

School Leaving Procedure for Exchange Students at NCCU

- * Students who live in the **NCCU-iHouse** or **off-campus** only need to hand in **ONE** form.

Step 1. Print out the “**Departure Procedure Form**”.

Step 2. Go to the **Library** to have the first column of the “**Departure Procedure Form**” stamped.

Skip the second column of the form (Dorm Service Center) since you do not live on campus.

Step 3. Go to the OIC office to hand in the form to **your coordinator** during office hours (09:00-12:00 or 13:30-17:00).

- ** Students are suggested to complete the procedure a few days before leaving Taiwan.
- *** Around a week after you complete the procedure, **your student ID card will no longer be able to access the library.**