

NATIONAL TAIWAN UNIVERSITY
Notification of Faculty Member Departure from/Return to Taiwan

Affiliated Unit		Name	
			*Please sign
Designated agent	*To be filled out by those holding adjunct administrator positions		
Country visited and reason(s) for visit			
Approved departure start and end dates	From _____ (yyyy/mm/dd) to _____ (yyyy/mm/dd)		
Actual departure and arrival dates	<input type="checkbox"/> Departure date: _____ (yyyy/mm/dd) <input type="checkbox"/> Arrival date: _____ (yyyy/mm/dd)		
Remarks			
Approval stamp of the unit head: _____			

Note:

Please complete the notification form within five days before departing from Taiwan, and within five days after returning to Taiwan; and attach a photocopy of the boarding pass or passport containing the arrival and departure stamps and dates for the period spent abroad. Submit the form and documents to the Personnel Office (or the Personnel Division, College of Medicine) so that they may notify the relevant units.