

I-Shou University

Procedures of Returning to the University for International Exchange Students Studying Abroad

Date: _____ (YYYY/MM/DD)

Name		Student No.	
Dept/College	Dept of _____ College of (學院) (系)	<input type="checkbox"/> Undergraduate program <input type="checkbox"/> Master program <input type="checkbox"/> Doctoral program	
Name of Overseas School			
Period of Study	From _____ Semester of Academic Year _____ to _____ Semester of Academic Year _____.		

※Please complete the following procedures.

Unit	Details	Signature of Staff in Charge
1. Dept./Institute	Conduct credit transfer in accordance with the department/institute regulations	
2. Registration Section (Academic Affairs Section of Division of Continuing Education)	1.繳交國外修讀成績單 正本 2.赴國外共修讀_____學分; 可抵免本校_____學分 3.辦理學分登錄 1. Submit the official academic transcript of the overseas school. 2. Number of credits taken in overseas study: _____ credits. Number of transferable credits: _____ credits. 3. Registration of the transferrable credits.	
3. 生活輔導組 Student Campus Life Guidance Section	確認是否延長修業以辦理緩徵(女生免) Suspension of draftee for male students (if necessary)	
4. 國際事務處 Office of International Affairs	1.繳交心得報告書(紙本+電子檔) 2.繳交國外研習成績證明 影本 3.繳回返校手續單 1. Submit the study report both in written form and electronic form. 2. Submit the photocopy of the academic transcript	

	of the overseas school. 3. Submit this sheet after all the procedures are completed.	
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註：

- 一、學生須於返國後兩個星期內持修習課程學分成績至所屬系所辦理學分抵免。
- 二、上述返校手續請於返國後一個月內完成。
- 三、本手續單由國際事務處留存。(流程: 系所→註冊組→生輔組→國際處)

Note:

1. Students shall conduct credit transfer at the department/institute he/she belongs to, with the academic transcript of the overseas school within two weeks after returning to Taiwan.
2. Students shall complete the aforesaid procedures within one month after returning to Taiwan.
3. The procedures sheet shall be kept by the Office of International Affairs.

義守大學 教務處 註冊組：

學生出國交換返校後，須依本校「學生抵免學分辦法」相關規定辦理學分抵免。

依上述辦法第七條第一款規定，略以學分抵免之申請，應繳驗(交)原校修讀之成績單正本及學分抵免表。

*正本成績單定義為：成績單上有修讀學校之簽章等類似驗證。

國際移動中心 Global Mobility Center: bit.ly/44tXNlz

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