



南台科技大學外賓來訪申請表

2012/09/ 05 製表

SOUTHERN TAIWAN UNIVERSITY OF SCIENCE AND TECHNOLOGY INTERNATIONAL DELEGATION REQUEST FORM

本表格僅提供與欲前往本校參訪、會見本校人員之海外學校、團體及機構使用。

請參訪機構人員親自填寫，表格中每欄均需填寫。

This form is intended for requests, from individuals and groups, to make a formal visit to STUST on an institution to institution level.

請與參訪前 21 日完成填寫並繳交此表格與南台科技大學國際事務處

Please complete this form **at least 21 days prior** to the date of your proposed visit.

Please submit completed form to Office of International Affairs.

Your request will be considered upon receipt of these details.

1. 申請日期 Date of request: _____

2. 申請人資料 Person making the visit request:

| | | |
|-------------------|---|-------------|
| 性別 Title | 姓 First name | 名 Last name |
| | | |
| 職銜 Position | | |
| 機構名稱 Organisation | | |
| 網頁 Website | | |
| E-mail | | |
| 連絡電話 Telephone | (非台灣地區請加入國碼 Please add country code to your phone number) | |
| 行動電話 Mobile phone | (非台灣地區請加入國碼 Please add country code to your phone number) | |
| 傳真 Facsimile | | |

3. 拜訪日期及時間: 從 年 月 日上午/下午 時 分至 年 月 日上午/下午 時 分
Date and time of the proposed visit: from YYYY/MM/DD/ HH :MM to YYYY/MM/DD/ HH :MM

4. 來訪機構名稱 Name of visiting institution:

5. 來訪學校或機構簡介 Overview of the institution / organisation:

6. 來訪目的 Purpose of visit:

| | | | | |
|---|--|---|---|--|
| <input type="checkbox"/> 學術訪問 Academic visit | <input type="checkbox"/> 座談會 Seminars | <input type="checkbox"/> 講學 Lectures | <input type="checkbox"/> 商討合作 Collaborations | <input type="checkbox"/> 其他(請註明) _____ Other (please specify) |
|---|--|---|---|--|

7. 特定要求領域以及欲討論之主題 Specific areas / topics of interest for discussion:

8. 請問您及來訪機構與南台科技大學先前是否有過交流? Do you have any previous association with STUST?

(若有，請列出交流歷史 If so, please specify)

9. 代表團團長 Leader of delegation / visiting group:

| 性別 Gender | 頭銜 Title | 名 First name | 姓 Last name | 職位 Position |
|--------------|-------------|-----------------|----------------|----------------|
| | | | | |

10. 來訪人員名單 Names of delegation / visitors:

| 性別 Gender | 頭銜 Title | 名 First name | 姓 Last name | 職位 Position |
|--------------|-------------|-----------------|----------------|----------------|
| | | | | |

11. 來訪團體須能以英文、日文或中文溝通，若無，需有能代為發言之翻譯人員隨行。

For your delegation to receive maximum benefit from their visit, they should either have a working knowledge of English or Japanese or Chinese or be accompanied by an interpreter. The interpreter must be familiar with the technical language required for discussion.

| 隨行翻譯人員 Interpreter | |
|-----------------------|--|
|-----------------------|--|

12. 在臺聯絡資訊、班機資訊以及來台行程 (需提供全部行程)

Contact details in Taiwan and flight times/numbers, hotel (Please confirm as soon as available) :

| |
|---|
| 班機 (往返)Flight: 飯店 Hotel : 聯絡人 Contact Person: 在臺行程 Travel details in Taiwan: |
|---|

13. 其他備註，請提供每位來訪人員之簡介 Other notes (Please attach a CV or biography of each delegate):

| |
|--|
| |
|--|

謝謝您填寫此表格，我們會盡速與您聯絡，有任何問題歡迎來信詢問 lynn@stust.edu.tw。

Thank you for completing the Visitor Request Form.

Office of International Affairs will be in contact to advice if your request can be accommodated.

Any questions, please email: lynn@stust.edu.tw