

# 國立高雄應用科技大學圖書館

## 辦理研究生離校手續委託書

本人(委託人)\_\_\_\_\_因故不克親自前來圖書館，茲委託\_\_\_\_\_君代

辦離校手續相關事宜。

■ 畢業學年度：\_\_\_\_學年度

■ 學位論文名稱(中文)：

\_\_\_\_\_

■ 委託人請受託人代為繳交資料如下：

1. 精裝本論文兩冊

2. 博碩士論文授權書(不可代簽)及博碩士論文建檔申請查核結果通知 mail

3. 離校手續單

4. 論文原創性之比對結果表

5. 其他(請自填)\_\_\_\_\_

※經查詢委託人名下尚有借書罰款時，請結清後再辦理離校。無法結清者，不得由受託人代為簽署【離校借書罰款狀況承諾書】。

我已閱讀並同意「國立高雄應用科技大學圖書館個人資料蒐集告知暨同意書」

委託人： (請簽名)

學 號：

聯絡電話：

受託人： (請簽名)

聯絡電話：

申 請 日 期： 年 月 日

※本表單保存一年後銷毀

# National Kaohsiung University of Applied Sciences Library

## Letter of Attorney to Undertake Graduate Student Procedures for Leaving School

I, \_\_\_\_\_, am unable to come to the library in person. I therefore appoint \_\_\_\_\_  
as my attorney-in-fact to carry out matters related to procedures for leaving school.

■ Year and Semester of Graduation:

■ Title of Thesis/ Dissertation (Chinese):

\_\_\_\_\_

■ The materials I have entrusted the attorney-in-fact to submit are as follows:

- 1. Two hardcover copies of thesis/ dissertation
- 2. Thesis or Dissertation Letter of Authorization (must be signed by the principal)  
and thesis/ dissertation file creation application and review result notification.
- 3. Application for Departure from School
- 4. Plagiarism Detection for Thesis Originality
- 5. Other (please specify)\_\_\_\_\_

※If it is found the principal has outstanding library fines under his or her name, these  
fines must be paid in full before procedures for leaving school may be undertaken. The  
attorney-in-fact may not sign the “Acknowledgement of Library Fines on School  
Departure” if library fines have not been paid in full.

Principal: (signature)  
Student ID Number:  
Telephone:

Attorney-in-fact: (signature)  
Telephone:

Date of Application:      Year      Month      Date

This form will be kept on file for 1 year. Thereafter, it will be destroyed.