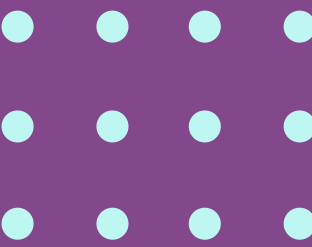


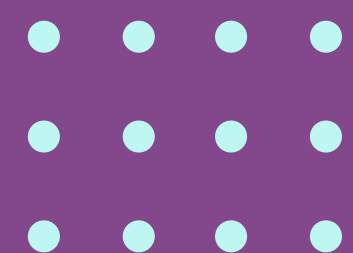
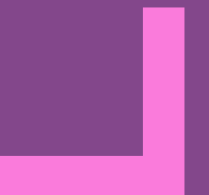
NATIONAL SUN YAT-SEN  
UNIVERSITY



# LEAVING PROCEDURES INSTRUCTIONS

by Office of International Affairs

JAN. 2022





## STEP 1.

Get stamps from your department and college offices

### WHERE?

They are where you got the stamps for your registration form. If you don't remember the room numbers, please ask Hana.



## STEP 2.

Get a stamp from the Library, even if you've never borrowed books there

### TIPS

Return all the books you've borrowed and pay back the overdue fines.



## STEP 3.

Get a stamp from the Vehicle Management Committee, even if you do not have any fine to pay

### WHERE?

It's at 1F of the Admin. Building.



## STEP 4.

Get stamps from the Dorm Office

**NOT LIVING IN THE DORM?**

Please leave the section blank



Visit the dorm office at the 1F of your dorm to pay the electricity bill and the deposit (NT200) to keep your key. You will get the first stamp here.



Go to the Dorm Service Center (located at Dorm A) to get a second stamp.



Collect the deposit when you return the key.

# LOCATION OF DORM SERVICE CENTER

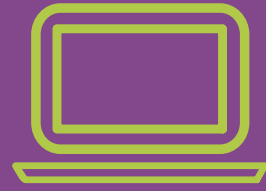
2F, DORM A



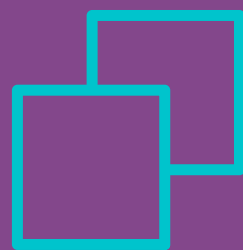


## STEP 5.

Get a stamp from OIA  
(Hana), you will have to --



Complete the online questionnaire (the link should be shared by email or you can simply scan the QR code on the leaving procedures sheet)



Upload or send 2 photos of your life here in NSYSU or Taiwan



## STEP 6.

Submit the leaving procedures sheet to  
Hana **within 3 days** before you leave!

**LEAVING  
PROCEDURES  
COMPLETED!**

**THANK YOU & FAREWELL !**