**國立臺灣大學1\_\_ \_\_學年度第\_\_學期院系級交換生離校手續單**

**Deregistration Form for Incoming Student Exchange**

**Fall / Spring Semester of Academic Year 202\_\_/202\_\_**

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| --- | --- | --- | --- |
| 姓名Name |  | 學號Student ID Number |  |
| 系所Department/Graduate Institute | 土木工程學系Department of Civil Engineering |
| 原就讀學校Home University |  |
| 交換年度Exchange Year | Academic Year：\_\_\_\_\_\_ | 預計離台日期Planned Departure Date |  |
| Fall | Spring | Full Year |
| 電子郵件地址E-mail |  |

請依下列說明辦理手續 Please follow the instructions to complete the procedure.

|  |  |
| --- | --- |
| **程序/Procedure** | **簽章/Stamp** |
| Step 1. Library 圖書館請查核借書紀錄，確認還書並繳清滯留金後，由總圖書館經辦人簽章。If you have yet cleared your circulation record in NTU library, please make sure all the borrowed books have been returned, and overdue fees paid. Consult the library staff for a stamp after fulfilling necessary obligations. |  |
| Step 2. Dormitory 宿舍請於申請退宿後，由宿舍輔導員簽章。After you complete the check-out procedure of the dormitory, consult the resident assistant for a confirmation stamp. |  |
| Step 3. Office of Academic Affairs 教務處請攜帶學生證至註冊組/研教組註銷學生身分後，由教務處經辦人簽章。Bring your NTU student ID card to the Undergraduate/Graduate Academic Affairs Division for an “invalid” stamp on the card. |  |
| Step 4. Cashier Division出納組已繳清欠繳之各項費用 All overdue balance cleared |  |
| Step 5. Department of Civil Engineeringt 臺大土木系完成以上手續後，請將此表繳交至土木系交換學生計畫承辦人。Return this form to the Department of Civil Engineering after collecting all the stamps. |  |