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 Affairs  Registration 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/就業意願調查表(高雄大學就服臺).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.