

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	領取鑰匙及入學資料包 Pick Up the Key & Information Package	
2	所屬系所 Department	報到 Check-in	
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	繳納費用 Pay-off Payment	請持繳費單至出納組以現金繳費，恕不接受刷卡。 All the exchange students have to pay off your payment on the day. Only <u>cash</u> 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 Affair Room 416, Administration Building	繳驗體檢項目報告 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】 Submit Medical Report 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 全球移動組 行政大樓 6樓 601 會議室 Global Mobility Division (ISSA) Office of International Affairs Room 601, Administration Building 6 <sup>th</sup> floor	繳交行政費用 Pay-off Administrative Fee.	由我校代辦入台證者，繳交新台幣 1600 元；非我校代辦入台證者，繳交新台幣 1000 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.