臺北市立大學交換生報到手續單

Enrollment Procedure Form for International Exchange Student

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| 學年度  Academic year |  | 學期  Semester |  |
| 系所  Department |  | 學生姓名  Name |  |
| 學制  Program | □學士班 Undergraduate  □碩士班 Master’s Program  □博士班 PhD Program | 國籍  Nationality |  |
| 學號  Student ID Number |  | 原就讀學校  Home Institution |  |
| 手機  Mobile Phone |  | 學生簽名  Signature |  |
| 電子信箱  Email |  | | |

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| 單 位  Unit | 辦理事項  Items for checking | 承辦人簽章  Executive Signature/Stamp |
| 國際事務處  Office of  International Affairs  (公誠樓6樓) | 1.領取報到手續單  Take this form and start this procedure.  2.外國籍交換生繳交護照及簽證影本  Please submit your passport and visa copy.  3.領取學生證  Get the student ID card |  |
| ②就讀系所辦公室  Department Office | 就讀系所報到  To meet the staff of the department. |  |
| ③總務處出納組  Cashier’s Division  (行政大樓1樓) | 繳納學雜費等相關費用，請持繳費單至出納組繳納；以現金繳費，恕不接受刷卡  Pay-off the payment  All the exchange students have to pay off your payment on the day. Only cash will be accepted. |  |
| ④軍訓室/宿舍管理員  Military Office/  Dorm Executive  (國際學人會館) | 非住宿生免辦 (For students staying in the dorm only)  Check in, receive the room key and pay the deposit |  |
| ⑤課務組  Curriculum Division  (行政大樓1樓) | 人工加退選單繳交及選課確認(如均已線上加退選課程，無需繳交人工加退選單)  Submit the courses selection sheet and confirm the selected courses |  |
| ⑥國際事務處  Office of  International Affairs  (公誠樓6樓) | 繳交本手續單  Submit this form to the Office of International Affairs |  |

※交換學生依序至各單位辦理報到，並繳回本手續單至國際事務處。

The international exchange students have to submit this form to the Office of International Affairs when they complete the enrollment procedure.