臺北市立大學交換生報到手續單
Enrollment Procedure Form For International Exchange Student

學年度 / 學期 Academic year / Semester		系所 Department	
學號 Student ID Number		學制 Program	□學士班 Undergraduate □碩士班 Master's Program □博士班 PhD Program
學生姓名 Name		國籍 Nationality	
原就讀學校 Home Institution		抵臺日期 Arrival Date	/　　/ YYYY / MM /DD

單 位 Unit	辦 理 事 項 Items For Checking	承辦人簽章 Executive Signature/Stamp
①就讀系所辦公室 Department Office	至就讀系所報到 Check in with your academic department.	
②總務處出納組 Cashier's Division (行政大樓1樓) (1F, Administration Building)	確認繳交學雜費(含住宿及國際學生證工本費) Confirm payment of miscellaneous fees (including accommodation fees and student ID card issuance fee).	
③學務處生輔暨校安組 Military Education and Student Safety Division (行政大樓3樓) (3F, Administration Building)	確認繳交【國際學人會館】住宿代辦費(含清潔費及網路使用費) Confirm payment of International House accommodation service fee (including cleaning and internet fees).	
④教務處課務組 Curriculum Division (行政大樓 1 樓) (1F, Administration Building)	確認線上選課及繳交人工加退選單 (如已線上加退選，無須繳交人工加退選單) Online course registration confirmed; manual add/drop form submitted if applicable	
⑥國際事務處 Office of International Affairs (公誠樓616B) (616B , GongCheng Building)	1.繳交學雜費及住宿代辦費繳費收據 Submit receipts for miscellaneous fees, and accommodation service fees. 2.繳交【境外學生保險聲明書】 Submit Declaration of Insurance for International Students. 3.領取學生證 Get Student ID Card.	

※ 請依序至各單位辦理報到手續，完成後將本表單繳回國際事務處，始可領取學生證。
　 Exchange students must complete registration at each office in sequence and return this form to the OIA to get student ID Cards.