**世新大學姊妹校交換生離校程序表**

**Departure Form for international students**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 姓 名Name |  | 性別Gender |  | 學號Student ID |  |
| 來校期間Studying Period |  | 原就讀學校Home University |  |
| 通訊地址Home Address |  | 連絡電話Contact phone number |  |
| 電子郵件地址Email Address |  |
| 預定離台日期Departure date |  | 航班時間Flight schedule |  |
| 航班號碼Flight No. |  | 機場與航廈Airport 、Terminal | ＿＿＿＿＿＿＿＿＿機場、第＿＿＿＿航廈\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Airport,Terminal\_\_\_\_\_ |
| 學生簽名Signature |  | 日期Date(yyyy/mm/dd) |  |

**Check List**

|  |  |  |  |
| --- | --- | --- | --- |
| 單 位Office | 圖書館閱覽組(二樓)Readers’ Service Section, Library ( 2F) | 出納組\*宿舍水電費結清Cashier SectionAdministration(1F) | 教務處(註冊課務組)Academic Affairs Office (With your Student ID)Administration (2F) |
| 承辦人簽章Signature |  |  |  |

※届出書に記名押印の上、2019年6月14日までに国際交流センターにご提出くださいThe form must be done and deliver the sign and stamped document to office of International Affairs **by June 14, 2019.**

※上記の欄をご記入の上、修了証明書を発行いたしますThe one who did not complete the **red part** will not get the exchange certification and transcript.

 (下記の欄のご記入は不要ですThis column is for Office of International Affairs )

|  |  |  |
| --- | --- | --- |
| **承辦單國際事務處** | **會辦單位** | **決行** |
| 國際學交流中心承辦人 | 國際長 | 教務處註冊課務組 | 教務長 |