

臺北市立大學交換生報到手續單

Enrollment Procedure Form for International Exchange 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 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.