National Sun Yat-Sen University

Application Form for Going Abroad

Application Date (YYYY/MM/DD):

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Name |  | | Student ID No. |  | | Contact Phone No. |  |
| College  Department / Institute | College:  Department / Institute: | | | | | □Bachelor’s Program  □ Master’s Program  □Mater’s In-service Program  □Doctor’s Program | |
| Project Title /  Reason for Going Abroad |  | | | | | | |
| Destination  (University/ Institute) | Country:  Name of School/Institution: | | | | | | |
| Admitted Period by Partner University/Institute | From YY MM DD to YY MM DD | | | | | | |
| Expected Duration of Study Abroad | From YY MM DD to YY MM DD | | | | | | |
| Category of Study Abroad | * Exchange Program (Nominating Unit: ) * Short Term Study Abroad (Nominating Unit: ) * Double Degree * Other Programs | | | | | | |
| Authorization for Enrollment | All enrollment affairs shall be handled by the authorized person during my study abroad.  Authorized Person: (Signature/stamp) Department: Academic year:  Student number: Phone number: | | | | | | |
| Applicant’s Signature |  | | | | Parent/Guardian  Signature/stamp  (Students under 18 Years Old) |  | |
| Advisor | | Department/Institute | | | | College | |
|  | | □ Enroll at the university and study (research) abroad  □ Suspension of schooling  (Please carry out the university-leaving procedure)  □ Other | | | |  | |
| Office of Student Affairs | | Office of International Affairs | | | | Office of Academic Affairs | |
| (Countersignature is needed for male students who are obligated to perform military service.) | |  | | | |  | |

Notes: 1. An official copy of the approval notice from the nominating unit or relevant supporting documents must be attached.

2. If the approved period of study abroad exceeds two months (excluding winter and summer breaks), all enrolled courses at the university will be automatically withdrawn upon completing the application process. Upon returning, students must reselect any required courses online according to course selection regulations.

3. If the approved period of study abroad is less than two months, course enrollment at the university will remain unaffected. However, students must fulfill all course requirements and assessments as specified by the instructors.

4. Students selected for outbound exchange programs are exempt from paying credit fees at the host institution. Upon returning, credits will be converted based on actual course hours taken abroad. Undergraduate students extending their studies and graduate students must pay credit fees according to the converted credits.

5. For detailed regulations regarding academic and enrollment status during the period abroad, please refer to the university’s Guidelines on Academic and Enrollment Matters for Students Studying Abroad.

Last Updated: February 2023