**臺北市立大學交換學生出國手續單**

\_\_\_\_學年度Academic year第\_\_\_學期Semester

🞎未開始上課

🞎上課未逾學期1/3

🞎上課未逾學期2/3

🞎上課已逾學期2/3

🞎有申請學雜費減免

🞎學籍系統登錄

🞎學生證蓋休學章

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 學生姓名  Name | |  | 性別  Gender | | |  | | 學號  Student Number | | | |  | | | | | 系所  Department | | | |  |
| 年級  Grade | | |  | | 身分證字號  ID Number | | | | （僑生請填居留證號） | | | | | 外國身分別  Foreign Status | | | | □僑生 □外籍生 |
| 聯絡電話  Phone | |  | | | | | 行動電話  Cell Phone | | | |  | | | | 電子信箱  E-Mail | | | |  | | |
| 通訊地址  Mailing Address | |  | | | | | | | | | | | | | 在學學籍 | | | | □學士班□碩士班□博士班  □學士班延畢生□其它 | | |
| 出國交換學校名稱 | |  | | | | | | | | | | | | | | | | | | | |
| 出國交換期間  Period of Exchange | 申請於\_\_\_\_學年度第\_\_\_\_學期 至\_\_\_\_學年度第\_\_\_\_學期止，共 學期。出國期間為\_\_\_\_年級  From the \_\_\_\_\_\_semester of academic year \_\_\_\_\_to the \_\_\_\_\_\_semester of academic year\_\_\_\_\_\_\_.  出國交換期間仍須繳費註冊，不另通知。 | | | | | | | | | | | | | | | | | | | | |
| 是否為公費生 | □是 □否 | | | | | | | | | | | | | □同意 □不同意 該生出國交換研修  與學生關係：  學生家長簽名：  年Year 月Month 日Day | | | | | | | |
| 申請人  Applicant | 學生Student： （簽章Signature）  申請日期 年Year 月Month 日Day | | | | | | | | | | | | |
| 會簽  Registration Process | ①系所Department | | | | | | | | | | ②學生事務處Student Affairs Office | | | | | | | | | | |
| 系所助教  Department office | | | 系所導師  Advisor | | | | | 系所主管  Chairperson | | 生輔組  Student Assistance Division | | | | | 學雜費減免  Tuition Waiver | | | | 軍訓室Military Office | |
|  | | |  | | | | |  | |  | | | | | 1.就學貸款  (School Loans)：  □是 □否  2.學雜費減免  (Tuition Waiver)：  □是 □否 | | | | 1.兵役(Military Service)：女生免簽章；男生□未服役 □已服役  2.住宿(Dormitory)：非住宿生免簽章；  □是 □否  3.系所教官(Military Instructor)： | |
| 會簽  Registration Process | ③健康促進中心  Health  Promotion  Center | | | | ④總務處 | | | | | ⑤師資培育暨職涯發展中心  Teacher Education and Careers Service Office | | | ⑥教務處 | | | | | | | | ⑦國際事務處 |
|  | | | | 出納組  Cashier’s | | | | | 非師資生得免核章 | | | 課務組  Curriculum Division | | | | | 註冊組  Registration Division | | |
|  | | | | | 🞎師資生  🞎非師資生 | | |  | | | | |  | | |  |

簽核順序：①至⑥單位不必按序簽核。依順序會簽至⑦單位後，請將本手續單送回博愛校區公誠樓616國際事務處。