

交換意願切結書

(請雙面列印)

Letter of Undertaking

本人_____，經 115 學年度第 2 學期校級國際暨兩岸交換學生甄選錄取，錄取組別為_____ (一般組/語言學習組)，擬於_____學期出訪 (請擇一填入：115-2 / 116-1 / 115-2~116-1 / 116-1~116-2)，身為_____ (自費/互惠) 生 (係指_____ (姊妹校學費自付/姊妹校學費免付))，已充分了解並同意遵守下列事項：

Having been admitted to the Outbound Student Exchange Program for the Academic Year 2026–2027, I, _____ (Full Name as in Passport, 護照英文姓名), under the category of _____ (please select one: General Program / Language Learning Program), will participate in the _____ semester (please select one: 115-2 / 116-1 / 115-2~116-1 / 116-1~116-2), as a _____ (please select one: tuition-paying / tuition-waived at the host institution) student, and hereby acknowledge that I fully understand and agree to comply with the following terms and conditions:

- 一、 前往_____ (交換學校國家、校名) 進行_____ (一學期或一學年) 之交換學習，並依規定時間辦理出國手續。
Admitted to _____ (Name of Host Institution, Country) under the student exchange program to study for _____ (1 semester / 1 academic year), I will follow the pre-departure procedures according to the timetable.
- 二、 本人及父母均已知悉，出國交換期間無須辦理休學，惟本人仍須自行確保於交換期間持續具備本校學籍，並依規定完成註冊及繳交本校全額學雜費。Parents and I fully understand that exchange students do not have to withdraw from school, but I need to **pay full-time tuition fees in order to sustain enrollment**.
- 三、 本人及父母知悉**交換學生甄選活動相關辦法及所甄選學校之互惠條件**。若交換學校互惠條件有所變動，將依交換學校通知為準，本人絕無異議。My parents and I fully understand that I am not required to take a leave of absence during my exchange period. I am also aware that I must complete the required registration procedures, pay the full tuition and miscellaneous fees, and maintain my enrollment at Wenzao Ursuline University of Languages throughout the exchange period.
- 四、 本人及家長已充分了解並同意，出國交換期間**自行負擔並妥善安排相關費用及個人事項辦理**，包括但不限於機票、簽證、海外保險、生活費 (含姊妹校相關雜費)、假期行程、行李準備、交換期間之住宿與交通費用，以及姊妹校學費 (如為自費生)。如學生於交換期間發生重大身心狀況或其他緊急情事，經評估有返國必要時，本校將視實際情況提供必要之聯繫與協助；學生及家長應配合安排返國及後續照護事宜，並自行負擔相關費用。**My parents and I fully understand and agree to bear all related expenses and arrange personal matters during my exchange**, including but not limited to airfare, visas, overseas insurance, living expenses (including host institution fees), holiday travel, luggage, accommodation, transportation, and host institution tuition (for self-funded students). In the event of a serious physical or mental health condition or other emergency requiring my return to Taiwan, the University will provide necessary assistance and coordination as appropriate. My parents and I shall cooperate in arranging my return and subsequent care and bear all related expenses.
- 五、 本人繳交切結書前已審慎考量，繳交後非因不可抗力因素絕不棄權，並同意遵守學校有關出國手續辦理、選課辦法、學分抵免、學籍保留、兵役緩徵及生活常規等相關規定。I have given thorough consideration to the student exchange program before handing in this undertaking. After the submission, withdrawal from the program is not allowed except in the event that such breach is a consequence of a force majeure. I also agree to all of regulations regarding pre-departure procedures, course registration, credit waiver, housing, maintenance of enrollment and manners, etc.

- 六、 若於繳交切結書後棄權，不論放棄原因為何，次學期不得提出申請。若非因不可抗力因素棄權，願意接受學校懲處。放棄前，應主動通知國合處及所屬科系，並願遵守放棄後之相關安排。Any withdrawal after the submission of this undertaking will render the eligibility for the application the next semester. Except in case of force majeure, I am also liable for any penalty. Prior to withdrawal, I shall proactively notify OICC and my department, and agree to comply with all subsequent arrangements following the withdrawal.
- 七、 本人知悉撕榜僅代表通過校內甄選，最終錄取結果以交換學校審核為準。如撕榜結果公告後，交換學校臨時調整名額或入學資格，本人願配合本校安排至其他適合之交換學校；如因此放棄交換資格，得不受第六條限制，惟不得要求保留資格。I understand that passing the internal selection does not guarantee admission, which is subject to the host institution's approval. If the host institution changes its exchange quotas or admission requirements after the placement results are announced, I agree to be placed at another suitable partner institution. If I withdraw due to such changes, Clause 6 shall not apply, and I may not retain my exchange eligibility.
- 八、 經錄取後，願遵守學校規定之交換期限，不得變更，以免影響未來同學交換之權益。After being accepted, I will conform to the exchange duration regulated by the University. No change is allowed lest the right of future exchange students be deprived of.
- 九、 如有違反本校校規或其他重大違規情事，經查證屬實者，將撤銷其交換資格，並不得異議。If I violate the regulations of Wenzao Ursuline University of Languages, or engage in any serious misconduct, upon verification, the University reserves the right to revoke my exchange program eligibility, and I shall raise no objection.
- 一〇、 出國前，將依規定繳交行前程序單；抵達交換學校後，將依規定完成填報抵達國外報到單。於交換學校就讀期間，遵守雙方學校一切規定，如有違反規定之行為，願自行負責，並接受雙方學校處置。Before departure, I will submit the **pre-departure checklist** as requested. After arriving in the host institution, I will submit the **arrival google sheet** as requested. During the exchange period, I agree to conform to any regulations made by both home institution and host institution. If there is any violation, I am willing to shoulder responsibility and take punishment.
- 一一、 返國後，將依規定時間內繳交成果報告書、返抵國內報告單，並自行將成績單送請所屬科系核定學分抵免，本人並願意遵守國合處或系上安排參加成果分享會。After returning to the home country, I will submit the **report on exchange experience, notification of arrival in the home country** on time to OICC, and will submit **academic transcript** to the department for credit waiver. I also agree to share my exchange experience according to the arrangements by OICC or the department.

本人瞭解並願遵守上述事實，如有違反規定或逾期辦理等情事，願依校方相關規定被撤銷交換資格，並喪失交換學生之相關權利，絕無異議，特此切結為憑。By submitting this undertaking, I hereby certify that I agree to the above-mentioned clauses. If there is any violation or delay in the procedures, I understand that I will be disqualified from the exchange program, and no objection will be raised.

此致 To

文藻外語大學 Wenzao Ursuline University of Languages

學生班級 Class：

學生學號 Student ID Number：

學生姓名 Name of Student：

(簽名&蓋章 Signed and sealed)

家長姓名 Name of Parent/Guardian：

(簽名&蓋章 Signed and sealed)

聯絡電話 Tel：

地址 Address

中華民國 年 月 日 (Year/Month/Day)