**國際暨南國際大學**

National Chi Nan University

**境外短期研修/交換生─離校程序單**

Short-term /Exchange Student ─ Table of Departure

1. Please make sure that all the blanks in the table below are filled before your departure from National Chi Nan University:

* General Information：

|  |  |
| --- | --- |
| 姓名  Full Name |  |
| 國籍  Nationality |  |
| 護照號碼  Passport Number |  |
| 學號  Student ID No. |  |
| 選讀系所  Department of Exchange |  |
| 宿舍房號  Dormitory Room No. |  |
| 居住地址  Corresponding Address |  |
| 電話  Phone No. |  |
| 電郵地址  E-mail Address |  |
| 離台時間  Time of Departure |  |

* Office Items：

|  |  |  |  |
| --- | --- | --- | --- |
| 姓名  Full Name |  | 學號  Student ID No. |  |
| 系所  Department |  | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 項次  Item | 承辦單位  Administrative Section | 說明  Instruction | 承辦單位簽章  Registration Confirmation | 備註  Remarks |
| 1 | 選讀系所  Department of Exchange | Return any borrowed documents or equipment. |  |  |
| 2 | 圖書館  Library | Return all the documents, CDs , DVDs and books. |  |  |
| 3 | 學務處  住宿服務組  Student Dormitory Service Section | 1. Fill in the “student dormitory check-out form”. 2. Return all dormitory equipment to administrator and clean up the room. 3. \*Deposit refund (NT$ 2000). |  |  |
| 4 | 國際處  Office of International and Cross-Strait Affairs | 1. Hand in the study report and pictures to OIA. 2. Email your study report and pictures to [hanchun@mail.ncnu.edu.tw](mailto:hanchun@mail.ncnu.edu.tw) 3. To complete the leaving procedure. |  |  |

Note \*：Without completing the requests, state in Item 3-2, the host university would notify the home university and confiscate the deposit.