

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 :	性別 Gender :
	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 Foreign School Info	國別 Country (中、英文):			
	校名 Institution Name (中、英文):			
	系所 Program/Department Name (中、英文):			
出國期間 Period of Overseas Studies	<input type="checkbox"/> 本學期不選課, 退學雜費 Not registering classes for this semester, refunding tuition fees. <input type="checkbox"/> 本學期選課__學分, 課名: _____, 需繳費 Registered for __ credits, course name(s) : _____, need to pay tuition fees (9 學分(含)以下繳納學分費, 10 學分(含)以上繳納全額學雜費 9 credits or less, pay by credit hours; 10 credits or more to pay the full tuition fees.			
	<input type="checkbox"/> 本學期不選課, 退學雜費 Not registering classes for this semester, refunding tuition fees. <input type="checkbox"/> 本學期選課__學分, 課名: _____, 需繳費 Registered for __ credits, course name(s) : _____, need to pay tuition fees (9 學分(含)以下繳納學分費, 10 學分(含)以上繳納全額學雜費 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:____)			
學籍處理 方式 Student status handling	<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、			
教務長 Dean of Academic Affairs	註冊(研教)組 Registration Section	課務組 Curriculum Section	學務處生活輔導組 Student Guidance Section (兵役 military service)	系(所)主管 Department Chair
			(女生免 female students are exempted)	

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、學生於出境前填妥「學生赴境外修課申請表」，修讀跨校雙學位於出境前填妥「雙重學籍申請表」，檢同相關資料，依序呈送審核。預計上學期出境者，需於六月底以前提出申請；預計下學期出境者，需於十二月底以前提出申請。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、學生修課期滿後，於回本校上課學期開學二週內，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 1st (fall) semester should apply by the end of June, and for those who intend to leave for the 2nd (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.