

Appendix 11: School-leaving Procedure Form for International Exchange Student 院系級交換生離校程序單

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. (Stay in on-campus dorms only 非住宿生免填)

1. 圖書館 Library	2. 系所 Department	3. 出納組 Office of Finance Cashier Division	4. 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
5. 華語中心 Chinese Language Center	6. 住宿服務組 Dorm Manager and Housing Service Division	7. 電機資訊學院 College of Electrical Engineering and Computer Science	
請至華語中心確認繳清學習費 Please go to the Chinese Language Center to confirm payment of tuition fees.	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)	繳回本程序單至電機資訊學院(自強校區啟端館 4 樓) Submit this form to the College of Electrical Engineering and Computer Science (4th floor, Chi Duan Building, Tzu-Chiang Campus)	

Remarks

- 交換學生於交換計畫結束後, 須繳回本手續單至電機資訊學院, 完成離校手續。如學生未完成離校手續, 之後將不發給成績單。International exchange students must submit this form to the College of Electrical Engineering and Computer Science when the exchange program is finished and the leave-school procedure is completed. If the leave-school procedure is not completed, NCKU will not provide the transcript to students' home universities.

- 於交換計畫結束後約兩個月內，電機資訊學院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, the College of Electrical Engineering and Computer Science will send transcripts in both Chinese and English (one copy for each version) to the corresponding office of students' home universities. No transcripts will be sent directly to the students.