臺北市立大學研修生離校手續單

Leaving Procedure Form for International Visiting Student

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| --- | --- | --- | --- |
| 學年度Academic year |  | 學期Semester |  |
| 系所Department |  | 學生姓名 Name |  |
| 學制Program | □學士班 Undergraduate□碩士班 Master’s Program□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](http://tw.dictionary.yahoo.com/search?ei=UTF-8&p=%E5%9C%96%E6%9B%B8%E9%A4%A8)(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) | □領取離校手續單Take this form and start this procedure.□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.