淡江大學\_108\_學年度第\_1\_學期校級交換生離校單

Tamkang University Exchange Students Leaving Procedure Form

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| □學士(Bachelor) □碩士(Master ) □博士( Ph. D) 學 號(Student ID)： 系 所(Department)： 姓 名(Name )：  |
| (1)各系所 Department(核章/stamp)日期： 年 月 日 |  (2)覺生紀念圖書館總館2樓流通櫃2nd Floor of the Main Library(核章/stamp)日期： 年 月 日 | (3)財務處 (G401)Office of Finance (核章/stamp)日期： 年 月 日 |
| (4)淡江學園(大陸交換生)麗澤國際學舍(外籍交換生)  International Exchange Students : Reitaku International House  | (5)境外生輔導組（T1001）(大陸交換生Only for Mainland Exchange Student) | (6)國際暨兩岸交流組 (T1006 ) International and Cross-Strait Exchange Section |
| (核章/stamp)日期： 年 月 日 |  x(核章/stamp)日期： 年 月 日 | (核章/stamp)日期： 年 月 日 |
| 1. **未完成離校手續者將不發予成績單**

Those who have not completed the leaving procedure will not receive their academic transcripts1. **完成離校程序後，即不可再使用國際學生證之悠遊卡功能，違者自行負責**

After completion of leaving procedures, student ID card must not be used as an Easy Card , violator will have to take responsibility.1. **外籍交換生：請於遞送離校單至「麗澤國際學舍」前，自行退出健保，並攜帶證明辦理離校。**

For International Exchange Students: Students are required to cancel their NHI before the leaving procedure.1. **請依序辦理離校手續：**

(1)各系所→ (2)覺生紀念圖書館→ (3)財務處→ (4)麗澤國際學舍/淡江學園→ (5)國際暨兩岸交流組 Please complete the leaving procedure by taking this form to the following locations in sequential order:(1) Your department (2) Chueh Sheng Memorial Library (3) Office of Finance(4) Reitaku International House or Tamkang University Student Dorms(5) International and Cross-Strait Exchange Section  |

 表單編號：(AUIX-Q03-001-FM008-03\_01)