

國立臺灣海洋大學交換學生離校手續單

外國學生 大陸學生

National Taiwan Ocean University Deregistration Form for Exchange Students

International Student Mainland Chinese Student

| 送會順序 Step | 受理單位 Unit | 辦理事項 Processes | 承辦人核章 Authorizing Stamp |
|--------------|---|--|-------------------------------|
| 1 | 就讀學系(所) Dept./Institute | 歸還書籍、儀器 Return all books and equipments borrowed from the department/institute. | |
| 2 | 住宿輔導組(非住校生免) Division of Dormitory Guidance (only for students living on campus) | 住宿生退宿(填寫退宿申請表並完 成申請表上須辦理事項) Check out from your dormitory (Fill out the Check-out form and have each item listed on the form checked by the Division of Dormitory Guidance.) | |
| 3 | 圖書館 Library | 歸還所借書刊並繳清逾期罰款 Return all checked out books and pay the fine for overdue books. | |
| 4 | 國際事務處 Office of International Affairs | 已繳交【交換心得】(500字以上) Heed to submit the Exchange experience. (500 words over) | |
| 5 | 註冊課務組 Division of Registration and Curriculum | 繳回手續單並請攜帶學生證 Hand in the form and bring student ID Card. | |

姓名 Name:

學號 Student ID No. :

系(所) Dept./Institute:

交換學年度 Exchange Year: _____(month), 20____(year) to ____ (month), 20____(year)

預定離台日 Expected Date of Leaving:

宿舍房間號碼 Dorm Room No. :