國立臺東大學華語中心 華語生離校申請

NTTU CLTSC Foreign Student Exit Application

一、辦理事項 Transact：□ 退學 Dropped　　□ 結業 Graduation

二、申請時間 Application Time：　　　年 Year　　　　月 Month　　　日 Day

三、申請人資料 Applicant Information

中文姓名 Chinese Name		國籍 Country	
英文姓名 English Name		護照號碼 Passport No.	
出生年月日 Date of Birth		性別 Gender	□ Male □ Female
電子信箱 E-mail		聯絡電話 Tel.	
通訊地址 Postal Address			
班別 Class	□ 學季班 Seasonal Program □ 華語專班 Individual Program □ 生活會話班 Life Conversation Program		

請交由各處室簽章 Please submit it to those offices for signatures or seals.		
圖書館櫃台 Library Counter	※是否已歸還書籍與繳納欠費。 Whether books have been returned and arrears paid. □是 Yes	經辦人 Manager
學務處生活輔導組 Office of Student Affairs	※是否已辦理學生宿舍退宿手續(非住校者可略過此欄)。 Whether the student dormitory check-out procedure has been completed (non-residents can skip this column). □是 Yes	經辦人 Manager
華語中心 CLTSC	※本學期成績是否已結算。 Whether the grades for this semester have been settled. □是 Yes	經辦人 Manager

※備註 Note：

1.學生須辦妥離校手續且本學期成績皆已結算，始發給結業證書。

The student have to complete exit procedures, and the grades for this semester have been settled, the certificate of completion will be issued.

2.委託他人代領結業證書者，需附雙方具名簽章之委託書。

For entrusting another person receive certificate of completion, you have to attach power of attorney that signed by both parties.

3.如須委託學校郵寄結業證書，請至華語中心填寫信封並貼足 92 元掛號郵資。

If you need to entrust the school to mail the certificate of completion, please go to the NTTUCLTSC's office to fill in the envelope and affix the registered postage. Postage is NT$92.

申請人簽章 Applicant signature：_____