National Taiwan University Deregistration Form for Incoming Exchange/Visiting Students

Basic Information

- **Name:**
- **Student Number:**
- **Department / Graduate Institute of:**
- **Exchange/Visiting Year:** 20__ / 20__
- **Home University:**
- **Email Address:**
- **Estimated Departure Date:**
- **Dorm Room Number:**
- **Student Volunteer’s Name:**

Deregistration Procedure

**Step 1**
Confirm your Circulation Record with NTU Library (all borrowed books returned / overdue fees paid)

- **NTU General Library (Executive Stamp):**

**Step 2**
Check out from your dormitory (only for exchange students living on campus)

- **NTU Dormitory (Executive Stamp):**

**Step 3**
Return this form and a report to your advisor of OIA.

- **OIA (Executive Stamp):**

Notes:

1. All exchange/visiting students must complete the deregistration procedure and submit this form to OIA before leaving NTU.
2. Students can check their final grades at the Office of Academic Affairs with their student card or online at [http://info.ntu.edu.tw/Sinfo_en](http://info.ntu.edu.tw/Sinfo_en) and select “Grades”.
3. For copies of your transcript while in Taiwan, you may purchase it from the printer machine outside the Undergraduate/Graduate Academic Affairs Division in the Administration Building.
4. *OIA will send two copies of your official transcript (one for the student and one for the home university coordinator) in both Chinese and English to the international office at student’s home university by regular post about 2-3 months after the end of the exchange period. No transcripts will be mailed directly to students. For extra copies please contact the Office of Academic Affairs. Transcripts for visiting students will be mailed directly to the mailing address provided upon application.*
FORM 6 (2)

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Exchange/Visiting Evaluation

1. Was your student volunteer helpful throughout your exchange/visiting period?

2. What do you think about the courses you have taken at NTU?

3. Were the Chinese language courses helpful for you?

4. Are you satisfied with your on-campus accommodation?

5. Your impression and feedback on your exchange/visiting experience:

* Please continue on a separated piece of paper and attach it to this form if needed.
* Please also upload a report (1,000-1,500 words) about your stay at NTU with some photos that you took during your stay in Taiwan to <http://www.oia.ntu.edu.tw/IncomingExchange/www/app/framework.php> within one month of the end of your exchange/visiting period.
* Your opinion is valuable to us. Please give us as much information as possible so we can improve our service. Thank you very much for your cooperation!
* Having submitted your reports and photos to OIA, you acknowledge granting OIA the perpetual rights to utilize, edit, translate, or modify such materials for all OIA publications at any time for promotional use without prior notice and/or compensation.