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.