

來校交換學生(Inbound Exchange Students)研修證明書說明

1. 對象：正式至本校修讀學分之外國交換學生(陸生依本處僑陸組規定辦理)。
 2. 核發：由國際處主動於學期結束前製作並送文書組請印，完成後，於同學辦妥離校程序時交給同學。
 3. 其他：
 - (1) 交換學生之證明書統一加蓋校長簽章及本校關防。
 - (2) 因學生來臺時間不一，為避免爭議，交換生研修期間僅填寫年、月，不填寫日。
 4. 範本如附件 1。
-

來校訪問學生(Inbound Visiting Students)研修證明書說明

1. 對象：經本組向本校各系所研究室提出實習/研究申請之外國學生，如為校內師長自行邀請或僅參與研討會者，將不予受理(陸生依本處僑陸組規定辦理)。
2. 核發：
 - (1) 於同學抵臺報到時向同學說明申請方式，由同學在離校前兩週，以電子郵件方式向承辦人提出申請，信中須告知承辦人其確定離校時間。
 - (2) 承辦人製妥證書後，由申請人提供給指導教授簽章，並送回國際處承辦人作業。
 - (3) 如同學未申請，將不主動提供。
3. 其他：
 - (1) 訪問學生之證明書統一由其在本校的指導教授親簽並加蓋本校關防。
 - (2) 其研修時間如無特別約定，將以其抵達及離開臺灣日為準。
4. 範本如附件 2。

The Certificate of Completion for Inbound Exchange Students

1. Objects : International exchange students who take courses and obtain credits at NTOU. (Mainland China students please follow the regulations in Direction of Overseas Chinese and Mainland China Students Affairs.)
 2. Issuance : OIA will provide the certificate to students when they completed the NTOU Deregistration Procedures.
 3. Others :
 - (1) Exchange students' certificate of completion will be stamped by NTOU president and NTOU formally.
 - (2) The duration of the study on the certificate will only show the month and year due to the differences of students' arrival date.
 4. Please refer to Appendix 1.
-

The Certificate of Completion for Inbound Visiting Students

1. Objects : International visiting students who do an internship or research at NTOU. We only issue certificates to whom applies visiting through OIA. (Mainland China students please follow the regulations in the Direction of Overseas Chinese and Mainland China Students Affairs.)
2. Issuance :
 - (1) OIA will inform application process upon students' registration.
 - (2) OIA only issue the certificate to whom applies for it.
 - (3) Inbound visiting students who would like to apply for the certificate, please e-mail to the OIA coordinator two weeks before their departure date.
 - (4) OIA will prepare certificates. Students have to have their supervisor's signature on it and bring back to the OIA coordinator.
3. Others :
 - (1) Visiting students' certificates will be signed by their NTOU supervisor(s) and stamped by NTOU formally.
 - (2) The duration of the visiting study on the certificate will be the student's arrival and departure dates if there is no other agreement.
4. Please refer to Appendix 2.

國立臺灣海洋大學
研修證明書

(110)海國學證字第 11000001 號

學生□□□(0000 年 00 月 00 日生)於 20XX 年 XX 月至
20XX 年 XX 月至本校□□□學院□□□學系研修，研修
期滿，頒發證明書。

校 長

20XX 年 XX 月

Certificate of Completion

#11000001

This is to certify that □□□ (D.O.B. *Month 00th, 0000*)
has completed the exchange study at the Department of
□□□, College of □□□ in National Taiwan Ocean
University, Taiwan from *Month XXth, 20XX* to *Month XXth,
20XX*.

President of National Taiwan Ocean University

Month 20XX

國立臺灣海洋大學
研修證明書

(110)海國學證字第 11000001 號

學生□□□(0000 年 00 月 00 日生)於 20XX 年 XX 月 XX
日至 20XX 年 XX 月 XX 日至本校□□□學院□□□學系
研修，研修期滿，頒發證明書。

教 授

20XX 年 XX 月 XX 日

Certificate of Completion

#11000001

This is to certify that □□□ (D.O.B. *Month 00th, 0000*)
has completed the visiting study at the Department of □
□□, College of □□□ in National Taiwan Ocean
University, Taiwan from *Month XXth, 20XX* to *Month XXth,
20XX*.

Professor of National Taiwan Ocean University

Month XXth, 20XX