**Required Documents**

1. CV (in English);
2. Motivation Letter (in English; 200 words);  
   \*以上2項無特定格式，請以英文進行撰寫。
3. 淡江大學赴外短期交流校內申請表 (另檢附護照影本、英文版歷年成績單、英檢成績證明) 如第2頁

**淡江大學赴外短期交流校內申請表**

**Tamkang University Internal Application Form**

**for Short-term Study Abroad Programs at Partner Institutes**

|  |  |  |  |
| --- | --- | --- | --- |
| **基本資料Personal Information** | | | |
| 中文姓名/Chinese Name |  | | 一吋半身照片 Photo |
| 英文姓名/English Name  \*如護照/as shown on passport |  | |
| 性別/Gender | □男/M □女/F | |
| 出生日期/Date of Birth | 西元 年/YYYY 月/MM 日/DD | | |
| 護照號碼/Passport No. \*請檢附護照影本  Please submit your passport copies |  | | |
| 身分證字號/居留證號  ID or ARC No. |  | 學號/Student ID No. |  |
| 就讀院系所組/  Degree program at TKU |  | 年級/Grade |  |
| 電子郵件信箱/Email |  | 連絡電話/Phone No. |  |
| **GPA** \*請檢附英文版歷年成績單/ Please submit your Transcript of Academic Record | |  | |
| **英檢成績分數/English Proficiency Score** \*請檢附英檢成績證明 如TOEIC, IELTS等/  Please submit your English Proficiency Proof ex: TOEIC, IELTS | |  | |
| 緊急聯絡人/  Emergency Contact | 姓名/關係/電話Name/Relation/Phone No. |  | |
| 個資同意簽署/  Personal Information Agree Signature | **茲同意貴處引用本人申請表列個資，供本活動作業之用。**  **I agree with the rules mentioned above. 申請人簽署及日期/**  **Applicant’s Signature (Date)：** | | |
| **申請計畫Program Selection** | | | |
| 申請計劃名稱/Program Name |  | | |
| 申請參加動機/Motivation |  | | |

保 證 書  
Letter of Guarantee

茲保證（請填系所年班） 學生（請填姓名）

學號： 參加（請填活動名稱）

，必將遵守下列規定，否則願意接受本校相關校規之處分：

This is to certify that student \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in (Department/grade/class) ,(StudentID \_ has applied for . If accepted, will abide by the following rules, or willingly accept the relevant punishments stipulated in the school’s regulation.

1. 恪遵本校及姊妹校之相關法規及其給與之待遇，絕不做出任何有損校譽之行為。

I will abide by the relevant regulations of TKU and the partner university and will not behave in ways that may damage both schools‘ reputations.

1. 對於本活動內容，均已確實瞭解，並願配合辦理。

I am fully aware of the relevant operating method, rights and obligation of this program and willing to cooperate.

1. 非因不可抗力之因素，不得以任何理由放棄。

Other than for unavoidable reasons, students are not allowed to give up their qualifications.

申請人： （簽名及蓋章）

家長（監護人）： （簽名及蓋章）

中 華 民 國 111 年 月 日