

# 臺北市立大學研修生報到手續單

## Enrollment Procedure Form for International Visiting Student

學年度 Academic year		學期 Semester	
系所 Department		學生姓名 Name	
學制 Program	<input type="checkbox"/> 學士班 Undergraduate <input type="checkbox"/> 碩士班 Master's Program <input type="checkbox"/> 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			

單 位 Unit	辦 理 事 項 Items for checking	承辦人簽章 Executive Signature/Stamp
①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 Affairs 2.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.