

THE CHINESE UNIVERSITY OF HONG KONG, SHENZHEN
香港中文大学（深圳）
THE GRADUATE SCHOOL
研究生院
Checklist For Leaving The University (Graduation)
研究生离校清单（毕业）

Programme 专业: _____ Name 姓名: _____ Student ID 学号: _____

NO. 序号	Department/School 部门/学院	Signature/Seal 签字或盖章	Date 日期	Notes 备注
1	School 学院			The agent of the School seeks the advice of the programme manager: (1) Approve to leave or not; (2) Confirm whether there is tuition fee or other expenses to be refunded or paid, if not, please seal or sign by the programme manager. 学院经办人需征求课程经理的意见: (1)是否同意离校; (2)确认是否有学杂费或其他费用退还或补缴, 若没有则可盖章或课程经理签字。
2	College 书院			Check out from the college then get the seal or the signature of the college manager. 前往所在书院前台办理退宿手续, 若退宿则可盖章或书院经理签字同意。
3	Library 图书馆			Check whether there are any books or arrears. If these have been settled, seal for approval. 检查是否有欠书或欠费等事项。若已结清, 则可盖章同意。
4	ITSO* 资讯科技服务处* (Campus Card Center 卡务中心)			Cancel the student card function and disable all the privileges of the CUHK (SZ) account except the e-mailbox. 取消校园卡功能, 禁用 CUHK-Shenzhen 账号除邮箱以外的所有权限。
5	The Graduate School (Dao Yuan Bldg) 研究生院(道远楼)			Check whether the above procedures have been completed. If it is finished, issue Notice of Leaving to student. 核查以上程序是否已办完。若办完, 发给学生离校通知单。

*ITSO procedures:

1. Zero the balance of the Student Card.
2. Cancel the function of the Student Card then seal by Student Card Center(CITIC bank counter on campus). ITSO will cancel the account except e-mailbox according to the graduation list submitted by the Graduate School (graduates do not need to go to ITSO)

*资讯科技服务处办理流程:

1. 将校园卡内金额消费完。
2. 到卡务中心(校园中信银行柜台)办理校园卡功能注销业务, 卡务中心在离校清单上盖章确认。资讯科技服务处根据研究生院提交的毕业生名单统一进行账号注销, 保留邮箱功能(毕业生无需去ITSO处理)。