

國立臺灣海洋大學交換學生離校手續單

外國學生 大陸地區學生

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 完成申請表上需辦理事項) 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	領有獎學金者另需查驗是否已繳 交研究或讀書報告 Exchange students who received scholarship also need to submit the research or study report.	
5	註冊課務組 Division of Registration and Curriculum	繳回手續單及學生證/選讀證 Hand in the form and Student ID Card or Elective 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.: