

**國立嘉義大學國際交換學生離校程序單**  
Deregistration form for International Exchange Students

姓名 Name	學號 Student Number
系(所) Department/Institute	交換學年度 Exchange Year : ____ (month), 20__ (year) to ____ (month), 20__ (year)
原就讀學校 Home University	電子郵件 Permanent E-mail Address

Deregistration procedure

程序 Steps	項目 Tasks	經辦人簽章 Stamped by	承辦單位 Administrative Office
1	圖書/滯還金已繳清 All checked-out books returned /overdue fees paid		圖書館 Library
2	已歸還借用的各種資料儀器 等物品 Return all items borrowed from your department		系、所 Department
3	繳交交換學生學習報告 Hand in exchange student study report		研發處 R&D Office
4	各項費用繳交確認 Fee payment confirmation		出納組 Cashier Services Section
5	繳回本程序單併同學生證至註冊組 Return this form together with the student ID to the Division of Registration		註冊組 Division of Registration

- ※ 交換生於交換計劃結束時，需繳回程續單及學生證至教務處註冊組，完成離校手續。
- ※ 於交換計畫結束 1 至 2 個月後，本校研發處會寄發中英文版成績單各二份至交換學生原就讀學校承辦人，不另寄發成績單給學生，若需成績單請洽註冊組（中文版每份 10 元、英文版每份 20 元）。
- ※ All exchange students must complete the deregistration procedure and submit this form together with the student ID to the Division of Registration before leaving NCYU.
- ※ NCYU will send two copies of your official transcript (one for the student and one for the home university coordinator) in both Chinese and English to your home university by regular post about 1-2 months after the end of the exchange period. No transcripts will be mailed directly to students. For extra copies contact the Division of Registration (NT\$10 for Chinese version; NT\$20 for English version).