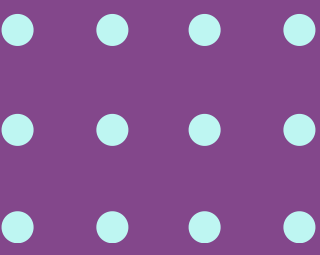
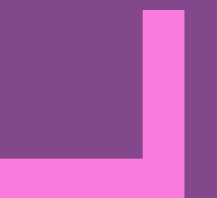
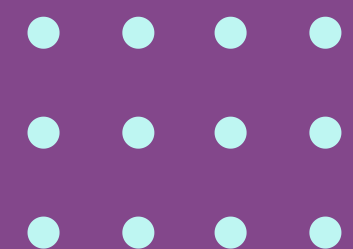


NATIONAL SUN YAT-SEN
UNIVERSITY



LEAVING PROCEDURES INSTRUCTIONS

by Office of International Affairs





STEP 1.

Get stamps from your department and college offices

WHERE?

They are where you got the stamps for your registration form. If you don't remember the room numbers, please ask Hazel.



STEP 2.

Get a stamp from the Library, even if you've never borrowed books there

TIPS

Return all the books you've borrowed and pay back the overdue fines.



STEP 3.

Get a stamp from the Vehicle Management Committee, even if you never use the service.

WHERE?

It's at 1F of the Admin. Building.



STEP 4.

Get stamps from the Dorm Office

FURTHER DORM
CHECK OUT
DETAILS : [LEAVING
PROCEDURES FOR
EXCHANGE
STUDENTS](#)

NON-DORM RESIDENT
CAN SKIP THIS STEP.



Visit the dorm office on the 1F of your dorm to pay a deposit (NT200) to keep your key. You will get the first stamp here.



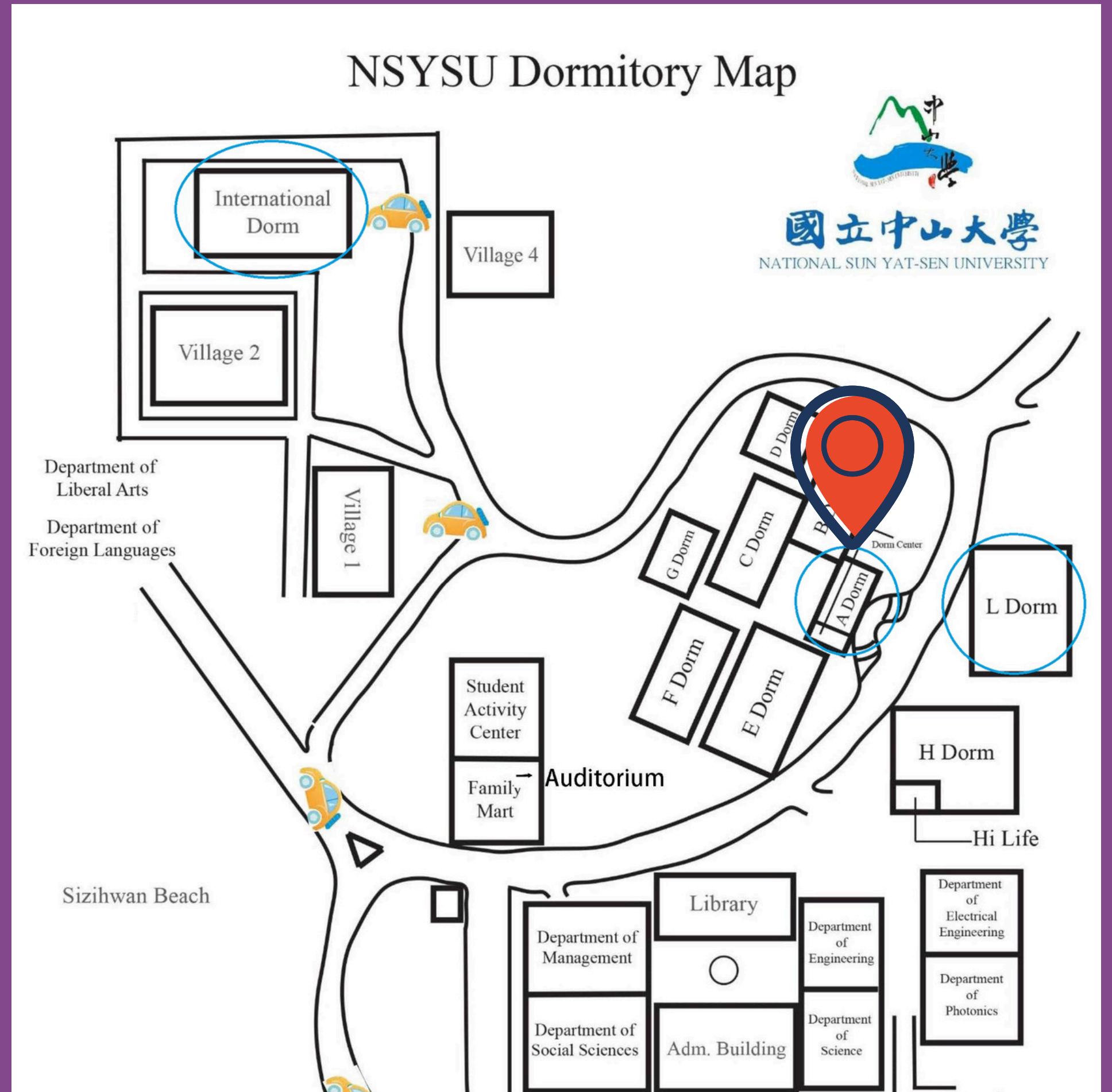
Go to the Campus Housing Service Division (located at 2F of Dorm A) to get a second stamp.



Collect the deposit when you return the key.

LOCATION OF THE CAMPUS HOUSING SERVICE DIVISION

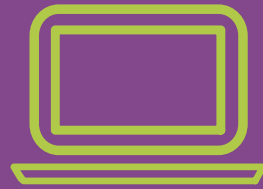
2F, DORM A





STEP 5.

Get a stamp from OIA
(Hazel), you will have to --



Complete the online questionnaire (the link is shared by email, or you can scan the QR code on the leaving procedures sheet to complete it)



STEP 6.

Submit the leaving procedures sheet to
Hazel **within 3 days** before you leave!

**LEAVING
PROCEDURES
COMPLETED!**

THANK YOU & FAREWELL !