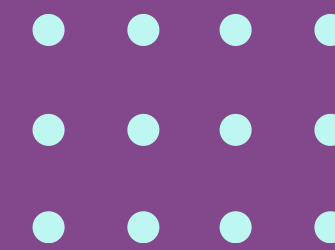


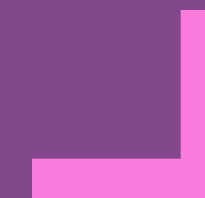
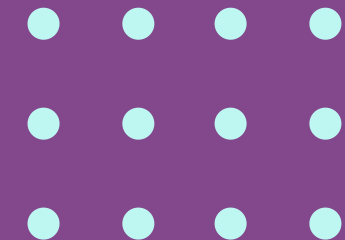
NATIONAL SUN YAT-SEN
UNIVERSITY



LEAVING PROCEDURES INSTRUCTIONS

by Office of International Affairs

APR. 2024





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.



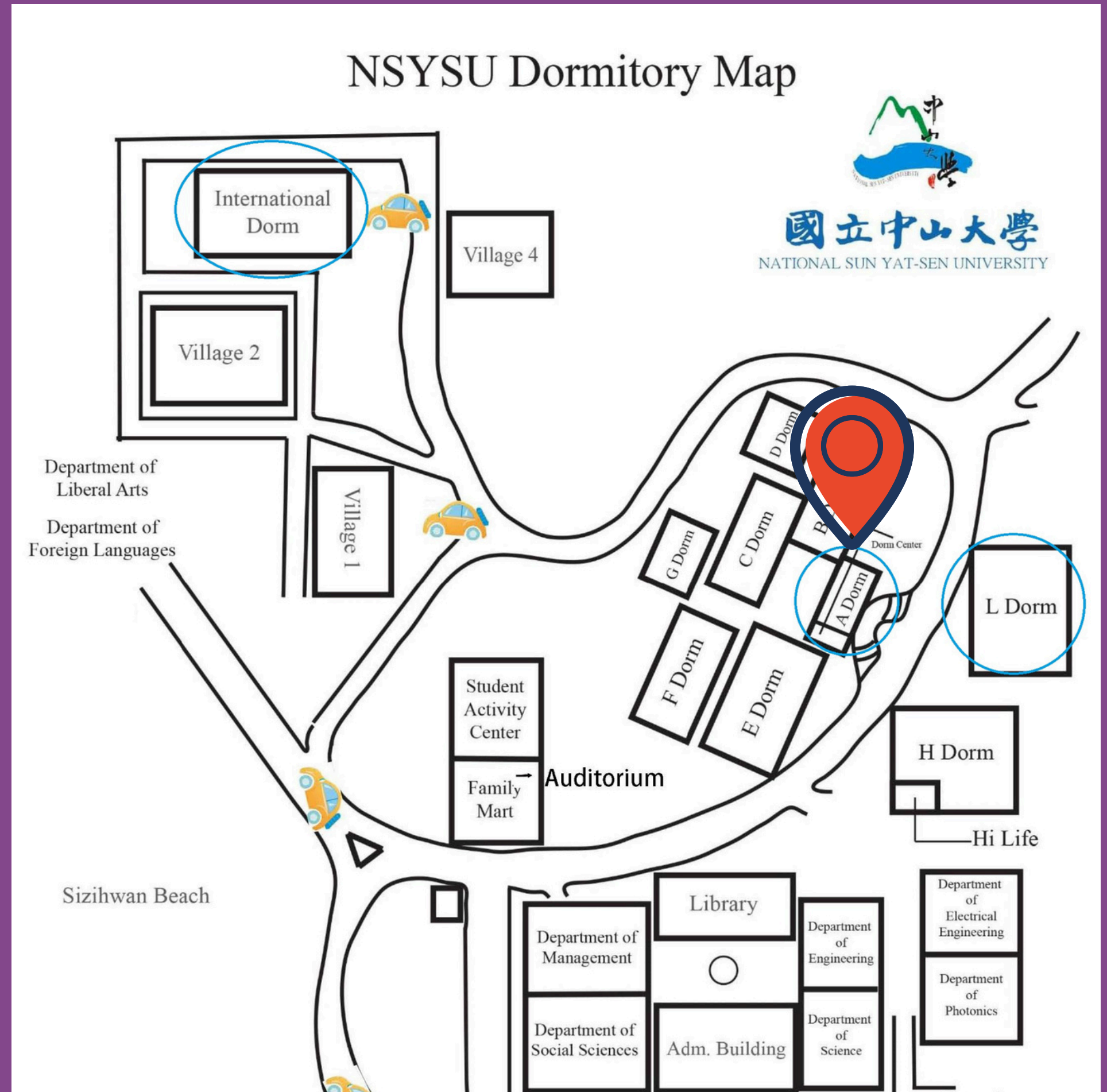
Go to the Campus Housing Service Division (located at 2F of Dorm A) to get a second stamp.



Collect the deposit when you return the key.

LOCATION OF CAMPUS HOUSING SERVICE DIVISION

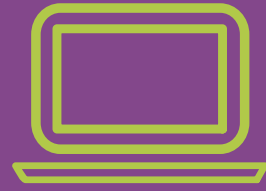
2F, DORM A





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 form)



STEP 6.

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

**LEAVING
PROCEDURES
COMPLETED!**

THANK YOU & FAREWELL !