

臺北市立大學交換學生報到手續單

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.繳交【臺北市立大學國際學人會館宿舍公約】 Submit "The Convention of University International House Dormitory". 4.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.