

## 國立政治大學\_\_學年度\_\_學期外薦交換學生離校程序

National Chengchi University\_\_\_\_Semester of Academic Year \_\_\_\_\_

## Departure Procedure Form for Incoming Exchange Students

填寫時間 Date : 年(Y) 月(M) 日(D)

政大學號 Student ID No.		姓名 Name	
辦理單位 Section	辦理事項 Contents		承辦人簽章/意見 Signature or Stamp/opinion of the officer
1. 中正館及各分館 Main Library and Branch Libraries	中正館典閱組或各分館： 結清圖書館帳號：歸還所借圖書及相關款項，並洽圖書館終止借書證權限 Circulation Section in Main Library or Branch Libraries: (1) Terminate your library account number (2) Return all the books you have borrowed and pay off related fee (if any).		
2. 各舍區服務台 Info Desk in the Dorm	檢查宿舍寢室財產： 學生返國前需持「退離宿暨退還保證金申請表」至宿舍服務台辦理寢室檢查(僅限早上 8 點至晚上 9 點)，再向各承辦單位（或系所辦公室）申請退還住宿保證金 Check property in the dorm room: Before checking out, please fill out the “Deposit Refund Form” (refer to another attachment) and take it to the info desk in the dorm to have your room inspected(only available on 8am to 9pm), then have your deposit refunded in the responsible office/department/institute.		(只適用於住學校宿舍者) (Only Applied to Students Who Live in On-campus dorm)
3. 教務處註冊組 (行政大樓四樓) Registration Section of Office of Academic Affairs (4 <sup>th</sup> floor of Administration Bldg.)	<ul style="list-style-type: none"> <li>繳回交換選讀證（註記離校後當場發還）</li> <li>註銷學籍（請於新學期開始後註銷，以利學生回國後線上查詢成績）</li> <li>To have your student ID card voided.</li> <li>Invalidate your exchange student status.</li> </ul>		
4. 政大各院系級承辦人辦公室 Exchange student coordinator's office 其他院系級辦公室	<ul style="list-style-type: none"> <li>全民健保退保(交換一年有投保健保者)</li> <li>繳回本程序單</li> <li>Withdraw from National Health Insurance.(Only applicable to one year exchange students who have NHI)</li> <li>Return this procedure form.</li> </ul>		

※ 校院系級交換學生如無遞交本程序單，成績單事宜將不予協助辦理。

Your coordinator won't be able to apply for your transcript until we receive this filled-out form.