淡江大學國際事務學院院級交換生離校程序單

Leaving Procedure Form for International Exchange Student in College of International Affairs, Tamkang University

|  |  |
| --- | --- |
| 系所Dept./Inst. | 學年度Academic Year |
| 學號Student ID No. | 中文姓名Chinese Name |
| 原就讀學校Home School | 預定離台日Expected Departure dare |
| **Registration Checklist** |
| **系所****Department** | **圖書館Library** | **財務處(G401)Finance Office** | **國際事務學院(T905) College of International Affairs** |
| 已歸還借用的各種資料儀器等物品Return necessary documents, equipment | 借書紀錄查核(圖書與滯納金已還清)Confirm the Circulation Record (material return/overdue fine paid up) | 確認離校程序Confirm leaving school status | 確認離校程序，繳回本程序單Confirm leaving school status, and submit this form |
| 經辦人簽章Executive signature/Stamp | 經辦人簽章Executive signature/Stamp | 經辦人簽章Executivesignature/Stamp | 經辦人簽章Executive signature/Stamp |

**\*Remarks**

* 交換學生於交換計畫結束後，需繳回本程序單至國際事務學院，完成離校程序。如學生未完成離校程序，將不發給成績單。
The international exchange students must submit this form when finishing the exchange program to complete the leaving procedure. If the leaving procedure is not completed, we will not provide transcript to student’s home school.
* 完成離校程序後，即不可再使用國際學生證之悠遊卡功能，違者自行負責。(建議期末考後再繳回)

After completion of leaving procedures, student ID card must not be used as an Easy Card, violator will have to take responsibility. (submit the form after final exam would be better)

* 請於繳回離校單前，自行退出健保。(適用有健保的同學)

Students are required to cancel their NHI before they submit the form. (Only for who applied NHI before)

* 請於離宿至少前3天，告知宿舍辦公室檢查房間並辦理押金退費(鑰匙、冷氣卡等)。

Please tell the member of dormitory office at least 3 days before moving out to check the room clean and get the deposit back (Key, Air-conditioner card or clean deposit, if any).

* 於交換計畫結束後約兩個月內，國際事務學院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, College of International Affairs 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.