國立臺北教育大學境外交換學生離校手續單

NTUE School Leaving Form for Exchange Students

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| 姓 名  Name | 中文姓名  English Name | 學 號Student ID No. |  | |
| 性 別Gender | □男Male□女Female | 學 院College | □教育學院Education  □人文藝術學院  □理學院Science | |
| 系 所Department | □大學部 學系  □碩士班 學系 | 班 別  Class | 年級College Year 班Class | |
| 交換學校  Home University | (國家Country) 大學University | | | |
| 交換期間Exchange Period | 自From 20\_\_ 年/Y 月/M 日/D起  至to 20\_ 年/Y 月/M 日/D止 | | | |
| 就讀學年度Academic Year | □10\_\_\_學年度第1學期  20\_\_\_ Fall Semester  □10\_\_\_學年度第2學期  20\_\_ Spring Semester | 離校日期Date of Leaving School | | 20\_\_\_\_年/Y 月/M 日/D |
| 返國日期  Date of Departure | | 20\_\_年/Y 月/M 日/D |

學生簽名Signature of Student： 日期Date：20\_\_年/Y 月/M 日/D

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為確認學生離校前已繳還門禁卡和繳清住宿費、冷氣費、健保費、書籍滯納金等費用、返還借閱書籍和註銷學生證，請至下列單位核章，辦理離校手續In order to ensure students have returned access card, paid all fees, returned books borrowed from library and made cancellation process of student ID card, please go to following offices to get stamps for confirmation and completion of school leaving procedure:

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| 交換學系  Exchange Dept. | 學生事務處生輔組  Guidance and Counseling Division, Office of Student Affair  行政大樓112室  Administration Building 112 | 圖書館Library |
| 助教  Staff  系所主任/所長Chair |  |  |
| 教務處註冊組  Division of Registration, Office of Academic Affairs  行政大樓601室  Room 601 Administration Building | 研究發展處  Office of Research & Development  行政大樓709a室  Room 709a Administration Building | |
|  | 國際事務組Division of International Affairs  承辦人  Staff | 組長Director |

備註Note:

1.本申請書由各單位核章後，繳回研發處國際事務組留存Please collect stamps from offices and submit it to Division of International Affairs.

2.請於**離校前2星期開始**離校手續，並於返國前返還向國際事務組借用之寢具至第二宿舍樣品屋 Please start the school leaving procedure 2 weeks before your leaving and return the beddings borrowed from Division of International Affairs to the showroom locating at dorm 2.