



**College of Management, National Cheng Kung University
International Exchange Student Leave-School Procedure Form**

***Basic Information**

系所 Dept./Inst.	學年度 Academic Year
學號 Student ID No.	姓名 Name
電子郵件 Email Address	原就讀學校 Home School
預定離台日 Expected Departure date	宿舍房間號碼 (非校內住宿生免填) Dorm Room No.

Registration Checklist

圖書館 Library	系所 Department	宿舍及住服組 Dorm Manager and Housing Service Division	華語中心 Chinese Language Center	財務處出納組 Cashier Office	管院國際學術 交流中心 International Affairs Center
借書記錄查核 (圖書與滯納金 已還清) Confirm the Circulation Record (material return / overdue fine paid up)	已歸還借用的各 種資料儀器等物 品 Return necessary documents, equipment, etc. To the related department.	住宿生退宿，繳 清住宿費(繳回鑰 匙領回押金) (非校內住宿生免辦) Check out from Dorm and pay the fee (Return the room key and refund the deposit)	至華語中心確認 繳清學習費 (給非簽約校學生) Pay the tuition of Language Center (for students of non-partner universities)	持本手續單至出 納組確認離校程 序 Confirm leaving school status	繳回本手續單至管理 學院國際學術交流中 心 Submit this form to International Affairs Center at College of Management
經辦人簽章 Executive signature / Stamp	經辦人簽章 Executive signature / Stamp	經辦人簽章 Executive signature / Stamp	經辦人簽章 Executive signature / Stamp	經辦人簽章 Executive signature / Stamp	經辦人簽章 Executive signature / Stamp

***Remarks**

- 交換學生於交換計畫結束後，須繳回本手續單至管理學院國際學術交流中心，完成離校手續。如學生未完成離校手續，之後將不發給修習證明及成績單。
The international exchange students must submit this form to International Affairs Center at College of Management when finishing the exchange program to complete the leave-school procedure. If the leave-school procedure is not completed, NCKU will not provide proof document and transcript to student's home school later.
- 於交換計畫結束後約兩個月內，管理學院國際學術交流中心將寄發中英文版成績單各一份至交換學生就讀學校，不另寄成績單予交換學生。
Two months after the exchange program is completed, International Affairs Center at College of Management will mail transcripts in both Chinese and English (1 copy for each version) to the student's home school. No transcript will be mailed to the student personally.