

Before Exchange 出發前繳交:

- ☐ 旅行社代收轉付收據正本/購票證明 **Proof of purchase**
*Including all flight segments of the outbound and return journeys (If there is no original, you must sign on the copy)
- ☐ 電子機票影本 **E-ticket Copy**
- ☐ 護照影本(個人資料頁) **Passport Copy**
- ☐ 國外入學通知影本 **Admission Notice**
- ☐ 領據(至國際及兩岸事務處填寫) **Receipt (Come to OICA and sign)**
- ☐ 學分承認表 (系上) **Credit Transfer Form (Department Form)**
- ☐ 簽訂及繳交行政契約書一式兩份 **Administration Contract**
(獲得教育部學海飛颺獎學金者 **Taiwanese Students Only**)
- ☐ 出國後兩週內繳交學生抵達國外報到表，連同去程登機證掃描回傳(amylin903@isu.edu.tw)
Within two weeks after leaving, submit the arrival form and scan it back together with the outbound boarding pass.

After Exchange Submit within one month 回國後一個月內繳交:

- ☐ 登機證正本及影本(含去程及回程所有航段登機證) **All original boarding pass and one copy**
*遺失登記證票根正本者，請向該航空公司開立登機證明 If the original boarding pass is lost, please issue a boarding certificate from the airline.
- ☐ 護照影本(簽證、出入境戳章) **Passport Copy (Visa & Entry-Exit Stamp)**
*走快速通關者，請向海關補蓋章，無出入境戳章者，至內政部移民署→線上申辦專區→入出國日期證明 Those who go through the express customs, please fill in the stamp with the customs, if there is no entry-exit stamp, go to the Immigration Department of the Ministry of the Interior → Online Application Zone → Proof of the Date of Entry and Exit
(<http://ncp.immigration.gov.tw/GlobalQA/pages/tw/cp1.html>)
*申請電子簽證者，請繳交簽證核准頁面
- ☐ 國外成績單影本 **Transcript**
*姐妹校如有紙本成績單，請姐妹校郵寄至本校國際處
If the sister university has a paper transcript, please mail it to I-Shou Office of International Affairs.
*若僅有電子檔成績單，需印出來請姐妹校蓋章認證
If there is only an electronic transcript, it needs to be printed out and the sister university must stamp and authenticate

- ☐ 一千字中/英文心得(成果)報告PDF檔 (mail to amylin903@isu.edu.tw)

One thousand words Chinese/English experience (achievement) report PDF file

- ☐ 返校手續單 Return University Procedure

- ☐ 教育部學海飛颺、學海惜珠網站問卷及心得上傳 *Taiwanese Only

(<https://www.studyabroad.moe.gov.tw/index.php>)

***出國期間亦須繳交義守大學學費以保留學籍

*** You must pay ISU tuition during the period of exchange to retain your student status.