

臺北市立大學交換生離校手續單

Leaving Procedure Form for International Exchange Student

學年度 / 學期 Academic year / Semester		系所 Department	
學號 Student ID Number		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
學生姓名 Name		國籍 Nationality	
原就讀學校 Home Institution		預定離臺日 Expected Departure Date	/ / Year / mm / dd

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.	
②總務處出納組 Cashier's Division (行政大樓1樓) (1F, Administration Building)	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) (1F, Library)	確認已歸還所有借閱圖書並結清相關罰款 Confirmation of returned library materials and settled fines.	
④學務處生輔暨校安組 Military Education and Student Safety Division (行政大樓3樓) (3F, Administration Building)	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教務處註冊組 Registration Division (行政大樓 1 樓) (1F, Administration Building)	國際學生證設定 Reset Student ID card	
⑥國際事務處 Office of International Affairs (公誠樓6樓) (6F, Gong-Cheng Building)	<input type="checkbox"/> 領取交換生證明 Get International Exchange Student Certificate. <input type="checkbox"/> 確認成績單寄件地址 Confirm the address for sending the transcript.	

※ 交換生須完成離校手續，並至國際處繳回本手續單，否則不予寄發學期成績單(包含電子檔)。

Exchange students must complete the leaving procedures and submit this form to the OIA. Otherwise, semester transcript will not be issued, including digital files.