臺北市立大學研修生報到手續單

Enrollment Procedure Form for International Visiting 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.領取報到手續單與學雜費繳費單Take this form, payment slip 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. |  |
| ②就讀系所辦公室Department Office | 就讀系所報到To meet the staff of the department. |  |
| ③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 |  |
| ④進修推廣處Office of Continuing and Extension Education(行政大樓3樓) | 繳交學雜費繳款收據及確認選課資料Submit the payment slip receipt and confirm the selected courses  |  |
| ⑤國際事務處Office of International Affairs(公誠樓6樓) | 1.繳交本手續單Submit this form to the Office of International Affairs2.領取學生證Get the student ID card |  |

※研修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 visiting students have to submit this form to the Office of International Affairs when they complete the enrollment procedure.