

National Taipei University of Nursing and Science Student Leaving Process Form  
College of Nursing

本籍學生 Taiwan Student       境外生 (含港、澳、僑、陸生及外國學生) Foreign Student

護理系所 School of Nursing

護理助產及婦女健康系 Department of Nurse-Midwifery and Women Health

學號 Student ID :

姓名 Name :

電話 Phone Number :

地址 Address :

1	就讀系所 Department	護理 Nursing: S408 Nursing Lab 歸還所借的教具及器材 Return all the equipment that you borrowed before 助產 Midwifery : B518 論文一份 Submit 1 copy of your thesis	(助理簽章) Assistant Signature
		論文一份、論文投稿期刊證明 Submit 1 copy of your thesis and a certificate of journal article submission	(指導教授簽章) Advisor Signature
		護理 Nursing: B628 助產 Midwifery: B518 繳交論文投稿期刊證明 Print out the Certificate of journal article submission.	(所長簽章) Director
2	圖書館 Library	1. 繳交畢業論文二本及二張論文電子檔案上網授權書 【一本(張)存放本校圖書館；一本(張)寄送國家圖書館】 Submit your thesis for 2 copies and Dissertation and Thesis Authorization Form to Post Digital Copy online 2. 繳交「論文系統審核通過 e-mail」紙本一份 Print out and submit the e-mail from the NDLDT (approved) 3. 畢業生歸還所借圖書資料及結清逾期罰款 Return all the books that you borrowed from the library and pay all the fine that you have.	(承辦人簽章) Case Officer

3	學務處 就業輔導組 (科技大樓一樓) Health Center	自 5 月 20 日起，請逕入學校首頁校友身分別上網填答 107 學年度應屆畢業生流向調查問卷。	(承辦人簽章) Case Officer
4	總務處 經營管理組 (行政大樓一樓) Admission Building 1F, Office of General Affairs	時間：畢業典禮當天中午 12 時至下午 5 時止 地點：親仁樓 B118 前川堂 如未能於畢業典禮當天繳回者，最遲應於 6 月 30 日前上班時間至總務處經管組承辦人員處繳回，7 月 1 日起每逾一日罰繳滯還金新台幣 50 元(例假日不計)，罰款上限：新台幣 1,000 元整 Time: The Graduation Ceremony 12:00~17:00 Place: B118 If you can't return the gowns and caps on the Graduation Ceremony, remember to return them before 30 June. From 1 <sup>st</sup> July each day will charge NTD\$50,(Holiday is not included) the maximum will charge NTD\$1000	(承辦人簽章) Case Officer
5	教務處 註冊組 (行政大樓二樓) Admission Building 2F, Academic Office / Office of Academic Affairs	畢業生持學生證至教務處服務台/註冊組，辦理離校註記，辦理完畢學生證不用繳回，惟畢業後繼續使用卡片，需上網登錄悠遊卡記名，畢業後遺失不得向本校申請掛失。畢業生遺失學生證，請填寫「學生證 遺失切結書」。 Bring your Student Card to Academic Office to mark that you are leaving school, you don't need to return the Student Card. After graduate, if you still need to use it as Easy Card, need to regist from the Easy Card website. If you lost it, you can't apply for loss to school, need to fill out the "Student Card lost Guarantee Letter" 其他可辦理學生證離校註記地點為：城區部文教大樓教具室(C305)、校本部教學大樓教具室(G208) You can also go to the C305 (Ximen Campus) or G208 (Main Campus) to mark that you are leaving school, too.	(承辦人簽章) Case Officer
6	國際學程辦公室 B103	論文一份、論文投稿期刊證明 Submit 1 copy of your thesis and a certificate of journal article submission	(承辦人簽章) Case Officer

※以上單位用印後：確認學期成績已到齊(除碩士論文外)，即可至教務處註冊組領取畢業證書。

After you get the signature from all the office, you can bring this paper to the Academic Office to get your Diploma.

National Taipei University of Nursing and Science Master Degree Student Leaving Process Form  
College of Health Technology
 本籍學生 Taiwan Student       境外生 (含港、澳、僑、陸生及外國學生) Foreign Student

學號 Student ID :

姓名 Name :

電話 Phone Number :

地址 Address :

1	就讀系所 Department	健科學院 College of Health Technology: B131 論文一份 Submit 1 copy of your thesis.	(助理簽章) Assistant Signature
		論文一份 Submit 1 copy of your thesis.	(指導教授簽章) Advisor Signature
2	圖書館 Library	1. 繳交畢業論文二本及二張論文電子檔案上網授權書 【一本(張)存放本校圖書館；一本(張)寄送國家圖書館】 Submit your thesis for 2 copies and Dissertation and Thesis Authorization Form to Post Digital Copy online 2. 繳交「論文系統審核通過 e-mail」紙本一份 Print out and submit the e-mail from the NDLDLDT (approved) 3. 畢業生歸還所借圖書資料及結清逾期罰款 Return all the books that you borrowed from the library and pay all the fine that you have.	(承辦人簽章) Case Officer
3	學務處 就業輔導組 (科技大樓一樓) Health Center	無需確認事項。 Only need the stamp from the Health Center.	(承辦人簽章) Case Officer

4	總務處 經營管理組 (行政大樓一樓) Admission Building 1F, Office of General Affairs	時間：畢業典禮當天中午 12 時至下午 5 時止 地點：親仁樓 B118 前川堂 如未能於畢業典禮當天繳回者，最遲應於 6 月 30 日前上班時間至總務處經管組承辦人員處繳回，7 月 1 日起每逾一日罰繳滯還金新台幣 50 元(例假日不計)，罰款上限：新台幣 1,000 元整 Time: The Graduation Ceremony 12:00~17:00 Place: B118 If you can't return the gowns and caps on the Graduation Ceremony, remember to return them before 30 June. From 1 <sup>st</sup> July each day will charge NTD\$50,(Holiday is not included) the maximum will charge NTD\$1000	(承辦人簽章) Case Officer
5	教務處 註冊組 (行政大樓二樓) Admission Building 2F, Academic Office / Office of Academic Affairs	畢業生持學生證至教務處服務台/註冊組，辦理離校註記，辦理完畢學生證不用繳回，惟畢業後繼續使用卡片，需上網登錄悠遊卡記名，畢業後遺失不得向本校申請掛失。畢業生遺失學生證，請填寫「學生證 遺失切結書」。 Bring your Student Card to Academic Office to mark that you are leaving school, you don't need to return the Student Card. After graduate, if you still need to use it as Easy Card, need to regist from the Easy Card website. If you lost it, you can't apply for loss to school, need to fill out the "Student Card lost Guarantee Letter" 其他可辦理學生證離校註記地點為：城區部文教大樓教具室(C305)、校本部教學大樓教具室(G208) You can also go to the C305 (Ximen Campus) or G208 (Main Campus) to mark that you are leaving school, too.	(承辦人簽章) Case Officer
6	國際學程辦公室 B103	論文一份 Submit 1 copy of your thesis.	(承辦人簽章) Case Officer

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National Taipei University of Nursing and Science Master Degree Student Leaving Process Form  
College of Human Development and Health

本籍學生 Taiwan Student

境外生 (含港、澳、僑、陸生及外國學生) Foreign Student

學號 Student ID :

姓名 Name :

電話 Phone Number :

地址 Address :

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		繳交論文一份至學院辦公室 Submit 1 copy of your thesis to college office	(院長簽章) Director
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