

(第二次甄選)

淡江大學學校財團法人淡江大學
2026-2027年
赴日本姐妹校 (日語組) 交換生聯合甄選
作業簡章

**Tamkang University Exchange Students Internal Screening Guide
(Japanese Group) 2026-2027**

附件 1 _ 2026-2027 日語組姐妹校交換學校一覽表

2026-2027 Tamkang University Exchange Program Information of Partner Universities (Japanese Group)

附件 2 _ 切結書 Letter of Guarantee

附件 3 _ 修正申請表 Application modification Form

附件 4 _ 交換生申請 Q&A Exchange Student Application Q&A

本簡章及其附件請逕至本處網站詳閱：<http://www.oieie.tku.edu.tw/>

有問題歡迎逕向本處辦公室 (T1006) 承辦人洽詢：詹銘哲

校內聯絡 Email: (167380@o365.tku.edu.tw)

This guide can be found on OICSA ' s website: <http://www.oieie.tku.edu.tw/>

If you have any queries, please contact Jacob Chan (167380@o365.tku.edu.tw)

壹、申請資格及相關規定 Eligibility & Related Regulations

一、申請資格 Eligibility

(一) 本校在學學生，大學部三年級、研究所一、二年級在學學生。

Applicants must be a junior or a graduate student.

(二) 學生在校學業成績總平均75分以上。(研究所一年級學生須附大學四年成績單)，並經所屬系、所、院初選通過並推薦者。

Applicants need to have an average grade of 75. For first-year graduate students, a transcript of the undergraduate four-year performance is required. Additionally, candidates must receive preliminary approval and recommendation from their respective departments, institutes, or colleges.

(三) 語言能力檢定合格者 Language proficiency qualification

1、研究所學生，均須檢附日本語能力檢定 JLPT N1 合格證明及成績單

Graduate students should provide the certificate and transcript of JLPT N1

2、大學部學生，須檢附日本語能力檢定 JLPT N2 以上合格證明及成績單(申請使用英語授課課程者除外)

Undergraduate students should provide the certificate and transcript of JLPT N2 (Applicants of English-taught courses are excluded)

二、相關規定 Relevant Regulations

為顧及學生在當地留學時安全，請家長與學生主動配合告知有無曾經受身心重大疾病之就診紀錄。

To ensure the safety of students studying abroad, parents and students are kindly requested to proactively disclose whether there is a history of significant medical conditions or treatments for physical and mental health issues during exchange.

貳、申請及甄選注意事項 Notices for Application and Selection

- 一、申請日期：2025 年 9 月 15 日 (星期一) 至 2025 年 9 月 18 日 (星期四) 中午 12 時止。

Application Period: From **15 September, 2025 (Mon.)** to **18 September, 2025 (Thurs.)** 12:00 PM

二、申請方式 How to apply

- (一) 線上申請系統 Online Application System: <https://exchange.web.tku.edu.tw>

填寫線上申請表後印出，連同其他應繳文件依各系所規定收件截止時間繳交至所屬系所，經所屬系所、學院初審合格及推薦後，統一由系所送件至國際處。

After completing the online application form, please print it out. Submit the printed form along with other required documents to the respective department by the specified deadline according to each department's regulations. After passing the preliminary review and receiving the endorsement from the department and college, the documents will be collectively submitted to the Office of International and Cross-Strait Affairs (hereafter referred to as OICSA) by the department.

※申請資料送出後將無法於系統進行修改，送出前請務必仔細確認。如送出後需要修改，請填寫附件3修正申請表，並於2025 年 9 月 18 日 (星期四) 中午12時前繳交至國際處交流組T1006 室（亦可根據系所規定截止時間一併繳交），同時請將電子檔寄至 167380@o365.tku.edu.tw，逾時恕不受理。每人限申請修改 1 次。

※Once the application has been submitted, it cannot be modified through the system. Please ensure all information is accurate before submission.

If modifications are required after submission, please complete the Correction Application Form (Attachment 3) and submit it to the Office of International and Cross-Strait Affairs (Exchange Section, Room T1006) by 12:00 PM on Thursday, September 18, 2025. (You may also submit it according to your department's designated deadline, if applicable.) Additionally, please email the electronic file to 167380@o365.tku.edu.tw. Late submissions will not be accepted. Each applicant is allowed only one correction request.

(二) 申請應繳文件 Required Documents

- 1、申請表（線上填寫後列印，列印後由申請人親筆簽名及系主任簽名）

Application Form (Fill out online, print, and sign. After printing, the applicant must sign it personally, and it should also be signed by the chair of the department).

- 2、本校中文歷年成績單正本

Original copy of transcripts in Chinese.

- 3、語文能力證明文件（請提供影本或網路成績列表，並於面試時攜帶正本驗核）

- Language proficiency certificate (Please provide photocopied or online certificates, and bring the original certificates during oral interview for verifications)
- 4、授課老師推薦函 1 封 (中文或日文)
1 letter of recommendation from the professor (written in Chinese or Japanese)
- 5、中文及日文自傳
Autobiography (written in Chinese and Japanese)
- 6、中文及日文研習計畫書
Study plan (written in Chinese and Japanese)
- 7、切結書 (請詳附件2)
Letter of Guarantee (please see attachment 2)
- 8、其他相關有助甄選資格審查之證明文件資料影本 **(可縮印使用)**

Other relevant photocopies of certification (can be printed in reduced format.)

※**全部資料請勿超過 16 頁 (含申請表、成績單、日檢影本、推薦函、切結書)**，**單面列印**，並請統一以A4格式製作 (成績單及語言能力證明可用原格式)，依序整理，**請勿裝訂**，以單層A4 L型塑膠講義套送件 (資料不齊全者、資料不符規定者不予受理)。

※All documents should not exceed 16 pages (Application form, Transcript, Language proficiency certificate, Recommendation letter, Letter of Guarantee), single-sided printing. Please use A4 format consistently (transcripts and language proficiency certificates can be submitted in their original format). Arrange the documents in order, do not bind them, and submit them in a single-layer L-shaped plastic folder. Incomplete or non-compliant submissions will not be processed.

(三) 如何填寫姐妹校志願 How to Mark Choices of Partner Universities

請於申請表依序填上志願學校，至多 5 個志願數。將依甄選成績及所填志願之先後順序分發，請詳加考慮並慎重填寫。

Please fill in the desired schools in order on the application form, with a maximum of 5 preferences. Distribution will be based on the selection scores and the order of preferences filled. Please carefully consider and fill in the choices thoughtfully

參、甄選名額及注意事項 Selection quota and notices

- 一、姐妹校甄選名額及資格條件等請詳附件1。

For information on selection quotas and eligibility criteria of each partner university, please refer to Attachment 1.

- 二、申請人須自行查明且確認各校適合之系所及課程，本校無提供系所篩選、課程審查或選校諮詢服務。若錄取學校無適合系所以致無法入學、無課可選或資格不符合該校規定並依然選填該志願等情形發生，申請人須自行負責，不得要求重新分發學校及參與

二次甄選。

Applicants are required to independently research and confirm the suitable departments and courses at each university. OICSA does not provide departmental screening, course review, or school selection consultation services. If, after admission, a situation arises where the admitted school does not offer suitable departments, leading to the inability to enroll, no available courses, or non-compliance with the regulations of that school, and the applicant still chooses that preference, the applicant is responsible for the consequences. There will be no request for school redistribution or participation in a second selection.

三、相關姐妹校資訊，請逕自至各姐妹校網站瀏覽。

For more information, please visit partner universities' websites.

肆、姐妹校交換期間 Exchange Period

申請者出國研修期間為一學年，（除姐妹校另行規定指定研修期間），出國日期依姐妹校開學日期及其行事曆而定。

The duration of the exchange program for applicants is one academic year (unless specified by the partner university with a designated study period). The departure date will be determined based on the partner university's academic calendar and orientation dates.

伍、面試日期、地點 Date and Location of Oral Interview

面試預計於9月底實施，日期、地點另以信件通知。

Interviews are scheduled to be conducted in late September. The exact date and location will be notified via Email.

陸、成績計算方式 Calculation of Results

成績結果以書面資料審查且與面試成績合併計算。

The results will be determined through a document review and will be combined with the interview scores.

柒、錄取名額、標準及公告 Admission Quota, Criteria and Notices

一、錄取名額 Admission Quota:

正取合計：**預估6名**，詳附件各姐妹校提供之名額。

Total number of expected quota: **6**

二、錄取標準 Selection Criteria:

錄取標準由姐妹校交換生甄試小組委員訂定之，依其甄試成績高低及所填姐妹校志願順序先後錄取，成績未達 70 分者不予錄取。

The selection criteria are conducted by the exchange student admission committee. Applicants will be admitted based on their selection scores and the order of preferences for partner universities. Those with scores below 70 points

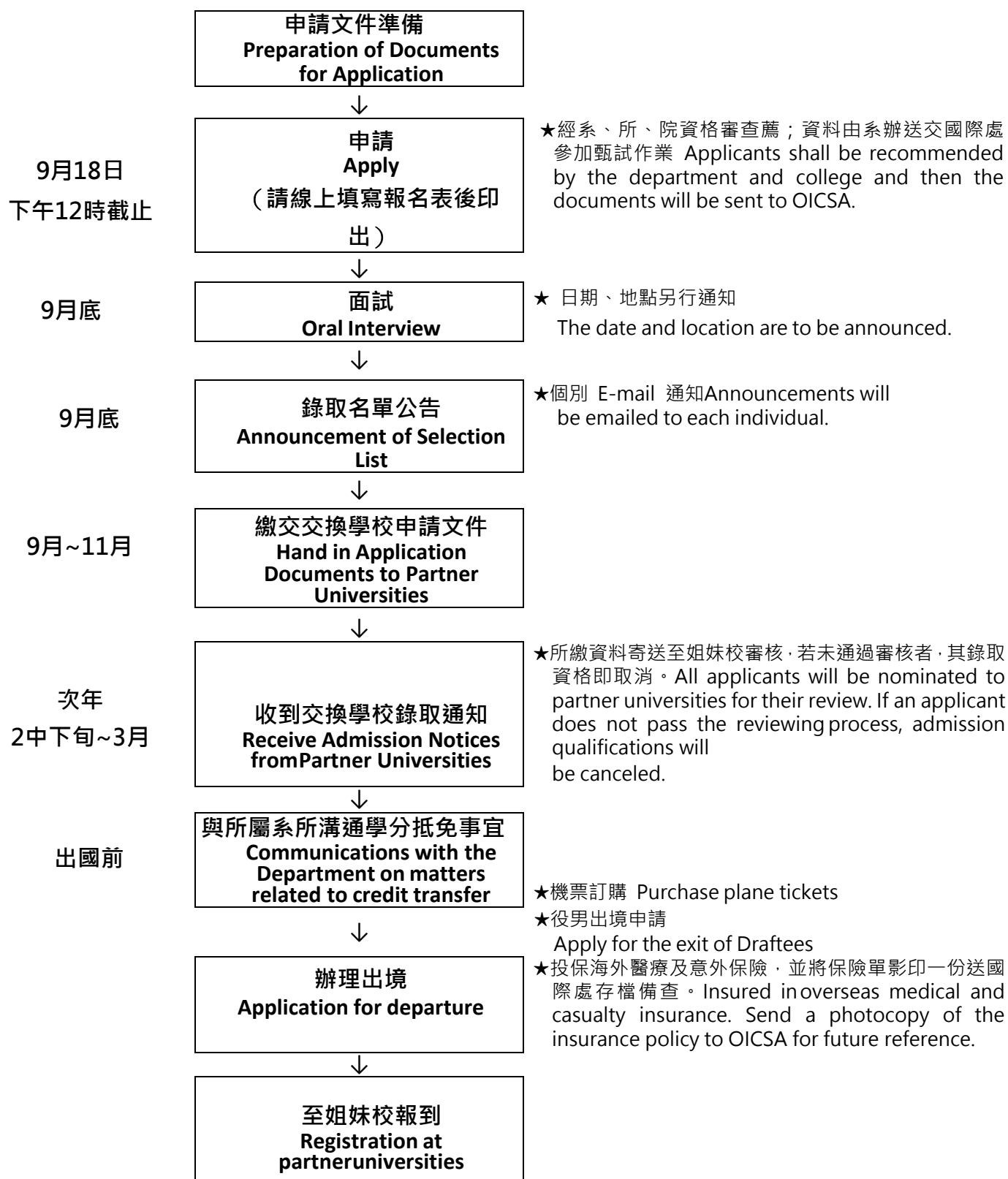
will not be accepted.

三、錄取公告 Selection Results Announcements:

預計於9月底以e-mail通知。

The admission results are expected to be announced in late-September via email.

捌、申請作業流程 Application Process



玖、錄取後注意事項 Precautions after selection

- 一、繳交交換學校之申請文件 Hand in application documents to partner universities
請依姐妹校規定準備相關文件，所有申請文件皆不歸還。

Please prepare the required documents according to the regulations of partner universities. All application documents will not be returned.

- 二、本次甄選名額限 2026年3月31日前出國，若無法按時出國，錄取資格隨即取消。

The available slots for this selection are limited to departures before March 31, 2026. If you are unable to go abroad by the specified date, your acceptance will be automatically cancelled.

- 三、取得入學許可及簽證辦理 Receive admission notices and apply for visa

- (一) 錄取學生僅代表獲得本校交換學生推薦資格，仍需再經交換學校審核。若未通過審核無法取得學生簽證者，其錄取資格即取消，如有獎學金獲獎資格也同時取消。

Admission to the program represents obtaining the recommendation qualification as an exchange student from OICSA. However, further approval from the partnership university is required. If the student fails to pass the partner university's review and is unable to obtain a student visa, the admission qualification will be revoked, and any scholarship eligibility will also be canceled.

- (二) 因故未獲姐妹校核發入學許可者，本處得註銷其交換生資格。近年少數歐洲姐妹校曾因暑期或行政作業系統等因素而有延遲核發入學許可現象，造成部份等待出國之交換生來不及辦理簽證、註冊或選課；為避免類似情事再度發生，凡未能於 **2026年3月31日**前取得姐妹校入學許可者，即取消其交換生資格。

If an admission permit is not issued by the partner university due to unforeseen circumstances, the exchange student status will be revoked by OICSA. In recent years, there have been instances of delays in issuing admission permits from a few partner universities in Europe, attributed to factors such as summer breaks or administrative system operations. This has resulted in some exchange students who were waiting to go abroad being unable to complete visa processing, registration, or course selection in time. To prevent similar incidents, exchange student status will be canceled for those who do not obtain admission permits from partner universities by **March 31, 2026**.

- (三) 取得姐妹校入學許可之後，即可自行洽詢各國在臺辦事處之簽證辦理事宜，交換生須自行完成護照、簽證及選課申請等事宜，本處不協助代訂機票，並依據姐妹校開學狀況自行安排前往行程；如有困難，可請國際暨兩岸事務處在權責範圍內提供協助。

After obtaining admission permission from the partner university, you may independently inquire about visa procedures at the respective country's representative office in Taiwan. Exchange students are responsible for handling matters such as passports, visas, and course selection on their own.

OICSA does not assist in flight ticket booking. Additionally, students should arrange their travel plans based on the partner university's academic schedule. In case of difficulties, you may seek assistance from OICSA within its jurisdiction.

- (四) 基於學生安全考量，如遇天災、戰爭、罷工、動亂、疫情等不可抗力或非可歸責於本校之事由，本處有權取消或延遲交換。

For the consideration of student safety, in the event of natural disasters, wars, strikes, civil unrest, pandemics, or other force majeure events that are beyond our control or not attributable to the university, OICSA reserves the right to cancel or postpone the exchange program.

- (五) 若於第一次甄選後，因姐妹校政策或其他條件導致名額縮減，或該校不再接收本校交換生，得可在名額仍有剩餘的情況下，參加第二次甄選。

After the first internal selection, If the number of spots is reduced due to the partnership universities' policies or other reasons, or if the partnership universities no longer accept exchange students from TKU, candidates may participate in the second internal selection, provided there are available spots.

四、中華民國國籍役男學生出國 Exit of Draftees for Taiwanese Male Students

役男出國前由本校函請各相關縣市兵役單位辦理役男出國手續。役男應於出國前持核准公函及護照，並依公函指示備妥役男出境核准通知單，並於交換期結束後準時返國，不得有滯留國外之情形；如有違反情況，需自負一切法律責任並按校規處置。具役男身分學生，請最晚於出國前一個月，繳交身分證、護照頁、電子機票及入學許可電子檔至國際處承辦人辦理。

Before traveling abroad, conscription-aged male students are required to request the respective county or city military conscription office to handle the procedures for traveling abroad, as indicated in the university's letter. Before departing, the conscripted student should carry the approved letter and passport and prepare the conscripted exit approval notice as instructed in the letter. It is mandatory to return to Taiwan promptly after the exchange period without any delay abroad. Violations will result in legal consequences, and disciplinary actions will be taken according to university regulations. Students with conscription status are required to submit their identification card, passport page, electronic flight ticket, and the electronic file of the admission approval no later than one month before departure to the designated personnel in OICSA.

五、註冊繳費與學籍保留 Registration fees and Student Status Retain

交換生於交換期間須繳交本校全額學雜費並註冊，於交換學校免繳學雜費，但其餘個人支出均須自行負擔。(部分國外學校會有不同於本校之雜費項目，學生仍須繳交)。

During the exchange period, exchange students are required to pay the full tuition and fees at TKU and complete the registration process. However, at the host institution, exchange students are exempt from paying tuition and fees, although they are responsible for covering other personal expenses. Please note

that some partner universities may have miscellaneous fees that differ from those at TKU, and students are still required to pay these fees.

六、學分採認 Credit transfer

交換生出國前應與所屬系、所充分溝通學分採認事宜。返國後學分採認，悉依各所屬系、所規定辦理。亦即於交換學校所修學分，不保證可採計與本校相同學分數或全數採計；若因兩校算法不同，以致學生損失部分學分數，本處無法替同學開立證明，且無替同學爭取採計相同學分數之責任。如因學分採計問題導致無法如期畢業者，須自行承擔後果。

Before going abroad, exchange students should communicate with their respective departments or institutes regarding the credit transfer process. Upon returning to Taiwan, the credit transfer will be handled according to the regulations of each department. It is important to note that credits earned at the partner university during the exchange may not necessarily be equivalent to the same number or fully transferable credits at TKU. If discrepancies arise due to different calculation methods between the two universities, resulting in the loss of some credits, OICSA cannot issue certificates on behalf of the students nor take responsibility for advocating for the recognition of the same number of credits. Students who encounter graduation delays due to credit transfer issues are responsible for the consequences themselves.

七、其他注意事項 Other issues

- (一) 錄取學生不得要求更換交換學校。若交換學校所核可之校區、院系或交換學期並非同學所預期，學生須自行斟酌是否接受或放棄錄取資格，不得要求更換校區、院系或交換學期。

Selected students are not allowed to request a change of the partner university. If the approved campus, department, or exchange period of the exchange school is not as expected by the student, the student must carefully consider whether to accept or forfeit the admission. There is no provision for requesting a change of campus, department, or exchange period.

- (二) 各校交換名額及條件若因該校規定變動而更改，學生必須接受，不得有異議。

If the exchange quotas and conditions of any school change due to the regulations of that school, students must accept the changes and may not raise objections.

- (三) 本校交換計畫不提供姐妹校校內宿舍申請保證；交換學校亦無保證提供校內宿舍之責任。學生須依各姐妹校規定自行申請宿舍。未申請到宿舍者，須自行安排外宿事宜，本處無替同學爭取校內宿舍之責任。

TKU does not guarantee the availability of on-campus dormitory accommodations at partner universities, and partner universities are not obligated to provide on-campus housing. Students must independently apply for dormitories according to the regulations of each partner university.

For those who are unable to secure on-campus housing, they are responsible for making arrangements for off-campus accommodations. OICSA is not responsible for advocating for on-campus housing on behalf of students.

- (四) 部分學校雖有提供免收住宿費之優惠，但仍有可能因該校政策變動而取消，本校不保證一定獲得免住宿費優待。若該校取消免住宿費優惠或提高住宿費，學生仍須依該校規定繳交，本處無替同學爭取免住宿費之責任。

While some partner universities may offer exemptions from accommodation fees, it is possible that this benefit could be canceled due to changes in the partner university's policies. TKU does not guarantee the receipt of accommodation fee waivers. If the school cancels the exemption or increases accommodation fees, students are still required to pay according to the school's regulations. OICSA is not responsible for advocating for fee exemptions on behalf of students.

- (五) 除學生平安保險外，交換生須於出國前自行購買自出國日起至加入當地國民保險前之保險（含醫療、意外、海外急難救助等），並將保險單影印一份於出國前 2 週內送交國際處存檔備查。若學生未購買保險，本校有權取消其錄取資格。

In addition to the student safety insurance, exchange students are required to purchase their insurance covering medical, accident, and emergency assistance abroad, from the day of departure until enrollment in the local national insurance. A photocopy of the insurance policy must be submitted to OICSA for archiving within two weeks before departure. If a student fails to purchase insurance, OICSA reserves the right to cancel their admission.

- (六) 交換期間姐妹校無提供工讀機會之義務。

Partnership universities are not obligated to provide work-study opportunities during the exchange period.

- (七) 交換學生因特殊變故無法如期前往錄取學校或中退交換生資格者，應向國際事務處申請撤銷。無故退出造成兩校間交流作業困擾者，依相關校規議處。

If exchange students are unable to go to the accepted school on time or need to withdraw from the exchange program due to special circumstances, they should apply for withdrawal through OICSA. If a student withdraws without valid reasons and causes operational difficulties in the exchange process between the TKU and partner university, disciplinary actions will be taken according to the relevant university regulations.

拾、交換期間注意事項 Exchange Period Precautions

- 一、交換期間不得辦理本校畢業或休學手續，若有違反即喪失其交換生資格。

During the exchange period, students are not allowed to complete graduation or suspension procedures at TKU. Violation of this rule will result in the loss of their exchange student status.

- 二、交換期間如有特殊變故需中止交換計畫者，需取得兩校同意，不得自行中止或返國。

If there are special circumstances during the exchange period that require the suspension of the exchange program, the student must obtain consent from both universities. The student is not allowed to suspend or return home without mutual agreement from both universities.

- 三、於交換學校完成註冊後，即視同該校學生，應遵守該校一切規定，不得做出有損兩校校譽情事。如有違反情況須同時接受兩校校規處置。

After completing the registration at the partner university, the student is considered a student of that institution and must adhere to all of its regulations. The student is not allowed to engage in activities that may damage the reputation of both institutions. Violations will result in disciplinary actions according to the regulations of both universities.

- 四、交換期間須與本校保持密切聯繫，並留意自身安全問題。

During the exchange period, students must maintain close contact with Tamkang University and pay attention to their own safety issues

- 五、學生有責任及義務協助推廣本校，積極參加姐妹校舉辦之相關活動，如交換學生教育展或說明會等。

Students have the responsibility and obligation to assist in promoting our university actively. They should participate in relevant events organized by partner universities, such as exchange student education fairs or informational sessions.

- 六、交換期間結束後，須按時回到本校原就讀系所繼續就讀，或完成畢業手續，不得擅自延長交換期間。如有違反情況，須自負法律責任並按校規處置。

After the completion of the exchange period, students are required to return to their original department at Tamkang University on time to continue their studies or complete graduation procedures. Extending the exchange period without proper authorization is not allowed. Violations will result in legal consequences and disciplinary actions according to university regulations.

拾壹、交換生義務 Exchange Student Obligations

- 一、於每年4月或10月繳交留學心得報告至國際處。所繳交之心得報告等資料，本處得不須另取同意，有權於網站公開或提供學校活動使用。

Students are required to submit a study abroad reflection report to OICSA in April or October each year. The submitted reflection report and related materials may be used or published on the TKU's website or for school events without the need for additional consent.

- 二、本處有權提供交換學生聯絡方式給未來錄取相同區域學生，不須另徵其同意。

OICSA has the right to provide the contact information of exchange students to future students admitted to the same region without the need for additional consent.

- 三、需參加留學生授旗典禮、交換生甄選說明會、經驗分享餐會等活動。並應主動協助及輔導後期交換生之留學準備，提供必要資訊。

Students are required to participate in events such as the flag presentation ceremony (before going abroad and after returning), exchange student selection orientation, experience-sharing gatherings, etc. They should actively assist and guide later-stage exchange students in their study abroad preparations, providing necessary information.

附件_1 Attachment 1

請注意，簡章仍以9/15最新公告為主，請留意國際處網頁：http://www.oieie.tku.edu.tw/zh_tw/news/OverseasStudents

| 淡江大學2026-2027年赴日文組姐妹校交換生第二次聯合甄選交換學校一覽表 | | | | | |
|---|--|--------------------|----------------|---------------------------------------|---|
| 2026-2027 Tamkang University Exchange Program Information of Partner Universities (Japanese Group) 留學期間：2026.4-2027.3 | | | | | |
| # | 姐妹校名 Partner University | 名額 Quota | 語言 Language | 資格 Eligibility | 備註 Remarks |
| 1. | 關西大學 Kansai University https://www.kansai-u.ac.jp/Kokusai/future/ | 1 | 日文 Japanese | 大學部、研究所（碩） Undergraduate, Graduate | 1. 研究生可申請研究生的課程，但如若該校開課人數不足或是教授拒絕接受，該校亦可接受研究生參與大學部交換計畫 2. 不接受有日本國籍的雙國籍生 |
| 2 | 櫻美林大學 J.F. Oberlin University https://reurl.cc/D4oV0e | 1 | 日文 Japanese | 大學部、研究所（碩） Undergraduate, Graduate | 1. GPA 2.5以上 2. 限至少讀過本校一學期的甄試生申請 |
| 3 | 立命館大學 Ritsumeikan University https://en.ritsumeik.ac.jp/skp/ | 1 僅大三下 交換一學期 | 日文 Japanese | 大學部、研究所（碩） Undergraduate, Graduate | 1. 甄試生需具備日語能力測驗JLPT N1合格證明。 2. GPA 3.0以上 3. 限至少讀過本校一學年的甄試生申請 4. 有機會可申請獎學金： https://reurl.cc/L54klx |
| 4 | 長崎外國語大學 Nagasaki University of Foreign Studies https://www.jiu.ac.jp/lsc/abroad/detail/id=4537 | 2 | 日文 Japanese | 大學部、研究所（碩） Undergraduate, Graduate | |
| 5 | 亞細亞大學 Asia University https://www.asia-u.ac.jp/chinese/ | 1 | 日文 Japanese | 大學部、研究所（碩） Undergraduate, Graduate | 1.免住宿費用 2.研究生申請須達N1 |
| 合計 | | 6名 | | | |

切結書 Letter of Guarantee

茲保證 (請填系班級) _____ 學生 (請填姓名) _____ (學號: _____) 申請本校2026-2027年日本姐妹校交換生聯合甄選，如經錄取，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 the student _____ in _____ (Department, grade, class) (student ID: _____) has applied for a joint selection of foreign partner universities student exchange in 2026-2027. If accepted, will abide by the following rules, or willingly accept the relevant punishments stipulated in the school's regulation:

一、恪遵本校及留學學校之相關法規及其給與之待遇，絕不做出任何有損兩校校譽之行為。

I will abide by the relevant regulations of the school and exchange school and will not behave in ways that may damage both school's reputations.

二、對於本交換生計畫案公告之相關作業辦法、權益及義務，均已確實瞭解，並願配合辦理。

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

三、為確保交換生海外留學安全，家長與學生本人願意主動告知是否曾有身心重大疾病之就診紀錄。

In order to ensure the safety of students when studying abroad, parents and students should take the initiative to inform on whether there has been any suffering of major physical or mental illness treatment recorded.

四、非因不可抗力之因素，不得以任何理由放棄交換生資格或中輟學業。研習期滿並按時返校。

Other than for unavoidable reasons, students are not allowed to give up their qualifications for exchange or drop out of school. Students need to return to Tamkang University after the exchange period is over.

申請人： _____ (簽名蓋章)

家長 (監護人) _____ (簽名蓋章)

(關係： _____)

中 華 民 國 _____ 114 年 _____ 月 _____ 日

淡江大學2026-2027年赴日語組姐妹校交換生甄選資料修正申請書
2026-2027 Tamkang University Exchange Students Application Modification Form
(Japanese Language Group)

| | | | | |
|-------------------------------------|----------------------------|--|---|--|
| 個人資料 Personal Information | 中文姓名： Chinese name: | | 系所年級 & 班別： Department, Grade, Class | |
| | 英文姓名（護照）： English name: | | 學 號： Student ID | |
| 手機號碼 Mobile Number | | | | |
| 常用電子信箱 Email | | | | |
| 修改說明 Description of Modification | | | | |
| 申請人 親筆簽名 Signature | | | | |

備註：

1. 請於**2025 年 9 月 18 日（星期四）中午12時前**將申請表繳交至國際處交流組辦公室（亦可根據系所規定截止時間一併繳交），同時請將電子檔寄至 167380@o365.tku.edu.tw，逾時恕不受理。每人限申請修改 1 次。

Please submit the application form to the Office of International and Cross-Strait Affairs (Exchange Section) by 12:00 PM (noon) on Thursday, September 18, 2025. (You may also submit it according to your department's designated deadline, if applicable.) At the same time, please email the electronic file to 167380@o365.tku.edu.tw. Late submissions will not be accepted. Each applicant is allowed to request a correction only once.

2. 請以電腦繕打，以免手寫字跡無法辨認。

Please type by the computer to prevent that handwriting cannot be identified.

3. 每人限修改 1 次。

Each applicant can apply for modification for once.

交換生申請 Q & A

Q & A Student Exchange Application

1. 我想申請交換生，請問我應該如何申請？

I want to apply for exchange. How can I apply?

- (1) 請參考去年甄選辦法中的學校名單，並自行查詢各姐妹校資訊，決定欲交換的學校。可參考：<https://reurl.cc/04do4M>

Please refer to the list of schools in last years' selection and research each partner university to decide which school you would like to apply. You can refer to the study abroad manual of the 113 academic year.

先考取欲交換學校規定的語言成績，如姐妹校沒有規定，則語言成績至少需高於申請門檻。

Please first achieve the language requirements of the exchange school. If none is provided, then scores need to be at least higher than the application requirements.

- (2) 當年度甄選辦法將公告國際處網頁，請留意最新公告。

The selection process will be announced on the OICSA website. Please pay attention to the newest announcements.

- (3) 請於申請截止日前，經系所、學院、國際處流程繳交申請資料。

Please hand in application documents to the department/college/OICSA before the deadline.

- (4) 完成報名手續後，國際處將通知您面試時間。

After the application, OICSA will inform you of when the interview will take place

2. 什麼時候要提出申請？

When should you apply for exchange?

| | |
|--|---|
| <p>日語組 Japanese group</p> <p>第一次：約 2~3 月（二下） First application: about February ~ March (second semester of sophomore year)</p> <p>第二次：約 9~10 月（三上） Second Application: About September ~ October (first semester of junior year) (第一次甄選有缺額才辦理第二次甄選) (Second part application will only happen if there are vacant spots on the first application)</p> | <p>英歐語組(包括歐美、澳洲、以及以英語授課的亞洲日本姐妹校等) English and European languages group (including Europe, US, Australia, and partner universities in Asia with English-taught courses)</p> <p>約 11 月（二上、三上） About October ~ November (first semester of sophomore and junior year)</p> |
|--|---|

中文組（部分學校僅開放台灣學生申請。）

Chinese group

(please note that some schools only allow applications from Taiwanese students.)

2~3 月（二下）

February ~ March (second semester of sophomore year)

9 月~10 月（三上）

September ~ October (first semester of junior year)

3. 大三出國和交換生有什麼不同？

What is the difference between studying abroad in your junior year and being an exchange student?

| | 辦理單位 Organizer | 姐妹校學雜費 Tuition Fees of Partner University | 淡江學費 TKU Tuition Fees |
|---|---|---|--------------------------|
| 大三出國 Study Abroad in Junior Year | 外語學院6系、國企系、資工系、 觀光系、政經系。 6 Departments from the College of Foreign Languages, Department of International Business, Department of Computer Science and Information Engineering, Department of International Tourism Management, Department of Global Politics and Economics | 全額 Pay full amount | 四分之一 One fourth |
| 交換生 Exchange Student | 國際處 Office of International Cross-Strait Affairs (OICSA) | 不需繳交主要學雜費 Main tuition fee is not required | 全額 Pay full amount |

4. 語言成績申請門檻是多少分？

What is the language application requirement?

日語組 Japanese Group：

研究所學生：日語能力檢定 JLPT N1 以上

Postgraduate students: Japanese language proficiency test needs to be above JLPT N1

大學部學生：日語能力檢定 JLPT N2 以上

Undergraduate students: Japanese language proficiency test needs to be above JLPT N2.

英語組 English Group：托福 iBT 70 分或

IELTS 5.5(學術組)。TOEFL iBT 70 or IELTS 5.5 (Academic)

德語組 German Group：德語檢定 A2

證明。German language proficiency test A2

法語組 French Group：法語檢定 B1 證明。

French language proficiency test B1

西語組 Spanish Group：西語檢定 B1

證明。Spanish language proficiency test B1

俄語組 Russian Group：俄語檢定 A2

證明。Russian language proficiency test A2

請注意！如姐妹校另有規定門檻，則依姐妹校規定辦理。

Please note! If partner universities have other language requirements, all will go according to their regulations.

5. 學業成績申請門檻是多少分？

What is the academic score requirement?

在校學業成績總平均 75 分以上或系百分比前 40% (研究所一年級學生應檢附大學四年成績單) Applicants should obtain an average grade of 75 or above or achieves top 40% of the department (Please view “scores of all semesters”)

6. 交換期間是什麼時候？

When is the exchange period?

日語組(1 年)：每年 4 月~翌年 2 月(少數學校為每年 9 月~翌年 7 月)

Japanese group (1 year): Every year from April to February of the following year (few schools are September to July of the following year)

英歐語組(1 年或 1 學期)：每年 9 月~翌年 6 月

English and European languages groups (1 year): Every year from September to June of the following year

中文組(1 學期)：9 月~翌年 1 月 (上學期) 或 2 月~7 月 (下學期)

Chinese group (1 semester): September to January of the following year (first semester) or February to July (second semester)

7. 請問轉學生是否可憑先前學校的成績申請？

Are transfer students allowed to apply for exchange using academic transcripts from their previous school?

視姐妹校規定而定。

This will be determined in accordance to the sister school.

8. 請問我可以同時申請英語組和法語組(跨組報名)嗎？

Am I allowed to apply for the English and French group at the same time?

不可以，每次僅可選擇一組報名。

No. You are only allowed to apply for one group each time.

9. 推薦信我要找誰寫，有特定格式嗎？

Whom should I go to for recommendation letters and are there specific formats?

請找校內老師寫推薦信，格式不限，請使用中文或依申請語言組別撰寫。(例：英語組可繳交中文或英文推薦信)

Please ask TKU professors to write recommendation letters for you. There is no specific format. Please write in Chinese or by the language of the group, which you apply. (i.e. English group should write in English or Chinese)

10. 請問要繳語言成績單或是獎狀的正本嗎？

Do you need to hand in the original copy of the language transcript or the certificate?

申請表、校內成績單、推薦信須繳交正本，其餘影本即可(語言成績證明請於面試時提供正本驗核)。Original copies are required for the application form, school transcripts and recommendation letter. The rest can be photocopies. (Original copies of language proficiency transcripts should be provided during the oral examination for verification.

