國立東華大學學生海外交換出國手續單

National Dong Hwa University

International Exchange Student Before Departure Form

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| 姓名Name |  | 學號 Student ID | . |
| 手機Phone No |  | E-mail |  |
| 交換學校Exchange University |  | 系級Year and Department |  |
| 交換學期Exchange Semester | \_\_\_\_學年度 第\_\_\_\_學期\_\_\_\_semester in \_\_\_\_year | 辦理日期Date of Application | \_\_\_\_\_Y/\_\_\_\_M/\_\_\_\_D |
| 出國期間Period | From \_\_\_\_\_Y/ \_\_\_\_\_M To \_\_\_\_\_Y/ \_\_\_\_\_M |
| 註冊委託人Authorization of Registration | 本人於出國期限內有關註冊、選課事項委託＿＿＿＿＿同學辦理。I authorize (name of classmate) \_\_\_\_\_\_\_\_\_ to arrange my registration and courses during my exchange period.受託人簽名Authorized Trustee: \_\_\_\_\_\_\_\_\_ (signature) 受託人學號Student ID:\_\_\_\_\_\_\_\_\_\_\_ 受託人系級Year and Department:\_\_\_\_\_\_\_\_\_\_\_\_\_ 手機Phone No.:\_\_\_\_\_\_\_\_\_\_\_  |
| 較住宿開放前抵達Arrive before the accommodation is available | □是 Yes抵達日期 Arriving date \_\_\_\_\_\_\_\_\_\_\_\_提早抵達原因 Reason for arriving early \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_住宿安排規劃 Accommodation Plan \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_□否 No  |
| 項次Items | 辦理單位Offices | 辦理事項/審核意見Arrangements / Suggestions | 承辦人員簽章(單位主管免) |
| 1 | 各系所Department |  |  |
| 2 | 指導教授 / 導師academic advisor |  |  |
| 3 | 學務處生活輔導組Student Assistance Section, the Office of Student Affairs | 女生、外籍生免會Female students and international students will not have to acknowledge the Section |  |
| 4 | 國際處學術與合作交流組International Academic Cooperation and Exchange Division, the Office of International Affairs | 上傳以下文件至[此連結](https://b027.ndhu.edu.tw/files/87-1114-2951.php?Lang=zh-tw)，不須繳交紙本：Send the following files to ice@gms.ndhu.edu.tw：1.電子機票Electronic ticket2.出國期間保險證明 The copy of Insurance documents during the exchange period3.本校註冊繳費證明 The copy of Receipt of registration4.本出國手續單掃描檔/清楚拍照檔 Scan file of Before Departure Form |
| 備註Notice：* 1. 請於出國前二周辦妥上述程序。

Please complete the procedure two weeks ahead of going abroad.* 1. 出國期間有關學業及學籍相關規定，請至[本校教務處網頁/公告事項/教務規章](http://www.aa.ndhu.edu.tw/index.php?p=1)查詢「國立東華大學學生出國期間有關學業及學籍處理要點」

The related regulations of the study and the status during the exchange period please refer to the “Regulations of the Study and Status in National Dong Hwa University During the Exchange Period” on the website of the Office of Academic Affairs/Announcement/ Regulations.* 1. 以役男身分出國者，請依前項要點第七條規定辦理。

The exchange student who is also a draftee please follow the procedure stated in the Article 7 of the foresaid regulation |

20201231 修正