

辦理單位Place	辦理事項Contents
1. 中正圖書館或各分館 Main Library and Branch Libraries	歸還所借圖書及相關款項，並洽圖書館終止借書證權限（若無，可免） (1) Terminate your library account number if you have applied. (2) Return all the books you have borrowed and pay off related fee (if any).
2. 電子計算機中心行政組（電 算中心二樓） Administration and Counseling Section (2F of Computer Center )	歸還所借校園授權軟體光碟，並終止借用權限（若無，可免） (1) Terminate your authority of borrowing (if any). (2) Return school-authorized software and discs you have borrowed, and pay off related fee (if any).
<b>住校內宿舍者需辦理以下程序（住iHouse或校外租屋者不必）</b> <b>The 3 and 4 steps are only for students who stay in the on-campus dorm（not for iHouse residence）</b>	
3. 各宿舍區服務台 Resident Hall Service Counter	學生離校前需持「退離宿暨退還住宿保證金申請表」至宿舍服務台辦理寢室檢查並請舍顧核章。Fill out the file call “Application for leaving the dorm” and take it to the Resident Hall Service Counter to have your room inspected.
4. 傳播學院研究中心 （傳播院館1樓） R&D Center (1F Building of College of Communication)	繳交已核章之「退離宿暨退還住宿保證金申請表」至研究中心填寫領據，辦理退回住宿保證金1000元。 Submit your “Application for leaving the dorm” to R&D Center to have your deposit NT\$1000 refunded. But you need to make an appointment with Yi Wen first.

**備註Note：**

1. 院級交換生毋需再向國合處辦理離校程序。No need to submit another departure procedure form to the Office of International Cooperation.
2. 若離校時間為非上班時間（週末或夜晚），請先走完此離校程序單，走到第3步驟時，先押1000元在宿舍服務台，再到研究中心辦理退住宿保證金。離校前**半小時**，請宿舍人員檢查宿舍後，即可拿回押金1000元。  
**If you are going to leave during non-office hour（such as weekends or nights），please finish this departure procedure first. When you are dealing with the 3th step, you should deposit NT.1000 at the info desk of the dorm, and then go to R&D Center to apply for the refund. Thirty minutes before leaving, ask the info desk to check your dorm and you can get your deposit returned after having your dorm inspected.**
3. 本院可寄送成績單電子檔至您的信箱，但若需要紙本，提供2份免費，請於離校前回覆表單告知研究中心。若你有額外需要，請先至教務處自動化繳費機繳費，再將申請聯交至研究中心。We will e-mail scanned Official Transcript to you. If you need hard copy, please tell us and we can send 2 copies for free. If you need more than 2 copies, please go to the Office of Academic Affairs first and use automatic pay machine to pay the application fees, then take the receipt to R&D Center.