrar 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)	已歸還借用的各種資料儀器等物品 Return necessary documents, equipment, etc. To the related department.	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
<b>華語中心 Chinese Language Center</b>	<b>住宿服務組 Dorm Manager and Housing Service Division</b>	<b>國際學生事務組 International Student Affairs Division</b>	
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) <span style="background-color: yellow;">(Stay in on-campus dorms only)</span>	繳回本程序單至國際事務處國際學生事務組 Submit this form to International Student Affairs Division	

### Remarks

- 交換學生於交換計畫結束後，須繳回本手續單至國際事務組，完成離校手續。如學生未完成離校手續，之後將不發給修習證明及成績單。The international exchange students must submit this form to ISAD office when finishing the exchange program to complete the leave-school procedure. If the leave-school procedure is not completed, NCKU will not provide proof document and transcript to student's home school later.
- 於交換計畫結束後約兩個月內，國際事務處將寄發中英文版成績單各一份至交換學生就讀學校，不另寄成績單予交換學生。Two months after the exchange program is completed, Office of International Affairs will mail transcripts in both Chinese and English (1 copy for each version) to the student's home university. No transcript will be mailed to the student personally.
- 國際事務處國際學生事務組位置：光復校區雲平大樓東棟 1 樓。ISAD location: Kuang-fu campus, Yung-ping building, east building, 1st floor.