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 AffairsRoom 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 AffairsRoom 601, Administration Building | 完成離校Departure confirmation |  |  |
| 申請人Applicant’s Signature |