**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 Section  Administration(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 |