

國立東華大學學生海外交換出國手續單

National Dong Hwa University

International Exchange Student Before Departure Form

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| 姓名Name | |  | | 學號 Student ID | . | |
| 手機Phone No | |  | | E-mail |  | |
| 交換學校  Exchange University | |  | | 系級  Year and Department |  | |
| 交換學期  Exchange Semester | | \_\_\_\_學年度 第\_\_\_\_學期  \_\_\_\_semester in \_\_\_\_year | | 辦理日期  Date of Application | \_\_\_\_\_Y/\_\_\_\_M/\_\_\_\_D | |
| 出國期間Period | | From \_\_\_\_\_Y/ \_\_\_\_\_M To \_\_\_\_\_Y/ \_\_\_\_\_M | | | | |
| 註冊委託人Authorization of Registration  (如自行辦理免填) | | 本人於出國期間內有關註冊、選課事項委託＿＿＿＿＿同學辦理。  I authorize (name of classmate) \_\_\_\_\_\_\_\_\_ to arrange my registration and courses during my exchange period.  受託人簽名Authorized Trustee: \_\_\_ \_\_\_\_\_\_ (signature)  受託人學號Student ID:\_\_\_\_\_\_\_\_\_\_\_  受託人系級Year and Department:\_\_\_\_\_\_\_\_\_\_\_\_\_  手機Phone No.:\_\_\_\_\_\_\_\_\_\_\_ | | | | |
| 課程保留申請  Course Reservation Application  (不申請免填) | | 本人欲申請出國交換期間保留論文指導類課程，  I would like to apply for select undergraduate project/thesis study courses during my exchange period,  科目代碼Course Number:\_\_\_\_\_\_\_\_\_\_\_\_  課程名稱Course Title:\_\_\_\_\_\_\_\_\_\_\_\_  任課教師簽名Instructor: \_\_\_\_\_\_\_\_\_\_\_\_ (signature) | | | | |
| 住宿開放前抵達  Arrive before the accommodation | | □是 Yes  抵達日期 Arriving date \_\_\_\_\_\_\_\_\_\_\_\_  提早抵達原因 Reason for arriving early \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  住宿安排規劃 Accommodation Plan \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  □否 No | | | | |
| 項次  Items | 辦理單位  Offices | | 辦理事項/審核意見  Arrangements / Suggestions | | | 承辦人員簽章  (單位主管免) |
| 1 | 指導教授 / 導師  academic advisor | |  | | |  |
| 2 | 各系所Department | | 將協助退選課程 (申請保留除外)  Courses will be withdrawn, except for those reserved. | | |  |
| 3 | 學務處生活輔導組  Student Assistance Section, the Office of Student Affairs | | 女生、外籍生免會  Female students and international students will not have to acknowledge the Section | | |  |
| 4 | 國際事務處  Office of International Affairs | | 上傳以下文件至系統，不須繳交紙本：  Please upload below documents to system  1.來回電子機票Electronic ticket  2.出國期間保險證明 The copy of Insurance documents during the exchange period  3.本校在學證明 student status of exchange semester  4.本出國手續單掃描檔/清楚拍照檔 Scan file of Before Departure Form | | | |
| 備註Notice：   * 1. 請於出國前二週辦妥上述程序。   Please complete the procedure two weeks ahead of going abroad.   * 1. 出國期間有關學業及學籍相關規定，請至本校教務處網頁/公告事項/教務規章查詢「國立東華大學學生出國期間有關學業及學籍處理要點」   The related regulations of the study and the status during the exchange period please refer to the “Regulations of the Study and Status in National Dong Hwa University During the Exchange Period” on the website of the Office of Academic Affairs/Announcement/ Regulations.   * 1. 以役男身分出國者，請依前項要點第七條規定辦理。   The exchange student who is also a draftee please follow the procedure stated in the Article 7 of the foresaid regulation. | | | | | | |

20241213 修正