

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 (Withdraw)
研究生离校清单（退学）

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, 若完成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-Shenzhen account. 取消校园卡功能, 禁用 CUHK-Shenzhen 账号的所有权限。
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).
3. Cancel the CUHK-Shenzhen account and seal/sign by 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。
3. 到资讯科技服务处服务台办理注销账号业务, 资讯服务处在离校清单上盖章或签字确认。