

# 切 結 書

## Letter of Undertaking

經\_\_\_\_學年度\_\_\_\_學期國際暨兩岸交換學生甄選錄取，本人\_\_\_\_\_(姓名)，了解並同意遵守下列事項：

Admitted as an exchange student for \_\_\_\_\_(Semester) \_\_\_\_ (Year) Outbound Student Exchange Program, I, \_\_\_\_\_(Name), certify that I understand and agree to the following regulations:

- 一、 前往 \_\_\_\_\_ (交換校國家、校名) 進行\_\_\_\_\_ (一學期或一學年)之交換學習，並依規定時間辦理出國手續。  
Admitted to \_\_\_\_\_(Name of Host Institution, Country) under the student exchange program to study for \_\_\_\_\_(one semester or one academic year), I will follow the pre-departure procedures according to the timetable.
- 二、 本人及父母已知悉交換學生出國期間不須辦理休學，但仍應繳交本校全額學雜費以保留學籍。  
Parents and I fully understand that exchange students do not have to withdraw from school, but they need to pay full-time tuition fees in order to sustain enrolment.
- 三、 本人及父母已知悉交換學生甄選活動相關辦法及所甄選學校之互惠條件。若交換學校互惠條件有變動，依交換學校通知為準，本人絕無異議。  
Parents and I fully understand and agree to **all of the regulations and reciprocity regarding the student exchange program**. I am also aware that the conditions are subject to change based on the notice of the host institution.
- 四、 本人及家長了解並願意自行負擔出國研修相關支出，如機票、簽證、保險、生活費或學費、住宿等費用。  
Parents and I fully understand that we are responsible for **any expenses incurred for the exchange program, such as flight tickets, visa, insurance, living costs, tuition fees, and accommodations**.
- 五、 繳交切結書前將審慎考量，繳交後非因不可抗力因素絕不棄權，並同意遵守學校有關出國手續辦理、選課辦法、學分抵免、學籍保留以及生活常規等相關規定。  
I have given thorough consideration to the student exchange program before handing in this undertaking. After the submission, withdrawal from the program is not allowed except in the event that such breach is a consequence of a force majeure. I also agree to all of regulations regarding pre-departure procedures, course registration, credit waiver, maintenance of enrolment and manners, etc.
- 六、 若於繳交切結書後棄權，不論放棄原因為何，次學期不得提出申請。若非因不可抗力因素棄權，願意接受學校懲處。  
Any withdrawal after the submission of this undertaking will render the eligibility for the application the next semester. Except in case of force majeure, I am also liable for any penalty.
- 七、 錄取名單公佈後，若交換學校臨時變動名額或入學資格要求，願接受校方安排至其他適合之交換校就讀。如同上述原因擬放棄交換生資格，可不受第六條規範，但不得要求保留資格。  
I agree to accept the arrangement to study at another partner institution if there is any change made to the openings or requirements for admission after the placement result is announced. If the withdrawal

is resulted from the above-mentioned reason, I will be exempt from the regulation according to clause 6, but I cannot ask for reserving the place.

八、 經錄取後，願遵守學校規定之交換期限，不得變更，以免影響未來同學交換之權益。

After being accepted, I will conform to the exchange duration regulated by the University. No change is allowed lest the right of future exchange students be deprived of.

九、 出國前，將依規定繳交**行前程序單**。如有違反校規重大情事，經發現將撤銷其交換生資格，不得有異議。

Before departure, I will submit the **pre-departure checklist** as requested. I also understand that if there is any violation of the University's regulations, the qualification for the exchange program will be revoked.

一〇、 抵達交換學校後，將依規定繳交**抵達國外報到卡**。於交換學校就讀期間，遵守雙方學校一切規定，如有違反規定之行為，願自行負責，並接受雙方學校處置。

After arriving in the host institution, I will submit the **arrival card** as requested. During the exchange period, I agree to conform to any regulations made by both home institution and host institution. If there is any violation, I am willing to shoulder responsibility and take punishment.

一一、 返國後，將依規定繳交**成果報告書、返抵國內報告單及成績單**至國合處，待國合處審核通過後，始得將資料送請所屬系(所)核定。本人亦願意遵守國合處或系上安排參加成果分享會。

After returning to the home country, I will submit the **report on exchange experience, notification of arrival in the home country, and academic transcript** to OICC. Only when the documents are approved by OICC can I submit them to the department for credit waiver. I also agree to share my exchange experience according to the arrangements by OICC or the department

本人瞭解並願遵守上述事實，如有不符規定或逾期辦理事項等情事者，本人願依校方相關規定被撤銷交換學生資格，並喪失交換學生之相關權利，絕無異議，特此切結為憑。

By submitting this undertaking, I hereby certify that I agree to the above-mentioned clauses. If there is any violation or delay in the procedures, I understand that I will be disqualified from the exchange program, and no objection will be raised.

此致 To

文藻外語大學 Wenzao Ursuline University of Languages

切結人姓名（簽名蓋章）Signature and Stamp of Student：

切結人家長姓名（簽名蓋章）Signature and Stamp of Parent/Guardian：

班級 Class： 學號 Student ID Number：

電話 Tel：

中華民國 年 月 日  
(Year/Month/Day)