



National Cheng Kung University International Exchange Student Leave-School Procedure Form

***Basic Information**

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 (非住宿生免填) Dorm Room No.

圖書館 Library	宿舍及住服組 Dorm Manager and Housing Service Division	華語中心 Chinese Language Center	財務處出納組 Cashier Office	系所 Department
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)	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)	至華語中心確認繳 清學習費 (非簽約校學生需繳費) Confirm and pay the tuition of Language Center if necessary (students of non- partner universities need to pay for it)	持本手續單至出納 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，並繳回此 手續單 Return necessary documents, equipment, etc. and submit this form to the related department.
經辦人簽章 Executive signature / Stamp	經辦人簽章 Executive signature / Stamp	經辦人簽章 Executive signature / Stamp	經辦人簽章 Executive signature / Stamp	經辦人簽章 Executive signature / Stamp

***Remarks**

- 交換學生於交換計畫結束後，須繳回本手續單至交換系所，完成離校手續。如學生未完成離校手續，之後將不發給修習證明及成績單。
The international exchange students must submit this form to the related department when finishing the exchange program to complete the leave-school procedure. If the leave-school procedure is not completed, NCKU will not provide proof document and transcript to student's home school later.
- 於交換計畫結束後約兩個月內，交換系所將寄發中英文版成績單各一份至交換學生就讀學校，不另寄成績單予交換學生。
Two months after the exchange program is completed, the related department will mail transcripts in both Chinese and English (1 copy for each version) to the student's home school. No transcript will be mailed to the student personally.