國立高雄大學畢業生離校程序單

Deregistration Form for International Student

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| 姓名Name： | 學制 Program | □學士班 Bachelor Program □二年制專班 Two-Year Program□碩士班 Master Program □博士班 PhD Program□碩專班 Continuing Education Program  |
| 就讀系所：Department/ Institute | 學號：Student ID Number |
| 畢業時間： 學年度 學期Graduation Year | 辦理日期： 年 月 日Date |
| **辦理項目****Items** | **承辦單位****Handling Unit** | **手續完成主辦單位簽章處****Stamp** |
| * 歸還借用之各種資料、儀器等物品。

Return everything borrowed, such as equipments and materials.* 研究生繳交論文紙本，論文依各系、所規定辦理。

Graduate students hang over thesis paper. | 學系Office of Department/Institute |  |
| * 依各系規定辦理。

Go through the procedures by rules of the department. | 系主任Department Head |  |
| * 歸還借用之各種器材物品。

Return equipment borrowed. | 體育室(體育健康休閒大樓)Physical Education Room of Sports and Leisure Multi-Functional Building |  |
| * 歸還所借圖書與物品。

Returns books and materials.* 論文繳交。

Hang over thesis paper.(1) 電子檔上傳。 Upload electronic files(2) 論文紙本三冊（至少含精裝一冊）及電子論文授權書（一份三頁）。Hang over authorization certificate and three volumes of thesis paper, at least one handover copy. (3) 紙本論文是否延後公開[申請書](http://drupal7.nuk.edu.tw/sites/default/files/%E5%8D%9A%E7%A2%A9%E5%A3%AB%E7%B4%99%E6%9C%AC%E8%AB%96%E6%96%87%E5%BB%B6%E5%BE%8C%E5%85%AC%E9%96%8B%E7%94%B3%E8%AB%8B%E6%9B%B8.pdf)。Fill out the postponed application for open thesis.  | 圖書資訊館二樓流通櫃檯Front Desk on 2F of Library and Information Building |  |
| * 確認畢業資格（含學位考試）

Check out the qualification of graduate.* 學位考試成績（研究生）。

Check out the grades of examinations. (for graduate students.)* 務請攜帶學生證，並領取畢業證書。

Bring your student card to get diploma of graduation.* 若『操行成績』未送達者，請洽【學務處】。

If you didn’t get the conduct, please check it out at Student Affairs. | 教務處 註冊組Academic AffairsRegistration Section |  |
| * 請繳交以下2項文件：

Please hang over two documents below:(1) 下載並填妥「[畢業後通訊資料更新表](http://www.sa.nuk.edu.tw/download/07graduate/ga_contact.doc)」。Download and fill out the form for contact information.(http://www.sa.nuk.edu.tw/download/07graduate/ga\_contact.doc)(2) 填寫「畢業生流向調查問卷」，印出繳回。Print and fill out the questionnaire.(http://adm.nuk.edu.tw/signup/Menu.asp)* 下載填妥「[就業服務調查表](http://www.sa.nuk.edu.tw/download/07graduate/%E5%B0%B1%E6%A5%AD%E6%84%8F%E9%A1%98%E8%AA%BF%E6%9F%A5%E8%A1%A8%28%E9%AB%98%E9%9B%84%E5%A4%A7%E5%AD%B8%E5%B0%B1%E6%9C%8D%E8%87%BA%29.doc)」交回。

Download and fill out the form for job tendency.(http://www.sa.nuk.edu.tw/download/07graduate/就業意願調查表(高雄大學就服臺).doc)* 辦理退宿

Deregistration for dorm. | 學務處畢輔組 生輔組Student Affairs |  |
| * 繳清所有學雜費與住宿電費。

Pay up all the tuitions and fees.  | 總務處出納組General Affairs |  |
| * 全民健康保險退保

Get cancelation for National Health Insurance.* 填寫畢業生基本資料

Fill out the form for graduate basic information. | 國際事務處International Affairs |  |

※註1: 學生辦妥離校手續，至教務處註冊組繳回本單後，才發給畢業證書。

Go through the procedures above, and hang over this form to Academic Affairs Registration Section to get the graduate certification.

※註2: 授權他人代領畢業證書者，請附委託書；委託人須備妥身分證明文件。

Bring a warrant and document for identification as entrust someone to get diploma of graduation.