

國立臺灣師範大學 秋季班來校交換生/訪問生離校證明書

National Taiwan Normal University Leave Request Form for Inbound Exchange/Visiting Students

I. 填寫人資料 Personal Information

姓名 Name	近藤由紀/KONDO		母校名稱 Home University	同志社大學
交換系所 Host Department	IU84		學號 NTNU Student ID Number	90699051X
交換期間 Period of Exchange		秋季班 Spring Semester	預定離校日期 Expected Date of Leaving NTNU	2025/09/10
離校原因 Reason			搭機離臺日期 Date of Flight Departure	2025/09/10
申請人簽名 Signature			申請日期 Date of Application	2025/09/08

II. 各單位會章 Please follow the instructions to complete the procedure

單位名稱 Name of Administration	流程 Procedure	單位章/日期 Stamp of Administration & Date
圖書館 Library	Please go the counter in the Library to check if you have cleared your circulation record. Note that all the borrowed books should have been returned and overdue fees should have been paid as well. After fulfilling necessary obligation, please ask the library staff to put a stamp on the right side.	
交換/ 訪問系(所) Host Department	Please bring your Student ID Card to the Office of the host department and ask the senior staff to put a stamp on the right side.	
學校宿舍 Dormitory (Please check one)	<input type="checkbox"/> Gongguan Campus <input type="checkbox"/> NTNU Campus Inn <input type="checkbox"/> Off-campus Accommodation	

III. 國際事務處 Office of International Affairs only

寄發成績單 Issuing of Transcripts	Both the transcript and the MTC Record of Study will be posted directly to your home university.	單位章 OIA
學生證 Student ID Card	After the semester, student benefits of the Easy Card and related use rights will automatically expire.	

※請將此表格交至臺灣師範大學國際事務處Please submit your request form to the OIA, NTNU.