**Appendix 10 College/Department/Institute level international exchange student leave-school procedure form 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) | |
| **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等物品Return necessary documents, equipment, 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.

若需要學要成績文件申請，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。