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 paymentAll 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.