國立東華大學學生海外交換返國手續單

National Dong Hwa University

Exchange Student Return Procedure Form

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| 姓名Name |  | 學號Student ID |  | 手機Phone No. |  |
| 系所/年級Year/Department |  | E-mail |  | 辦理日期Date of Arrangement | \_\_\_\_D/\_\_\_\_M/\_\_\_\_\_\_Y |
| 交換學校Exchange University |  | 出國期間Period | From \_\_\_\_(M), \_\_\_\_\_\_(Y)to \_\_\_\_(M), \_\_\_\_\_\_(Y) |
| 項次Items | 辦理單位Offices | 辦理事項Arrangements | 承辦人簽章(單位主管免)Stamps |
| 1 | 各系所Departments | 返校報到，確知學生已返校Report to the department after arrival |  |
| 2 | 通識教育中心Committee of General Education | 如未辦理學分抵免，則此欄免If you don’t need the credits transfer, you may skip this column. |  |
| 3 | 教務處課務組Division of Curriculum, the Academic Affairs Office | 編列科目代碼，如未辦理學分抵免，則此欄免If you don’t need the credits transfer, you may skip this column. |  |
| 4 | 教務處註冊組Division of Registry, Academic Affairs Office | 登錄採認之國外科目及學分數，如未辦理學分抵免，則此欄免收取國外成績單正本乙份If you need the credits transfer, one original transcript from exchange school is reuiqred. If you don’t need the credits transfer, you may skip this column. |  |
| 5 | 總務處出納組Cashier Section, the Office of General Affairs | 研究生及大學部延畢生需繳交學分費，憑已核畢抵免學分申請表影本辦理。如未辦理學分抵免，則此欄免The graduates and the student who delay the graduation have to pay the credit fees. It will be arranged depend on the copy of verified application form of granting credits in the exchange university.If you don’t need the credits transfer, you may skip this column. |  |
| 6 | 國際處國際學生組International Students Division, Office of International Affairs | 以下文件一起上傳至系統，不須繳交紙本。1. 本返校手續單掃描/清楚拍照檔
2. 電子機票
3. 交換學校成績單（成績單直接寄回國際處者，不須繳交，國際處收到成績單後另行通知）
4. 交換心得1500~2000字(PDF/WORD)
5. 交換心得簡報至少5頁(PDF/PPT) or交換紀錄影片3-5分鐘(MP4/MOV)
6. 填寫線上問卷

獲得補助者須另外繳交以下文件正本至國際處1. 登機證存根(如遺失請申請航空公司搭機證明/護照出入境紀錄/移民署出入境證明)
2. 機票旅行業代收轉付收據（抬頭開國立東華大學，統編08153719，要有明確的經濟艙機票款價錢），若是自行購票者請附有明確票價金額之購票證明（如信用卡刷卡紀錄）。自行列印之機票收據或行程單請於每一頁空白處簽名。
3. 來回電子機票(含班機資訊)
4. 收據單（只填紅色框內部分）
5. 銀行或郵局存摺影本（戶名為本人，補助款匯入帳戶，如非提供台企銀或郵局之帳戶將扣除30元手續費）
6. 外國籍航空公司班機申請書（全程為本國籍航班例如長榮、華航或星宇者免填，於姓名欄位簽名即可）
7. 劃帳清冊（郵局/臺灣企銀/其他銀行，請依照自己的帳戶擇一填寫，金額空白）

Upload the files to system.1. **This stamped** exchange Student Return Procedure Form
2. The electronic ticket
3. The transcript in the exchange university
4. Exchange report 1,500~2,000 words(PDF/WORD)
5. Exchange report 5 slides (PDF/PPT) or exchange record 3-5 mins (MP4/MOV)
6. Online survey

If you are granted subsidy, you have to hand in the following, please hand in the following original documents to OIA.1. The stub of the boarding pass of round trip
2. The original invoice/receipt of the flight ticket (The receipt entity is National Dong Hwa University if you brought it from an agency. Please make sure there is the clear price of economy class in the receipt. Please sign on the blank space of each page of the self-printed ticket receipt or itinerary.
3. Flight tickets
4. NDHU Receipt (Please fill out the red box.)
5. The copy of the account book of a bank.
6. Foreign air-plane application form’(Not necessary, if all trip is Taiwan air-plane ex. Eva airlines or China airlines)
7. Bank Account Information Sheet.
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| 備註Notice：學生須於交換期滿返國後一個月內辦理完上述返校手續。依各國學期時間不同，春季交換者，最遲10/31前；秋季交換者，最遲3/31前完成，逾期繳交者自動取消補助資格，不予核銷。 The student has to complete the return procedure within a month after finishing the exchange program and coming back to Taiwan. The deadline for spring semester exchange is 31st Oct.; The deadline for fall semester exchange is 31st Mar. If not, the subsidy will be cancelled automatically. |

20241213 修正