**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：  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 |  |

Student Signature學生簽名：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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