

文藻學校財團法人文藻外語大學國際暨兩岸交換學生行前程序單  
**Pre-departure Checklist for Outgoing Exchange Students**  
**Wenzao Ursuline University of Languages**

**個人資料 Personal Information**

姓名 Name : \_\_\_\_\_ 班級 Class : \_\_\_\_\_ 學號 Student ID No. : \_\_\_\_\_

交換國家 Host country : \_\_\_\_\_ 交換學校 Host Institution : \_\_\_\_\_

入學期間 Study Period : \_\_\_\_\_ 年 \_\_\_\_\_ 月 \_\_\_\_\_ 日 ~ \_\_\_\_\_ 年 \_\_\_\_\_ 月 \_\_\_\_\_ 日 (Year/Month/Day)

**準備項目檢查表(請務必填妥各欄位)**

**Checklist (Please fill out the form with necessary information)**

一、文件準備 Required Documents	
*1	<input type="checkbox"/> 收到入學相關資料，上傳至行前程序單表單(需註明入學日期). Upload <b>a scan of Admission Letter</b> (with the information on <b>enrolment/commencement date</b> ) to Online Pre-departure google form.
*2	<input type="checkbox"/> <b>上傳 護照掃描一份</b> 至行前程序單表單 Upload <b>a scan of your passport</b> to Online Pre-departure google form.
*3	<input type="checkbox"/> 辦理簽證，上傳 <b>簽證影本一份</b> 至行前程序單表單。(赴大陸交換者，請交台胞證。) Apply for a <b>visa</b> issued by the host country and scan to Online Pre-departure google form.. (Taiwanese students to China, please include a copy of the Taiwan Compatriot Pass)
*4	<input type="checkbox"/> 預訂學校宿舍 Reserve a room in the on-campus dormitory.
	<input type="checkbox"/> 校外住宿地址 Address of off-campus housing : _____
二、出國手續 Overseas Procedures	
5	<input type="checkbox"/> 役男出入境申請 (女生則免) Apply for Exit Permit(for male Taiwanese students only) *至學務處下載表格，填妥後繳交給生輔組以及影本一份至國合處。
*6	<input type="checkbox"/> <b>購買機票(請附上行程表。)</b> Book a flight ticket (please attach a copy of your itinerary.) ➤ 出國日期/時間/班機號碼/出發地~抵達日期/時間/目的地 Departure Date/Time/Flight No./Origin ~ Arrival Date/Time/Destination _____ ➤ 返國日期/時間/班機號碼/出發地~抵達日期/時間/目的地 Departure Date/Time/Flight No./Origin ~ Arrival Date/Time/Destination _____
*7	<input type="checkbox"/> <b>購買海外醫療險/海外旅遊平安險(請上傳保險書影本)</b> Purchase overseas medical insurance (please upload a scan of your insurance policy)
*8	<input type="checkbox"/> <b>上外交部領事事務局網站登錄出國日期(外國人則免)</b> Register your trip on the Bureau of Consular Affairs' website (for Taiwanese citizens only).

三、離校前手續 Pre-departure Procedures		
*9	【   】	<p>與所屬科系討論學分抵免事宜 (請事先與系主任討論可抵免之課程)</p> <p>Meet with your Department Chair to discuss plans to waive courses proposed to take during your study abroad.</p> <p><input type="checkbox"/> 已有選課資料 A plan for course selection is available.</p> <p><input type="checkbox"/> 尚無選課資料 A plan for course selection is unavailable.</p> <p>系所簽章 <b>Signature of Department Chair :</b></p>
10	【   】	<p>文藻住宿生者，已知會宿舍管理組並辦理相關離宿手續。(非住宿生者免辦)</p> <p><b>Inform the Office of Residential Services of your departure and complete the leaving procedures. (for dormitory residents only)</b></p> <p>宿舍管理組簽章 <b>Signature of Residential Services Staff:</b></p>
11	【   】	<p>獲教育部學海飛颺/學海惜珠獎學金者需繳交行政契約書一式三份至國合處</p> <p><b>Submit three copies of the Administrative Agreement (for MOU scholarship holders only)</b></p> <p>*契約書一式三份需親筆簽名以及蓋章，不可用影本。</p>
*12	【   】	<p>完成行前程序單，於出國上傳至行前程序單表單</p> <p>Submit this pre-departure checklist to Online Pre-departure google form.</p>

※填表人簽章(Signature)：\_\_\_\_\_

※繳回日期：\_\_\_\_/\_\_\_\_/\_\_\_\_ (year/month/day)

備註：

1. 請確認上傳資料均屬實以及於出國前完成，否則將不核發獎學金。

OICC will make the distribution of scholarship on condition that this checklist and all required documents are uploaded.