



國立高雄大學畢業生離校程序單

School-leaving Procedure for International Student

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： Graduation Year		學年度 學期 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 rules by Department/Institute.		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 。 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	
☐ 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	
☐ 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 」。 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 」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	

☐ 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	
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※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.