

National Chung Hsing University _____ (yyyy) **Fall / Spring Semester Leaving-School Confirmation for Exchange Students**

國立中興大學 _____ 學年度第 _____ 學期交換學生離校手續單

Date 日期: _____

姓名 Name	English	性別 Gender	<input type="checkbox"/> 女 Female <input type="checkbox"/> 男 Male	生日 Birth date (mm/dd/yyyy)			統一號碼 / 入台證號 (United ID No.)				系所 Department			
	Chinese													
連絡資訊 Contact Information after Leaving Taiwan	郵址 Postal Address:			學號 Student ID No.										
	電子郵件 E-mail			離臺日期 Date of Leaving Taiwan				Y	Y	Y	Y	M	M	D
單位 Unity	(1)系所 Department			(2)圖書館 Library			(3)教務處 Office of Academic Affairs				(4)宿舍 Male/Female Dormitory		(5)國際事務處 Office of International Affairs	
核章人 Person in Charge	導師 Advisor of the Department		系主任 Chairman of the Department		典藏組 Division of Circulation		註冊組 Division of Registration		服務中心 Service Center		外籍及陸籍學生事務組 Division of Foreign & Mainland Student Affairs			
核章處 Place to be Stamped				圖書館一樓 Main Counter at 1 st floor of the Library			學生證蓋章作廢 Hand in your Student ID card for 'VOID' stamp							

※請注意 Notice※

- Before leaving NCHU, please bring this completed form to Office of International Affairs (OIA). 到國際處核章前，需先完成各處室離校程序。
- According to regulations, OIA will send your **academic transcripts** and **NCHU Certificate** as an exchange student to the Office of International Affairs in your home university **before next school semester starts**. 陸生交換生結業證書於離校手續時領取，**成績單**將於**下學期開學前**統一寄送至貴校負責單位。