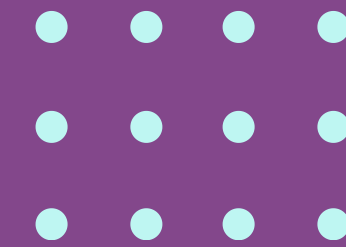


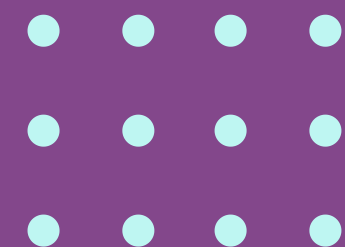
NATIONAL SUN YAT-SEN  
UNIVERSITY



# LEAVING PROCEDURES INSTRUCTIONS

by Office of International Affairs

DECEMBER 2025





## 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 Hazel.



## 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

FURTHER DORM  
CHECK OUT  
DETAILS : LEAVING  
PROCEDURES FOR  
EXCHANGE  
STUDENTS

NON-DORM RESIDENT  
CAN SKIP THIS STEP.



Visit the dorm office on the 1F of your dorm to pay a deposit (NT200) to keep your key. You will get the first stamp here.



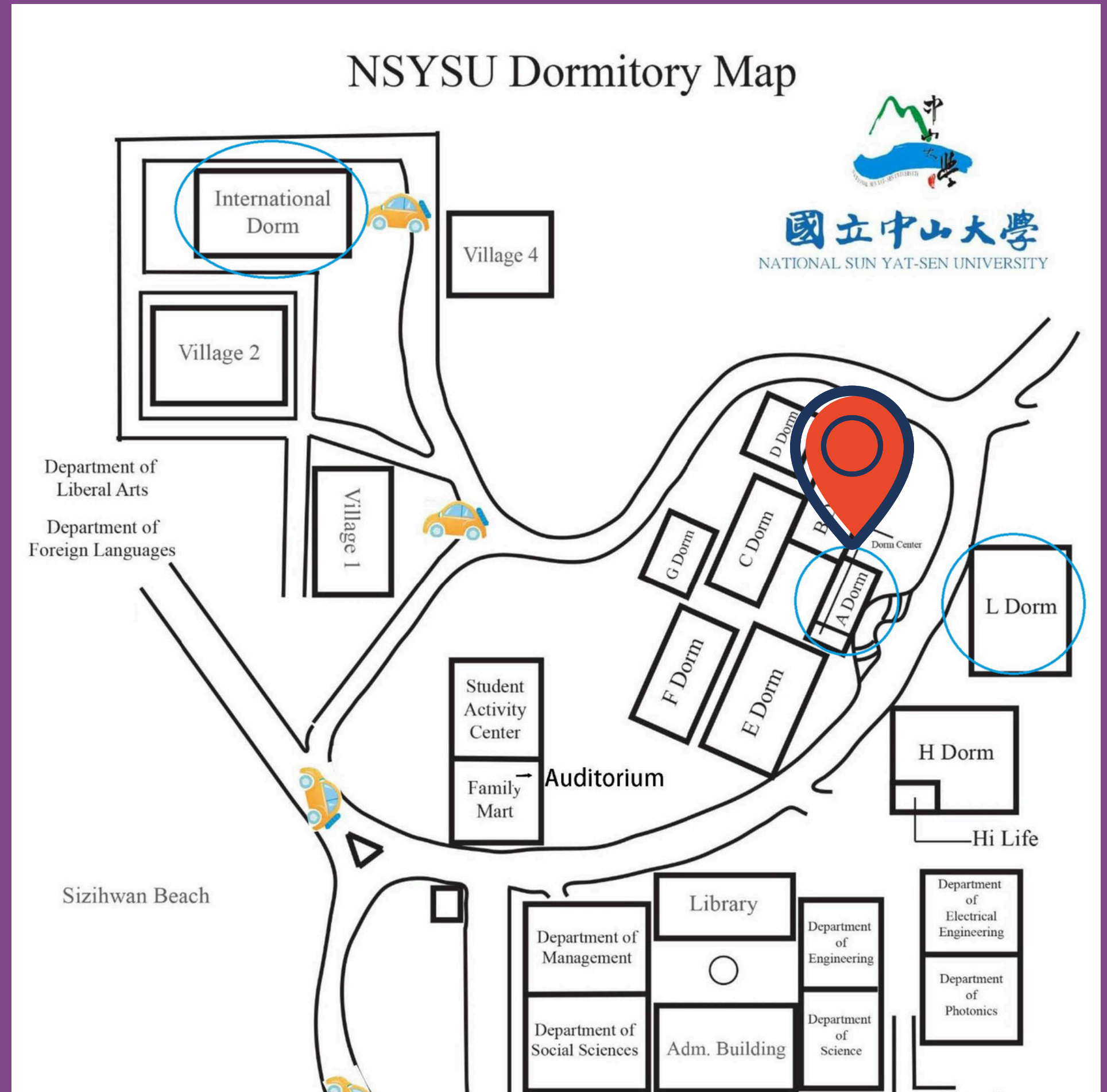
Go to the Campus Housing Service Division (located at 2F of Dorm A) to get a second stamp.



Collect the deposit when you return the key.

# LOCATION OF THE CAMPUS HOUSING SERVICE DIVISION

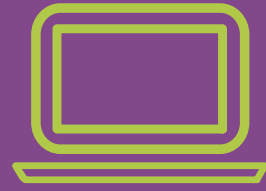
2F, DORM A





## STEP 5.

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



Complete the online questionnaire (the link is shared by email, or you can scan the QR code on the leaving procedures sheet to complete it)



## STEP 6.

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

**LEAVING  
PROCEDURES  
COMPLETED!**

**THANK YOU & FAREWELL !**