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| 國立宜蘭大學訪問學生離校程序單  National Ilan University  Departure Procedure Form for Visiting Students |
| 基本資料 / Basic Information |

姓名 / Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_＿＿＿＿＿

系所 / Department / Graduate Institute of: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_＿＿＿＿＿＿＿

原就讀學校 /Home University: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_＿＿＿＿

E-MAIL Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_＿＿＿＿

在台聯絡電話 / Contact Phone Number in Taiwan: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_＿＿＿＿＿＿ˍ\_

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| 離校程序 / Departure Procedure | | | |
| 接待教授簽章/  Host Prof. Signature | 系所簽章 /  Department  (Executive Stamp) | 院長簽章 /  Dean  (Executive Stamp) | 出納組簽章 /  Cashier Division  (Executive Stamp) |
|  |  |  | 請確認是否已繳納 行政費及宿舍費(如有住宿) |
| 學生宿舍簽章 /  Student Dormitory  (Executive Stamp) | 圖書資訊館簽章 /  Library  (Executive Stamp) | 體育館簽章 /  Physical Education Office  (Executive Stamp) | 國際事務處簽章 /  Office of International Affairs  (Executive Stamp) |
|  |  |  | 請確認是否已繳回借書證 |

**重要事項Important Note:**

**訪問學生於訪問期間結束時，需繳回本程序單至國際事務處，方完成離校手續。**

**Visiting Students MUST complete this form and submit it to Office of International Affairs before leaving NIU.**