

國立臺灣海洋大學 學年度第 學期  
日間學制研究生畢業離校手續單

National Taiwan Ocean University □1st □2nd Semester of Academic Year \_\_\_\_\_  
Graduation Procedure (Graduate Students)

送會順序 Step	受理單位 Unit	辦理事項 Processes	承辦人核章 Authorizing Stamp
1	各系所 Department	1、查核論文建檔。 2、繳交論文：依各系所規定繳交。 3、指導教授簽章：_____	
2	國際處(外國學生) Office of International Affairs (for international students)  軍訓室 (港澳生、僑生) Military Training Office	辦理退保，出入境通報等相關事宜 Cancellation of insurance, notification of departure, etc.	
3	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)	
4	圖書館 Library	1、歸還所借書刊並繳清逾期罰款。 2、確認數位檔案上傳完成 (自 e-mail 中列印「審核已通過通知單」)。 3、繳交論文兩本 (內含本校授權書正本親筆簽名)。	
5	註冊課務組 Division of Registration and Curriculum	1、確認近半年 2 吋照片上傳完成。 2、繳交論文一本(內含學位論文及格證明正本親筆簽名)。	

說明： 1. 請依表列順序，依次完成離校手續。  
2. 領取學位證書時，應繳回本表、學生證。  
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。

Note: 1. Please follow the steps listed on the form to complete the procedures to leave the University.  
2. While claiming the diploma, the graduate should also turn in the form and Student ID Cards.  
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.

系所 Dept./Institute : \_\_\_\_\_ 班(組)別 Class (Division) : \_\_\_\_\_

姓名 Name : \_\_\_\_\_ 學號 Student ID No. : \_\_\_\_\_

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