

**National Sun Yat-sen University**  
**Institute of Environmental Engineering**  
**Graduate Student Exit Procedures**

Student No.: \_\_\_\_\_

Name: \_\_\_\_\_

Items to be checked	Checked by	Stamped by /Date
Advisors' requirements	Graduate advisors	
1. Return of borrowed <u>public</u> equipment (Students <u>have to pay the</u> repairing expenses if the equipment is damaged.) 2. Return of all books borrowed from the Institute 3. Handling of the handover of school and laboratory jobs and works 4. Update of the information as the University's alumni on the website ( <a href="https://www-alumni.nsysu.edu.tw/alumni/login">https://www-alumni.nsysu.edu.tw/alumni/login</a> )	Wang, Chia-Hsi	
Submission of a copy of the thesis or dissertation (Please note that the color of the thesis or dissertation front cover should be orange, a color which represents the College of Engineering)	Huang, Zih-Syuan (Master and PhD)	
	Hsu, Yun-Zhen (In-Service Master)	
Approval of the exit to be processed	Director of the Institute	

Note: Please return this completed checklist to the Institute, in order for the Institute to use as a basis for setting up the University's exit procedures system.