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