

文藻外語大學 文藻桌海外實習學生行前程序單  
Pre-departure Checklist for Wenzao Desk Overseas Interns  
Wenzao Ursuline University of Languages

**個人資料 Personal Information**

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

實習國家 Host country : \_\_\_\_\_ 實習學校 Host Institution : \_\_\_\_\_

實習期間 Internship 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	【   】	上傳 <u>護照掃描一份</u> 至行前程序單表單 Upload <b>a scan of your passport</b> to Online Pre-departure google form.
2	【   】	收到實習相關資料，上傳至行前程序單表單。 Upload <b>a scan of the letter of invitation</b> to OICC.
3	【   】	辦理簽證，上傳 <u>簽證影本一份</u> 至行前程序單表單(以觀光落地簽入境者免繳交)。 Apply for a <b>visa</b> issued by the host country and upload a scan to OICC. (Visa-on-arrival countries can be waived.)
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	【   】	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(高廷珩教官)。
6	【   】	購買機票 (檢附行程表及旅行社所開代收轉付收據) Book a flight ticket (please attach the <b>invoice</b> and <b>a copy of your itinerary</b> .) ➤ 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	【   】	購買海外醫療險/海外旅遊平安險(此處僅為提醒同學辦理，毋須檢附相關文件影本) Purchase overseas medical insurance (no need to submit a copy)
三、離校前手續 Pre-departure Procedures		
8	【   】	<input type="checkbox"/> 填具並繳交「文藻桌海外實習計畫」補助款領據(google 表單上可下載)至國合處。 Fill out and submit the <b>receipt of payment for Wenzao Desk Overseas Internship Program</b> . <input type="checkbox"/> 提供存摺封面影本(含:分行名稱及代碼) upload <b>a copy of the cover of your bankbook</b> .(with information on bank code/name)

9	【 】	<p><b>與所屬科系確認返國學分免修事宜</b> Meet with your Department Chair to discuss plans for credit exemption.</p> <p><input type="checkbox"/> 加選「學期校外實習課程」(由所屬系所及教務處/進修部協助系統作業)。 Add “internship course”(processed by your department and the Office of Academic Affairs/ Division of Continuing Education)</p> <p><input type="checkbox"/> 確認實習指導老師姓名、聯絡方式並於出國前主動聯繫。 Confirm your supervisor’s name and contact information and initiate contact before departure.</p> <p><input type="checkbox"/> 與系主任討論返國後可免修之科目課程。 Discuss with your Department Chair about the courses that can be waived.</p> <p>◎系所(系主任)簽章 <b>Signature of Department Chair :</b></p> <p>◎系主任備註意見 Comments:</p>
10	【 】	<p><b>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)</b> Inform the Office of Residential Services of your departure and complete the leaving procedures. (for dormitory residents only)</p> <p><b>宿舍管理組簽章 Signature of Residential Services Staff:</b></p>
11	【 】	<p>出國前完成程序單。</p> <p><b>Complete this pre-departure checklist before the beginning of intern.</b></p> <p>※繳回日期：____/____/____ (year/month/day)</p>

◎本單請務必於出國前交至國合處，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 submitted.

----The End of Sheet---

預祝 一路順風 收穫滿滿 Bon Voyage 國合處啟 OICC