

# 長庚大學學生赴境外修課申請表

## Application Form for Chang Gung University Students to Study Abroad

Application Date 申請日期 年(yyyy) 月(mm) 日(dd)

申請 學生 Applicant	系 (所) Department :		年級 Grade :	學號 Student ID :	身份證號 ARC No. :
	姓名 Name : (中、英文, 英文需與護照相同)		學生簽名 Student Signature :		
	E-Mail :		連絡電話 Tel :		
修課學 校資料	國別 Country : (中、英文):		校名 Institution Name : (中、英文):		
	系所 Program/Department Name : (中、英文):		目的 Purpose <input type="checkbox"/> 交換生 Exchange student <input type="checkbox"/> 雙聯(需另填雙重學籍申請書) Dual degree (requires additional application form for dual student status) <input type="checkbox"/> 實習 Internship <input type="checkbox"/> 其他 Others :		
出國期 間學籍 Period of Overseas Studies and Student status handling	自 學年第 學期起 (自 年 月 日起) Since the ____ semester of ____ academic year (dd: ____ mm: ____ year: ____)		<input type="checkbox"/> 依學制規定出國, 本學期不選課, 只繳平安保險費 <input type="checkbox"/> 國際健康管理學士學位學程依學制規定出國, 需繳學雜費 <input type="checkbox"/> 本學期選課 學分, 課名: _____, 需繳費 (9學分(含)以下繳納學分費, 10學分(含)以上繳納全額學雜費) <input type="checkbox"/> Not registering classes for this semester <input type="checkbox"/> Registered for ____ credits, course name(s): _____, need to pay tuition fees (9 credits or less, pay by credit hours; 10 credits or more to pay the full tuition fees).		
	自 學年第 學期止 (自 年 月 日止) To the ____ semester of the ____ academic year (dd: ____ mm: ____ year: ____)		<input type="checkbox"/> 依學制規定出國, 本學期不選課, 只繳平安保險費 <input type="checkbox"/> 國際健康管理學士學位學程依學制規定出國, 需繳學雜費 <input type="checkbox"/> 本學期選課 學分, 課名: _____, 需繳費 (9學分(含)以下繳納學分費, 10學分(含)以上繳納全額學雜費) <input type="checkbox"/> Not registering classes for this semester <input type="checkbox"/> Registered for ____ credits, course name(s): _____, need to pay tuition fees (9 credits or less, pay by credit hours; 10 credits or more to pay the full tuition fees).		
	<input type="checkbox"/> 暑假期間出國修課者, 不退學雜費(自 年 月 日起至 年 月 日止) For those who go abroad for classes during the summer, no refund for regular semester fees (From dd: ____ mm: ____ year: ____ to dd: ____ mm: ____ year: ____)				
	<input type="checkbox"/> 納入修業年限計算 Included in the time limits for the completion of a degree.				
預定修 習課程 Tentative course(s) in overseas studies	課程英文名稱 Course Name in English		課程中文名稱 Course Name in Chinese		學分數 Credits
	1、				
	2、				
	3、				
	4、				
	5、				
	6、				
	7、				
	8、				
9、					
※課程是 否採計畢 業學分, 請由系所 輔導學 生。 ※Please consult with the department to determine if the course credits will count towards graduation.					

學務處生輔組 (兵役)	國際處 Office of International Affairs	系所主管 Department Chair	導師/指導教授 Advisor	系所秘書 Clerk of the Department
(限男生 International students are exempted)				
教務長 Dean of Academic Affairs		註冊(研教)組 Registration Section		課務組 Curriculum Section

注意事項：

一、雙線以上由學生填寫並簽名，本表課程欄位不夠，請另頁填寫。

二、提出申請時間：上學期出境者，需於六月底前/下學期出境者，需於十二月底前。需退費學生務必至校務資訊系統→個人資料→銀行帳號資料填寫，未填寫者無法退費請自行負責。

三、學生回國返校上課，需於開學二週內，填妥「學生出境修課學分及成績採認表」，檢同課程書面資料(包括課程授課時數、課程大綱、成績證明正本)，提出學分及成績採認申請，依序呈送審核後登錄於學生歷年成績表。

Notes:

1. Double line and above are for the applicant to fill out and sign. Use extra page(s) if space is not enough.

2. Students are required to complete the "application form for students to study abroad" before leaving the country. Those intend for dual-degree programs are also required to fill out "Dual-school-degree application Form", and submit the accompanying documents for evaluation. Those who intend to leave the country for the 1<sup>st</sup> (fall) semester should apply by the end of June, and for those who intend to leave for the 2<sup>nd</sup> (spring) semester should apply by the end of December. Those who expect refund must provide correct bank account information in the university portal system. The university will not be held responsible for unsuccessful refund due to incorrect account information.

3. After the completion of the overseas study, students are asked to complete the "student overseas course credits and transcript report form" accompanying relevant documents (course credit hours, syllabus and original academic marks) within two weeks of the beginning of the immediate school semester, to apply for credit transfer. The transferred courses and credit hours will then be entered into our student transcript system.