

## NTPU exchange student leaving school process sheet (2018 Fall Semester)

姓名 (Name) : \_\_\_\_\_

學號 (Student ID) : \_\_\_\_\_

系所組別 (Hosting Department) : \_\_\_\_\_

項次 item	項目 Content	地點 Location	核章/簽名 Signature	備註 Note
1	確認歸還借閱圖書 Make sure that you returned all the books that you borrowed from the library	圖書館 Library		
2	向所屬系所報告 Inform the faculty of your hosting department before your departure	各系辦公室 Office of Your Hosting Department		
3	學生證註銷 Cancel the Student ID Card from NTPU student system	教務處註冊組 Office of Academic Affairs (3F Administrative Building)		學生證悠遊卡驗畢不收回,由同學留存紀念。 Students could keep their student ID card after check.
4	繳回宿舍鑰匙 Please take your electric bill and finish the payment then return the key of your room to Student Housing Section	學務處住輔組 Student Housing Section (1F, Shining-Moon Building)		離開前請淨空房間,如同學想留下床墊供之後來校同學使用請連絡宿舍管理員協處。 Please clean up your room before leaving. If you would like to leave your mattress to the incoming students, please contact the dorm manager for the place to keep it.
5	繳交 300-500 字交換生心得報告 Hand in your exchange experience report (300-500 words).	國際事務處 Office of International Affairs (Office315 ,3F, Administrative Building)		Please email your report to: <a href="mailto:cckuo@gm.ntpu.edu.tw">cckuo@gm.ntpu.edu.tw</a> OIA will select excellent reports and post them on the website.

※備註(Note):

同學成績單(英文成績單一份)將於本表完成核章後寄至交換生所屬學校(心得未繳交或以上程序未完成者,將通知原屬學校,並恕不寄發成績單)。

(Your transcript will be mailed to your home school after this process sheet finished. Anyone who forget submitting your exchange experience report,your transcript will not be issued.)