**Pre-Departure Checklist**

**离校审批表（境外联培异动类离校）**

**Student name： SUSTech ID：**

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| **缴费核实**（Department Teaching affairs officer）：□Tuition and fees cleared. 无欠费 研究生教学秘书： 日期： |
| **系 Department**：□All items returned系资产已归还系物资管理员： 日期： |
| **实验室/课题组Laboratory/Research Group**：□All items returned实验物品已归还实验室/课题组管理员： 日期： |
| 图书馆**Library**（图书馆一楼前台）：□All items returned书籍已归还经办人： 日期： |
| 行政服务大厅**Administrative Service Center**（行政楼一楼）：□休学/短期离校Leave: campus card deactivated.校园卡冻结□退学Withdrawal: campus card canceled.校园卡注销经办人： 日期： |
| 宿舍管理**Dormitory** (宿舍楼宿管值班室)：□Dorm room checked out.已完成退宿 经办人： 日期： |
| 学院审核**College/School：**□The student has returned the student ID card and completed all checkout procedures.该生已退还学生证及办结离校手续学院辅导员： 日期： |
| 研究生院**Graduate School** （研究生院研工办）：Comments： 经办人： 日期： |

1. Please return this form to your college after completion. A photocopy should be submitted to the graduate student service counter at the Student Services Center （学生事务中心研究生事务窗口）.
2. Withdraw from the joint program: All checkout steps should be completed within one week of the effective withdrawal date.
3. Leave of absence: All checkout steps should be completed within one week of the leave start date.