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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 | 系所單位核章Department Executive Stamp | 院級單位核章College Executive Stamp | 出納組核章Cashier Division Stamp |
|  |  |  | 請確認是否已繳納行政費及宿舍費(如有住宿) |
| 學生宿舍核章Student DormitoryExecutive Stamp | 圖書資訊館核章Library Executive Stamp | 體育館核章Physical Education OfficeExecutive Stamp | 國際事務處核章Office of International AffairsExecutive 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 with student card to Office of International Affairs before leaving NIU.**