

國立政治大學__學年度__學期外薦交換學生離校程序

National Chengchi University ____ Semester of Academic Year ____
Departure Procedure Form for Incoming Exchange Students

填寫時間 Date : 年(Y) 月(M) 日(D)

政大學號 Student ID No.	姓名 Name	
辦理單位 Section	辦理事項 Contents	承辦人簽章/意見 Signature or Stamp/Comments
1. 中正館及各分館 Main Library and Branch Libraries	中正館典閱組或各分館： 結清圖書館帳號：歸還所借圖書及相關款項，並洽圖書館終止借書證權限 Circulation Section in Main Library or Branch Libraries: (1) Close your library account. (2) Return all the books you have borrowed and pay off related fees (if any).	
2. 各舍區服務台 Dorm Service Center	檢查宿舍寢室財產： 學生返國前需持「退離宿暨退還保證金申請表」至宿舍服務台辦理寢室檢查(僅限早上 8 點至晚上 9 點)，再向各承辦單位(或系所辦公室)申請退還住宿保證金 Room inspection: (1) Please also fill in the "Form for Deposit Refund" and ask Dorm Service Center staff for room inspection (only available from 8 am to 9 pm). (2) Hand in the two forms to your coordinator and get the deposit refund.	(只適用於住學校宿舍者) (Only for Students Who Live On-campus)
3. 國際合作事務處 (行政大樓八樓) OIC Service Desk, Joint Office (8 th Floor, Administration Building)	<ul style="list-style-type: none"> ● 全民健保退保(交換一年有投保健保者) ● 繳回本程序單 ● Withdraw your National Health Insurance. (Only applicable to one-year exchange students who have NHI). ● Submit the Departure Procedure Form. 	

※ 校院系交換學生如無遞交本程序單，成績單事宜將不予協助辦理。

We'll send the transcript to your home university within 2 months after we receive the completed form.