



## 訪問研究生註冊手續單 Registration Form for Research Visiting Students

<b>姓名 Name</b>		<b>學號 ID No.</b>	
<b>系所 Department</b>			
<b>辦理單位 Office</b>	<b>項目 Tasks</b>	<b>戳章 Stamp</b>	
<b>1. 國際事務處 OIA</b>	1. 檢查導生綜合資料 Contact Information in Taiwan 2. 檢查保險證明 Insurance Proof 3. 入學聲明書 International Student Declaration Form		
<b>2. 出納組 Cashier Division</b>	繳交計畫費 Program Fee: NTD _____	已繳收據	
<b>3. 保健中心 Health Center Room 204</b>	檢查短期研修生健康檢查表 (丙表) Medical Examination (Form C)	臺大保健中心蓋章	
<b>4. 國際事務處 Back to OIA</b>	確認識別證上姓名/照片/接待系所資訊無誤 Name, photo, and department on the card are correct. 核發學生證 Student ID card	核發學生證	
<b>學生簽名 Signature of Student</b>		<b>日期 Date</b>	

Consultation Hours at the Office of International Affairs (OIA): Mon.-Fri. 13:30-16:30

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## 訪問研究生離校手續單 De-registration Form for Research Visiting Students

<b>姓名 Name</b>		<b>學號 ID No.</b>	
<b>系所 Department</b>		<b>離臺日期 Departure Date</b>	
<b>項目 Tasks</b>		<b>戳章 Stamp</b>	
<b>1</b>	<b>指導教授 Supervising Professor</b> 老師同意學生完成訪問研究計畫 The professor agrees that the student has completed the program.		
<b>2</b>	<b>宿舍 Dormitory</b> 完成退宿手續 Dormitory check-out procedures completed		
<b>3</b>	<b>圖書館 Library</b> 還清圖書及滯還金 All borrowed books returned and overdue balance cleared.		
<b>4</b>	<b>識別證 ID Card:</b> 訪問研究期結束後，卡式識別證會自動失效，但可作為一般悠遊卡使用。 Your ID card will be invalid after the program period is over, but you can still use it as a EasyCard.		
<b>學生簽名 Signature of Student</b>		<b>日期 Date</b>	

Turn in this form to the Office of International Affairs (Mon.-Fri. 13:30-16:30), or send the scan copy of the completed form to the coordinator by email.