|  |
| --- |
| 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\_

|  |
| --- |
| 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.**