

日間學制學士班畢業生離校手續單

National Taiwan Ocean University

□1st □2nd Semester of Academic Year _____

Graduation Procedure (Undergraduate Students)

送會順序 Step	受理單位 Unit	辦理事項 Processes	承辦人核 章 Authorizing Stamp
1	就讀學系 Department	1、學系聯繫事項 2、查核填妥「大專校院學生畢業生流向 資訊平台問卷調查」(外國學生免填) 1. Departmental matters 2. Check if the student completed the on-line Alumni Questionnaire. (International students need not finish the Questionnaire.)	
2	保管組 (學位服管理站) Division of Property Management	繳還學位服 (海事大樓 1 樓) Return Academic Dress (Ground Level of Marine Science Building)	
3	圖書館 Library	歸還所借書刊並繳清逾期罰款 Return all checked out books and pay the fine for overdue books	
4	註冊課務組 Division of Registration and Curriculum	繳回手續單、學生證及 半年內 2 吋近照乙張 Hand in the form, Student ID Card and one recent 2-inch photo	

- 說明：
1. 請依表列順序，依次完成離校手續。
 2. 畢業生請攜帶本表及學生證至註冊課務組申領畢業證書。
 3. 非本人辦理者，請攜帶委託書及雙方身份證影本辦理。委託書請至註冊課務組網頁下載。
 4. 「大專校院畢業生流向資訊平台問卷調查」相關事宜，請逕洽實習暨就業輔導組。(外國學生免填)

Note:

1. Please follow the steps listed on the form to complete the procedures to leave the University.
2. Graduates should bring the procedure form and the Student ID Card to the Division of Registration and Curriculum to claim the Graduation Certificate.
3. If the graduate is not able to complete the procedures in person, he or she may commission an agent to complete the procedures with the Letter of Attorney and the photocopies of both parties' National ID Cards (passport). The Letter of Attorney is available to download at the NTOU website/ Division of Registration and Curriculum.
4. Please contact Division of Internship and Career directly for the information about the on-line Alumni Questionnaire. (International students need not finish the Questionnaire.)

系別 Dept. : _____ 班別 Class : _____

學號 Student ID No. : _____ 姓名 Name : _____

離校日期 Date of Leaving : _____ 年 _____ 月 _____ 日 (YYYY/MM/DD)