

臺北市立大學研修生離校手續單

Leaving Procedure Form for International Visiting Student

學年度 Academic year		學期 Semester	
系所 Department		學生姓名 Name	
學制 Program	<input type="checkbox"/> 學士班 Undergraduate <input type="checkbox"/> 碩士班 Master's Program <input type="checkbox"/> 博士班 PhD Program	國籍 Nationality	
學號 Student ID Number		原就讀學校 Home Institution	
預定離臺日 Expected Departure Date	/ / year / mm / dd	學生簽名 Signature	

單位 Unit	辦理事項 Items for checking	承辦人簽章 Executive Signature/Stamp
① 就讀系所辦公室 Department Office	交還借用之器材、圖書等 Return necessary documents, equipment, etc. to the related department.	
② 總務處出納組 Cashier's Division (行政大樓1樓)	檢視有無欠繳款項 Check if there is any default of payment.	
③ 圖書館 Library (圖書館1樓)	還清借書及罰款 Confirm the circulation record. (borrowed items returned/overdue fines paid)	
④ 軍訓室/宿舍管理員 Military Office/ Dorm Executive (行政大樓3樓)	非住宿生免辦 (For students staying in the dorm only) Check out from the dorm. Return the room key and refund the deposit.	
⑤ 進修推廣處 Office of Continuing and Extension Education (行政大樓 3 樓)	確認成績單寄件地址 Confirm the address for sending the transcript.	
⑥ 國際事務處 Office of International Affairs (公誠樓6樓)	<input type="checkbox"/> 領取離校手續單 Take this form and start this procedure. <input type="checkbox"/> 繳交本手續單 Submit this form to the Office of International Affairs.	

※研修學生於學期結束後，須繳回本手續單至國際事務處，完成離校手續。

The international visiting students have to submit this form to the Office of International Affairs Office when they finish the exchange program to complete the leaving procedure.