**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\_\_**

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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.

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| **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 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 Civil Engineering Department Office (Rm 209, CEB) after collecting Step 1~4 stamps. |  |