

國立中山大學112學年度第二學期境外交換生離校手續單  
*National Sun Yat-sen University*  
*Leaving Procedures Sheet for Incoming Exchange Students*

學院/系所別 College/Dept./Institute Enrolled :

學號 Student ID No. :

姓名 Name :

離臺日期 Departure Date(from Campus) :

辦 理 單 位 Contact Office	辦 理 事 項 Descriptions	承辦人簽章 Signature/Stamp
學院/系所 College/Dept./Institute Office	至學院/系所蓋章 Collect stamps at College and Dept./Institute Office	系所 Dept./Institute
		學院 College
圖書館 Library	繳還所借圖書 Return borrowed book. 結清缺繳滯還金 Pay back the overdue fines. 獲得確認章 Get a clearance stamp	
車輛管理委員會 Vehicle Management Committee	結清違規處理費 Pay off the fines of violation. 獲得確認章 Get a clearance stamp	
宿舍服務站 Dorm Office– pay the electricity fee & deposit 宿舍服務組 (翠亨宿舍區) Dorm Service Center (Dorm A) – register for check-out  <b>(離宿前3天完成核章 Complete this part within 3 days before you leave the dorm)</b>	1. 繳清電費及繳交鑰匙押金200元 Pay the electricity bill & deposit of NT\$200 for keeping your room key before you check-out 2. 到宿舍服務中心告知退宿日期 Register for check-out at the Dorm Service Center 3. 退宿時繳還宿舍鑰匙及取回鑰匙押金 Return the room key and collect the deposit at your dorm office upon check-out.	
國際事務處 (行政大樓 行2004) Office of International Affairs (Administration Building 2F, Room 2004)	1. 填繳線上問卷調查 Complete the questionnaire. 2. 離校手續單會由國際處承辦人轉交給註冊組 The Leaving Procedures Sheet will be delivered to the next office by OIA staff.	
註冊組 Registration Division	繳回離校手續單(由國際處承辦人轉交) Return the Leaving Procedures Sheet (by OIA staff)	

Note :

1. The transcripts will only be sent after all the procedures are completed. 離校手續完成後才會取得交換成績單。
2. TWO copies of your transcript will be sent to your university after the grades are uploaded. 交換成績單於學期結束後寄至您的母校。



*Online Questionnaire QR code*  
線上離校問卷 QR code