

附件1：辦理離校手續

業務單位		辦理事項	Project	聯絡電話
1	系辦 Department/ Ggraduate Office	研究生： 繳交論文及指導教授同意離校單，若有兩位以上指導教授者須皆簽名同意。 大學部： 歸還借用物品及符合各系畢業規定。	Graduate Students: submission of advisor's signed consent and a copy of your thesis/dissertation. Undergraduate Students: ensure you have met relevant department requirements and returned all the borrow items.	各系辦分機
2	體育室	歸還借用器材	Return instruments, or any other borrowed items.	07-7172930 #1555
3	課外活動組 Extra-curricular Activities Division, Office of Student Affairs	歸還學位服	Return gowns	07-7172930 #1261/6233(歸還學位袍) #1256(畢業離校流程卡關)
4	生活輔導組 Guidance and Counseling Division, Office of Student Affairs	辦理退宿並搬離宿舍，保持寢室清潔、繳回鑰匙及磁卡並經檢查通過後歸還押金。	Move out the dormitory. After the room inspection and return of the key and keycard, the deposit will be returned to you.	07-7172930 #1236 #6532
5	出納組 Cashier Division	繳清積欠學雜費及學分費	Clear all Tuition & Miscellaneous Charges	07-7172930 #1363、#1364
6	國際事務處 Office of International Affairs	健保(限境外生：僑生、外國學生) 陸生請附「辦理單次出境證」	National health insurance (For international students)	07-7172930 #3955(黃)、 #3956(呂)

		資料		
7	圖書館 Library	還清借書及無欠繳滯還金。 研究生需 1.上傳學位論文全文電子檔 2.繳交學位論文一冊(精裝或平裝皆可)及授權書一份(親筆簽名)	Return all the borrowed books and pay off the fines Graduates should 1.Upload your thesis electronic file- 2. Turn in a copy of your thesis/ dissertation (hardcover or paperback) and your authorization form.(personally signed)	07-7172930 #1443(和平)、 #6402(燕巢)
8	師資培育與 就業輔導處 Teacher Education and Careers Service	1.校友服務組—校友資訊網登錄資料(單一登入平台-畢業離校-點選連結填寫資料) 2.課程組—師資生須先遞出師資職前課程審查認定申請表，非師資生者免予辦理。	1. Alumni Services Division: register at University Alumni Network.【SSO】- Graduation- Leaving the University - Click the link to fill in the information) 2. Curriculum Division: Students who participated in the Teacher Education programs are required to submit an application form for pre-employment course review and certification. Those who do not have the qualifications for teacher education are exempted.	07-7172930 #1463、1464(校友服務組) #1804、1811(課程組)
9	教務處 Office of Academic Affairs	1. 備妥物品 ●大學部：學位照片。 ●研究所：前項、學生證(過卡後領回)與繳交畢業論文平裝本一冊。 2. 委託領取者除須繳交上列資料外，尚須填寫委託書乙份及攜帶受託人印章。	1. Please visit the Office of Academic Affairs on Yanchao or Heping campus to hand in your student ID, 1 diploma photo, and 1 copy of your paperback thesis/dissertation(Graduate Students) to collect your diploma. 2. If you are not able to come in person, you are required to authorize another person to collect your diploma with an authorization form signed by you. The authorized person also needs to bring your	07-7172930 #1131~1136(和平) #6102~6106(燕巢)

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