**學年度 學期畢業生離校手續單**

**Graduation procedure form of \_\_\_\_\_ Semester of \_\_\_\_ Academic Year**

申請人姓名(Name)：　　　　　　學號(ID)：　　　　 手機(Phone)：

|  |  |  |
| --- | --- | --- |
| **繳交單位**  **(Place)** | **繳交項目**  **(Item)** | **驗收簽章**  **(**Signature**)** |
| 辦理離校手續應完成下列事項，將本單繳回所辦公室存查後，方能離校。 | | |
| **實驗室(Lab)**  **指導教授(Advisor)** | 請各實驗室依所屬規定驗收、核章  Signature of Advisor  Advisor shall sign as a consent to proceed graduation process |  |
| **系辦公室**  **(Office)** | **►離校流程表**Graduation Procedure Form  1.請至畢業生離校手續查詢系統進行相關作業並列印離校單  Please link “Online Application System for Graduation from NCKU” to print out the "Graduation Procedure Form",”（<http://campus1.ncku.edu.tw/leave/index.php>　帳號密碼同選課Your password is the same as one of system for course selection)  **►系辦公室**Department office  2.論文1本(博士精裝本、碩士平裝本)　  Thesis\*1 (Ph.D-Hardcover/ Master-Softcover)  3.繳交指導教授離校同意書  Submit the form for Advisor’s Consent for Graduation  4.系辦上網建立系友資料  Installation the alumnus database  --吳小姐(Janna) |  |
| 5.(1)繳交2吋相片１張（學號、姓名） Graduation photograph\*1(Student No/ Name)  5.(2)並將相片電子檔寄至 Please submit the Graduation photograph to the following address：[z9401004@email.ncku.edu.tw](mailto:z9401004@email.ncku.edu.tw)  5.(3)本系畢業生問卷Fill out the questionnaire [(Please check this點此可連結問卷](https://docs.google.com/forms/d/1vW7ZHidLnDts2dMgBNxzVa1-KjQywKmOQ2Egb7dR_Pg/edit))  【相片及離校問卷若於畢業審查時已繳交者可免】　--吳小姐(Janna) |  |
| 6.借用碩、博士服歸還 (若已還可免) Give back Academic dress 　　 　--張小姐(Patty) |  |
| 7.鑰匙歸還 (若無可免) Give back key --張小姐(Patty) |  |
| 8.繳還醫工所門禁感圈 (若無可免)   Give back Access Control Card --張小姐(Patty) |  |

**108.8**