

國立東華大學  
 National Dong Hwa University  
 國際交換學生入學手續單  
 International Exchange Student Admission Procedure Form

姓名 Name		系所 Dept.		抵台日 Arriving date	
學號 St No.		手機 Phone No.		原學校 Home university	
項次 Items	承辦單位 Executive Office	說明 Explanation		承辦單位簽章 Executive Confirm	備註 Note
1	宿舍管理員 Dormitory Guardian	<b>領取鑰匙及入學資料包</b> <b>Pick Up the Key &amp; Information Package</b>			
2	所屬系所 Department	<b>報到</b> <b>Check-in</b>			
3	總務處出納組 行政大樓 1 樓 108 室  Cashier Division, Office of General Affairs Room 108, Administration Building	<b>繳納學雜費用</b> <b>Pay-off Payment</b>			請持繳費單至出納組以 <b>現金</b> 繳費，恕不接受刷卡。 All the exchange students have to pay off your payment on the day. Only <b>cash</b> will be accepted.
4	學務處 衛生保健組 行政大樓 4 樓 416 會議室  Health Center Office of Student Affairs Room 416, Administration Building	<b>繳驗體檢項目報告</b> 1.丙式體檢表【正本 + 複印件】 2.麻疹及德國麻疹(風麻)疫苗接種證明或抗體陽性報告【複印件】 3.胸部 X 光肺結核報告書【複印件】  <b>Submit Medical Report</b> 1. Form C (the original + the soft copy) 2. Immunization Certificates (soft copy) 3. Chest X-ray report for T.B (soft copy)			
5	國際處 國際學者與境外學生服務組 行政大樓 4 樓 416 會議室  International Scholar and Student Affairs Division (ISSA) Office of International Affairs Room 416, Administration Building	<b>繳交行政費用</b> <b>Pay-off Administrative Fee.</b>			由我校代辦入台證者，繳交新台幣 1000 元； <b>非</b> 我校代辦入台證者，繳交新台幣 400 元。 All the overseas exchange students will be charged for administrative fee, NT400 dollars.

未依規定上傳保險證明者，須於報到日補繳保險證明。

If you didn't upload your insurance certificate before, you have to replenish its copy on the day.

完成本手續單後，始得領取**研修證**。

Finish Admission Procedure & Get Your International Exchange Student ID Card.