

## International Exchange Student Leave-School Procedure Form

姓名 Name		東華系所 NDHU Dept.		學號 Student No.	
原學校 Home University		手機 Phone No.		抵台日 Arriving date	
離校日 Departure NDHU		離台班機 Flight NO		離台日 Departure Taiwan Date	
項次 Items	承辦單位 Executive office	說明 Explanation			承辦單位簽章 Executive Confirm
1	系所 Department	歸還借用之各種資料，同意離校。若提早一週前離校，須經系主任核章。 Return all borrowed documents, equipment, etc. If you leave school early than 2 weeks, should get the approval from Chairman.			
2	圖書館 Library	歸還借用之各種資料，停用圖書證 Return all borrowed documents, equipment, etc. Annul Library card.			
3	教務處註冊組 行政大樓 401 室 Registry Division, Office of Academic Affairs Room 401, Administration Building	登記離校、申請成績單 Register for Check-out and Apply for Transcript.			
4	生活輔導組 學活園區 C 棟 2 樓 Living service division of Dormitory, Office of Student Affairs Building C, 2 <sup>nd</sup> Floor, Student Affairs Center	登記退宿、結清宿舍電費 Settle dormitory electricity fees before check-out.			
5	國際處 全球移動組 行政大樓 601 室 Global Mobility Division Office of International Affairs Room 601, Administration Building	完成上傳 1500 字心得於線上系統 位置: <a href="https://forms.gle/uuAY69NzNSD3PMnW6">https://forms.gle/uuAY69NzNSD3PMnW6</a> Submit a 1500-word Report online System. Site : <a href="https://forms.gle/uuAY69NzNSD3PMnW6">https://forms.gle/uuAY69NzNSD3PMnW6</a> 			
6	宿舍管理員 Dormitory Guardian	繳回鑰匙、離校手續單 清空床位，退還宿舍保證金 Return your Room Key & Leave-School Procedure Form Clean Up the Room & Refund Dorm Deposit			

中國學生請依原訂來臺停留期間及指定期限內離境；其他國家學生請留意簽證核准之停留期限（最長為180天），並應於簽證效期或停留期限屆滿前離境，以避免影響後續入境及簽證申請權益。Students from China are required to follow the approved duration of stay in Taiwan and depart before the designated departure date. Students from other countries should note that the visa stay period is up to 180 days and must depart Taiwan before the visa or permitted duration of stay expires to avoid affecting future visa applications or entry eligibility. ※本人已充分瞭解以下說明，為避免雙方學校及自身受罰，願意確實遵守有關法令規定，配合依限期出境，不得逾期停留。I have fully understood the following statement and agree to comply with all relevant laws and regulations. In order to avoid penalties imposed on both institutions and myself, I will cooperate and depart Taiwan within the specified period and will not overstay.

學生簽名 Signature : \_\_\_\_\_