**繳交資料記錄表 Application Checklist**

申請系所 Faculty Applied for：

欲修讀學位 Intended degree：□學士Bachelor □碩士Master □博士PhD

中文姓名Full Name in Chinese：

英文姓名Full Name in English：

聯絡電話Contact Number： 傳真Fax：

E-mail：

應繳交之資料(於提出申請表時自行勾選下列已繳交項目，並依序放置)：

Required documents for application (mark each item as you submit it and arrange in the order according to the “check list”)

|  |  |  |
| --- | --- | --- |
| 檢查Check | 項目Items | 數量Quantity |
|  | 外國學生入學申請書(附貼2吋半身脫帽照片)Completed application forms for international students with recent passport photos attached | 2 |
|  | 最高學歷成績單(附中文或英文譯本並加蓋臺灣駐外使館戳章)An official transcript of the highest academic degree (a Chinese or English version of certification from by Taiwan embassy) | 1 |
|  | 最高學歷畢業證書影本(附中文或英文譯本並加蓋臺灣駐外使館戳章)A photocopy of the applicant’s highest education diploma (a Chinese or English version of certification from by Taiwan embassy) | 1 |
|  | 推薦函Letters of Recommendation | 2 |
|  | 英文或中文留學計畫書Study plans in English or in Chinese | 1 |
|  | 中文或英文能力檢定證明Chinese proficiency certificate or English proficiency certificate | 1 |
|  | 財力證明A financial evidence document | 1 |
|  | 國籍證明文件或護照影本Verification of nationality or a duplicate of passport | 1 |
|  | 外國學生獎助學金申請書International Students Financial Aid Application Form | 1 |
|  | 外國學生申請入學具結書Affidavit for International Student Application | 1 |
|  | 健康檢查證明(正本)Health Check Form (Original Copy) | 1(if possible) |
|  | 其他系所規定資料Additional Documents Requirements from Departments | 1 |

※ 所有申請文件一概不退還，請自行保留備份。

All application documents will not be returned. Please make extra copies if necessary.

※ 申請文件不完整或文件書寫難以辨識者，視為不合格件，申請者必須負完全責任。