

# 國立高雄科技大學 進修部 研究生離校手續單

National Kaohsiung University of Science and Technology Division of Continuing Education Master Degree Student Deregistration Form

\_\_\_\_\_系所(Dept./Institute) \_\_\_\_\_年級(Grade) 學號(Student ID No.)\_\_\_\_\_.

學生姓名(Name) \_\_\_\_\_ 聯絡電話(Contact No.) \_\_\_\_\_.

校區 Campus	<input type="checkbox"/> 建工校區 Jiangong Campus <input type="checkbox"/> 第一校區 First Campus <input type="checkbox"/> 楠梓校區 Nanzih Campus <input type="checkbox"/> 旗津校區 Cijin Campus	
辦理單位 Unit	辦理事項 Description	承辦人簽核 Signature of Staff-in-charge
系所 Department/ Institute	論文內容修訂完成，經指導教授同意，始得辦理離校手續。 Student complete revised the master's thesis, and Thesis Advisor agree School leaving processes for student.	(指導教授 Thesis Advisor)
	依各系所規定辦理歸還實驗室、系辦公室所借物品。 ※研究生繳交論文本數(依各系所規定) Return all items borrowed from school laboratories or department office. *Graduate students shall submit their thesis/dissertations.	(承辦人 Case Officer)
		(所系主管 Chairman)
圖書館 Library	楠梓/旗津校區：圖資大樓1樓 Nanzih / Cijin Campus: Library and Information Building 1F  建工校區：資訊工業大樓1樓 Jiangong Campus: Information Industry Building 1F  第一校區：圖資大樓2樓 First Campus: Library and Information Building 2F	歸還向本校區及其他校區圖書館所借閱圖書資料。 結清欠款及館際合作申請。 ※研究生完成本校學位論文系統檔案上傳及授權。 ※研究生繳交論文2本 Return all books borrowed from the University or other universities. Pay up fines or fees for interlibrary services. *Graduate students shall upload their thesis/dissertation onto the First Tech E-Theses system and complete copyright license agreement. *Graduate students shall submit 2 copies of their thesis/dissertation
財務處 (出納組) Office of Financial Affairs (Cashiers Section)	楠梓/旗津校區：行政大樓3樓 Nanzih / Cijin Campus: Administration Building 3F 建工校區：行政大樓1樓 Jiangong Campus: Administration Building 1F 第一校區：行政大樓3樓 First Campus: Administration Building 3F	結清各項費用(含電腦網路使用費) Pay up all required fees. (Include computer network usage fee)
校友服務暨 實習就業中心 Alumni Service and Career Development Center	楠梓/旗津校區：行政大樓5樓 Nanzih / Cijin Campus: Administration Building 5F 建工校區：行政大樓2樓 Jiangong Campus: Administration Building 2F 第一校區：創業園區1樓 First Campus: Entrepreneurship Park 1樓	確認畢業生動向資料(校友服務組) (境外生、非畢業生免辦) Graduates survey (No need for overseas students)
國際事務處 Office of International Affairs 【本國生免辦】	第一校區：行政大樓3樓 First Campus: Administration Building 3F	確認參與國際交流活動(雙聯學制或交換學生)情形。 確認境外生(外籍生、陸生、僑生)離校情形。 For students who have studied dual-degree program or exchange program. Checking overseas student status (including international students, mainland Chinese students, and overseas Chinese students).
進修推廣處 Office of Professional and Continuing Education	楠梓/旗津校區：海天樓3樓 Nanzih / Cijin Campus: Hai-tan Building 3F  建工/第一校區：行政大樓4樓 Jiangong / First Campus: Administration Building 4F	請持學生證至教務組註記身份別 <b>Please bring your student ID card for enrollment status registration.</b> 確認離校情形 <input type="checkbox"/> 畢業 <input type="checkbox"/> 公告退學 <input type="checkbox"/> 交換生 <input type="checkbox"/> 其他： De-registration status: <input type="checkbox"/> Graduating <input type="checkbox"/> Being expelled from the University <input type="checkbox"/> Exchange student <input type="checkbox"/> Others: _____ (please specify)
		學位證書領取者簽名 (signature of recipient):  離校日期： 年 月 日 School leaving date: (YYYY/MM/DD)

※說明：1.本表不適用休退學申請。 2.離校手續僅進修推廣處須最後辦理，其他辦理單位，無先後順序。

※Note: 1. The application form is not applicable to applications of suspension/withdrawal from the University. 2. Final station Office of Professional and Continuing Education. Other stations are not necessary to complete the de-registration procedure pursuant to the order of units listed above. 3. Students may receive relevant diploma/certificate when the de-registration procedure is completed.