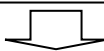


國立臺北教育大學境外訪問學者來校作業流程表

Visiting Scholar Program Application Procedure

境外訪問學者於來台 3 個月前填具申請表及備齊申請文件向本校單位提出申請
 Visiting scholar contacts NTUE departments for application at least 3 months before arrival.
 (Please fill out Visiting Scholar Program Application Form)



接待單位審查並經校長核定通過後，製發邀請函及協助辦理簽證事宜
 Upon president's approval, host department provides invitation letter and assists visiting scholars to apply for the exit&entry permit Taiwan (for Mainland China applicants only).

大陸地區申請者(Mainland China applicants only)

1. 接待單位向國際組索取入出境許可證線上申請系統子帳號。Sub-account setup
2. 接待單位協助訪問學者線上申請入出境許可證及繳費事宜。Exit & entry permit Taiwan application & payment
3. 入出境許可證&收據下載 Download permit & receipt



接待單位 Host Department	<ol style="list-style-type: none"> 1.提供校長核定申請表影本 Copy of the approved Visiting Scholar Program Application Form 2.提供境外訪問學者報到單 Provide Visiting Scholar Program upon Arrival Form (WiFi temporary account, library card, parking permit, etc.) 3.繳交臺灣入出境許可證規費及線上手續費 (僅限大陸申請者)Pay exit & entry permit Taiwan Fee (for Mainland China applicants only)
研發處國際事務組 Div.of International Affairs Office of Research and Development	提供學校相關訊息、校園導覽等服務 Provide university information and campus tour, etc.
總務處出納組 Division of Cashier	繳交訪問學者行政服務費 Pay Visiting Scholar university fee
人事室 Personnel Office	辦理訪問學者識別證 Apply for Visiting Scholar ID card <ol style="list-style-type: none"> (1) 境外訪問學者報到單 Visiting Scholar Program upon Arrival Form (2) 校長核定申請表影本 Copy of the approved Visiting Scholar Program Application form (3) 一吋照片 1-inch Photo