

國立東華大學
National Dong Hwa University
短期來校研習生 到校手續單
Short-term Visit Student Admission Procedure Form

姓名 Name		系所 Dept.		抵台日 Arriving date	
手機 Phone No.		原學校 Home university		預計離台日 Departure date	
項次 Items	承辦單位 Executive Office	說明 Explanation		承辦單位簽章 Executive Confirm	備註 Note
1	所屬系所 Department	報到/確認學生保險證明 Check-in/check Insurance Certificate			
2	國際處 國際學術合作交流組 行政大樓 6 樓 601 室 International Academic Cooperation and Exchange Division (ICE) Office of International Affairs Room 601, Administration Building	開立行政研習繳費單 Issue bill for tuition fee			
3	生活輔導組 行政大樓 2 樓 212 室 Living service division of Dormitory, Office of Student Affairs Room 212, Administration Building	登記住宿/領取宿舍繳費單 Check In/Issue bill for dormitory			
4	總務處出納組 行政大樓 1 樓 108 室 Cashier Division, Office of General Affairs Room 108, Administration Building	繳納行政研習費用及住宿費用 Payments			請持繳費單至出納組以 <u>現金</u> 繳費。Students have to pay off your payment on the day. Cash only.
5	國際處 國際學術合作交流組 行政大樓 6 樓 601 室 International Academic Cooperation and Exchange Division (ICE) Office of International Affairs Room 601, Administration Building	繳回費用收執聯 Return receipt for International Academic Cooperation and Exchange Division record.			
6	生活輔導組 行政大樓 212 室 Living service division of Dormitory, Office of Student Affairs Room 212, Administration Building	繳回費用收執聯 Return receipt for Living service division record.			
7	學務處 衛生保健組 行政大樓 1 樓 114 室 Health Center Office of Student Affair Room 114, Administration Building	<p>繳交健康檢查報告包括：</p> <p>1.填寫及醫院用印完畢的短期研修健康檢查表。【正本】</p> <p>2.麻疹、德國麻疹(風麻)疫苗接種紀錄或抗體陽性報告【複印件】</p> <p>3.三個月內胸部 X 光檢查報告，以證明無感染肺結核【複印件】</p> <p>Submit Medical Report including：</p> <p>1.Filled Health Certificate for Short-Term Students (the original form with hospital stamp).</p> <p>2.Proof of Positive Measles and Rubella Antibody or Measles and Rubella Vaccination Certificates (alternative) (soft copy)</p> <p>3.Chest X-ray for Tuberculosis Report taken in the past three months (soft copy)</p>			<p>(1)證明文件需蓋醫院正式章。</p> <p>(2) 請提供中文或英文版的健康檢查報告醫院報告。</p> <p>(3)來台 14 天內須完成</p> <p>Remarks: (1) Certificate of Measles and Rubella immunization and chest X-ray report for TB need to be formally stamped by clinics or hospitals. (2) Certificate of Measles and Rubella immunization and chest X-ray report must be written in Chinese or English. (3) Student not providing vaccination certificate and/or chest X-ray report on the day of registration will need to be re-vaccinated and/or take the chest X-ray at Hualien hospital.</p>

8	宿舍管理員 Dormitory Guardian	領取鑰匙 Pick Up the Key		
9	所屬系所 Department	繳回到校手續單/領取在校證明 Return finished Form and receive certificate		系所送本表副本至國際處

※本人已充分瞭解以下說明，為避免雙方學校及自身受罰，願意確實遵守有關法令規定，配合依限期出境，不得逾期停留。

依據內政部「不予受理邀請單位旅行業或代申請人代申請大陸地區人民進入台灣地區期間處理原則」之規定，大陸地區人士在台行程變更未報備或逾期停留，內政部將不予受理邀請單位之大陸地區人士來台申請案件 6 個月至 3 年。至於違反前述事項之大陸地區人士，則依內政部「大陸地區人民申請進入臺灣地區不予許可期間處理原則」將不予許可 6 個月至 5 年申請進入臺灣地區。逾期停留者，依規定處新臺幣 2,000 元以上 10,000 元以下罰鍰。

學生簽名 Signature：_____