

國立臺灣大學 1__ 學年度第__學期 土木系系級交換生離校手續單

Deregistration Form for NTUCE Incoming Exchange Student

Fall / Spring Semester of Academic Year 202__/202__

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 with NTU library, please make sure all borrowed books have been returned, and overdue fees paid. After fulfilling the above-mentioned, please approach the library staff for a stamp.	
Step 2. Dormitory 宿舍 請於申請退宿後，由宿舍輔導員簽章。 After completing the dormitory check-out procedure, please approach 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 to nullify your student ID card.	
Step 4. Cashier Division 出納組 已繳清欠繳之各項費用 All overdue balance paid.	
Step 5. Department of Civil Engineering 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 Civil Engineering Department Office (Rm 209, CEB) after collecting Step 1~4 stamps.	