**National Taipei University of Technology**

**國立臺北科技大學**

EXCANGE STUDENT LEAVING FORM

**研修生離校手續單**

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| **Please fill in following information by typing請以電腦輸入以下資訊** |
| Last name姓：First name名： | Student No. 學號：Department/Program系所： |
| Student Status學生身份：[ ] Undergraduate Student學士生[ ]  Master Student碩士生[ ]  Doctoral Student博士生[ ]  Post-Doctoral Fellow博士後研究 | Purpose of Student Exchange研修目的：[x]  Seeking academic credit 修習學分[ ]  Research研究 |
| E-mail電子信箱： | Telephone連絡電話： |
| Please visit each of the following offices to notify about the leaving and ask for approval by collect the office stamp. |
| **Office/Department****行政單位/系所** | **Check List****確認事項** | **Stamp/Date****核章/日期** |
| Library圖書館 | * Returning all the books確認交還借閱圖書
 |  |
| Office of Academic Affairs教務處 | * Notifying the end of study通知研修期程結束
 |  |
| Overseas Students Advising Section, Office of International Affairs國際事務處 境輔組 | * Applicable to university dormitory resident only退宿
 | Dormitory Resident Only |
| International Cooperation Section, Office of International Affairs國際事務處 國合組 | * Submitting the form after complete the procedure above繳交至國際事務處
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Student Signature學生簽名：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date離校日期：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_