國立東華大學

National Dong Hwa University

外籍學者到校單  
Sheet of arriving at NDHU Procedure Form

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 服務單位  Current Employer | |  | 姓名  Name | |  | 護照號碼  Passport Number |  | |
| 出生年月日  Date of Birth | | 西元\_\_\_\_\_\_\_\_\_年Year/  \_\_\_\_\_\_\_月Month/\_\_\_\_\_\_\_日Day | | | | 教學單位  Academics |  | |
| 到校日期 Arriving date | | 西元\_\_\_\_\_\_\_\_\_年Year/  \_\_\_\_\_\_\_\_月Month/\_\_\_\_\_\_\_日Day | | | | 職稱  Position |  | |
| NO. | 承 辦 單 位  Executive Office | | | 說明  Explanation | | 承辦單位簽章  Executive Confirm | | 備註  Note |
| 1. | 邀請系所/單位  For NDHU use | | | 詢問是否借用研究室、圖書證、及住宿事宜  Inquiry about the need for research room, library, and accommodation | |  | |  |
| 2 | 國際處  國際合作組  行政大樓6樓601室  International Cooperation Division (ICE)  Office of International Affairs  Room 601, Administration Building | | | 確認學者到校  Arriving confirmation | |  | |  |
| 申請人  Applicant’s Signature | | | | | | | | |

國立東華大學

National Dong Hwa University

外籍學者離校單  
Sheet of Leave-School Procedure Form

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 服務單位  Current Employer | |  | 姓名  Name | |  | | |
| 離校日期 Departure date | | 西元\_\_\_\_\_\_\_\_\_年Year/ \_\_\_\_\_\_\_\_月Month/\_\_\_\_\_\_\_日Day | | | | | |
| NO. | 承 辦 單 位  Executive Office | | | 說明  Explanation | | 承辦單位簽章  Executive Confirm | 備註  Note |
| 1. | 系所  Department | | | 歸還借用之各種資料，同意離校。  Return all borrowed documents | |  |  |
| 2 | 圖書館  Library | | | 歸還借用之各種資料，停用圖書證  Return all borrowed documents, equipment, etc. Annul Library card. | |  |  |
| 3 | 國際處  國際合作組  行政大樓6樓601室  International Cooperation Division (ICE)  Office of International Affairs  Room 601, Administration Building | | | 完成離校  Departure confirmation | |  |  |
| 申請人  Applicant’s Signature | | | | | | | |