淡江大學學校財團法人淡江大學

2027-2028 年英歐（法、德、西、俄）語組姊妹校

交換生聯合甄選作業簡章

2027-2028 Tamkang University Exchange Students Internal Screening Guide: English and European Languages (French, German, Spanish and Russian) Groups

附件 1 _ 2027-2028 年英歐（法、德、西、俄）語組姊妹校交換學校一覽表 2027-2028 Tamkang University Exchange Program Information of Partner Universities: English and European Languages (French, German, Spanish and Russian) Groups

附件 2 _ 切結書 Declaration

附件 3 _ 大四生出國切結書 Declaration for senior abroad students

附件 4 _ 修正申請表 Application modification Form

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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：陳靜（校內分機 3669）

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

If you have any inqiries, please contact OICSA office (T1006): Phoebe Chen (Ext. 3669)

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

一、申請資格 Eligibility

（一）本校大學部二年級、三年級及碩士班在學學生（不含在職專班）。

Applicants must be a sophomore, junior, or master's student (excluding those in the On-the-job Continuing Education Program).

（二）學生在校學業成績**總平均 75 分以上**或**系成績百分比前 40%**（研究所一年級學生應檢附大學四年成績單）；經所屬系所初選通過，並獲推薦者。

Applicants must have an **average grade of 75** or be in the **top 40% of the department** (please refer to the transcripts). First-year master's students should attach undergraduate transcripts. Applicants must be recommended by the department office.

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

1、英語組需檢附**托福網路測驗 70 分以上**（可接受 my best score），或**雅思（學術組）5.5 分以上**成績證明，如各姊妹校另有規定請依各校規定檢附（部份學校可接受多益成績證明）。

The English group must attach certificates of **at least TOEFL iBT 70** (my best score is acceptable) or **IELTS 5.5 (academic)**. If the partner universities have additional requirements, please follow them accordingly. For example, some partner universities accept the TOEIC certificate.

2、歐（法、德、西、俄）語組申請者需檢附該種語文之語言能力證明：法語組、西語組需至少 **CEFR B1 以上**；德語、俄語組需至少 **CEFR A2 以上**，以助甄選資格審查。

European Languages (French, German, Spanish, and Russian) Group must attach certificates: French/ Spanish **at least CEFR B1**; German/Russian **at least CEFR A2**, to assist in the selection process.

3、因本校無韓語組，申請韓國姊妹校者，如姊妹校另有規定韓檢分數，得以韓語檢定成績提出申請。

Students can apply for partner universities in Korea with their TOPIK certificate.

（四）二次申請規定 Regulation of the second time application

1、曾錄取英歐語組之交換生不得再次申請同一組別，錄取後自行放棄者亦同。

Exchange students who have been accepted into the English and European Languages Group in the past internal screening are not eligible to reapply for the same group. This also applies to those who have voluntarily withdrawn after being admitted.

2、甄選時將以未獲交換生資格之申請人為優先。

Those who were not accepted as exchange students will have priority for selection.

3、申請人如於大學時獲選交換生，碩士時再次申請交換，則不受前述兩條規定限制。

Students who were selected as exchange students during their bachelor's degree and apply again during their master's degree are not affected by the above two regulations.

二、相關規定 Relevant Regulations

（一）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 when studying abroad, parents and students shall take the initiative to inform the school if there are major physical or mental illness treatment records.

（二）部分姊妹校不接受具該國國籍（含雙重國籍）之交換學生。如申請者具有申請交換國家之國籍，需事先與該地區承辦人確認。

Some of the partner universities do not accept exchange students whose nationality (including dual citizenship) is the same as that of the partner university. Students must confirm their eligibility with the coordinators.

貳、 申請注意事項 Application Notice

一、申請日期：**2026 年 11 月 11 日（星期三）上午 9 時起至 2026 年 11 月 25 日（星期三）下午 5 時止。**

Application Period: **Nov. 11, 2026 (Wed.) 9:00 am to Nov. 25, 2026 (Wed.) 5:00 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/

申請人請選定申請組別（限從英、法、德、西、俄語組中擇一），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**，經所屬系所初審合格及推薦後，統一由系所送件至國際處。

Applicants must select a group to apply to (limited to one group from English, French, German, Spanish, Russian Group). Please complete the online application form and submit it along with the other required documents. **Applications must be submitted to the department offices before the deadline set by each department.** After the documents have been approved by their respective departments, they will be forwarded to the Office of International and Cross-Strait Affairs.

※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 4 修正申請表，並於 **2026 年 11 月 27 日（星期五）下午 5 時前**繳交至國際處交流組辦公室（T1006 室），逾時恕不受理且**每人限申請修改乙次**。

※Once the applicants submit the application, they will not be able to modify it via the application system. Please make sure to check it thoroughly. If applicants still wish to modify the application after submission, please fill out the modification form (see attachment 4) and submit it to T1006 **before November 27, 2026 (Fri.) 5:00 pm**. Late submission will not be accepted, and **each applicant can apply for a modification once**.

（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 (Please fill in and print out the form via the online application system. The form must be signed by the applicant and 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 a photocopied or online certificate, and bring the original certificate during the oral interview for verification)

※申請歐語組者可先持語言檢定應考證明代替，再於面試時補交成績證明文件，若屆時未繳交成績證明文件者，只得列為備取生。

※Applicants for the European Languages Group are allowed to submit the examination ticket first, and bring the language proficiency certificate during the oral interview for verification. Those who do not provide the certificate on the interview date will be listed on the waiting list.

4、**授課老師推薦函 1 封**（請以中文或依申請語言組別撰寫）

1 letter of recommendation from the professor (written in Chinese or the language of the chosen group)

5、**中文及外文自傳**（依申請語言組別撰寫）

Autobiography (written in Chinese **and** the language of the chosen group)

6、**中文及外文研習計畫書**（依申請語言組別撰寫）

Study plan (written in Chinese **and** the language of the chosen group)

7、**切結書**（請詳附件 2）

Declaration (please see attachment 2)

8、**大四生出國切結書**（請詳附件 3，**只有大學部三年級生需要額外繳交**）

Declaration for senior abroad students (please see attachment 3, **only applicants in their junior year have to provide additionally**)

9、其他相關有助甄選資格審查之證明文件資料影本（可將多個文件縮印至 A4 紙上）

Other relevant certificates (If your documents are about to exceed the maximum number of pages, you may place multiple certificates on single A4 sheet)

※所有申請資料（包含 1 至 9 點）請務必使用**單面列印**且**不得超過 16 頁**，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，不必裝訂，以單層 L 型透明塑膠資料夾送件（資料不齊全者不予受理）。

※Documents (including 1.~9.) **must not exceed 16 pages**. It must be printed **one-sided** on A4 paper (transcripts and language proficiency certificates can be submitted in their original format) and placed in order. No binding is required. An L-folder shall be used for delivery. (Incomplete documents will not be accepted.)

（三）如何填寫姊妹校志願 How to list choices of partner universities

1、請於申請表依序填上志願學校，不限定志願數。**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。**

In the application form, applicants must list their university choices in order of priority. There are no limits to the number of options. **Applicants will be distributed in accordance with the selection results and their university priorities. Please consider carefully when filling in the order.**

2、請勿填報自身語言能力檢定成績未達該校要求的志願。若申請人所提供之成績未達志願學校標準，**國際處將自動刪除該志願，且不另行通知**。

Applicants should not list any university choices for which their language proficiency certificate scores do not meet the requirements. If the submitted scores fail to meet the requirements of the chosen universities, **OICSA will automatically remove the corresponding choices without further notification**.

參、 甄選及注意事項 Internal Screening Notices

一、姊妹校甄選名額及資格條件等請詳附件 1。

See attachment 1 for the internal screening quota and requirements of each partner university.

二、申請人需自行查明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，或無學分可選等情形，申請人需自行負責，不得要求重新分發學校。

Applicants are required to research each partner university's departments and courses that correspond to their field. OICSA does not provide department selections, curriculum reviews, or school counseling services. If the applicant is distributed to a partner university that does not have a suitable department, causing problems with enrollment or credit, the applicant must take full responsibility and will not be able to ask for redistribution.

三、相關姊妹校資訊，請逕至各姊妹校網站瀏覽。

For more information, please visit the partner universities' websites.

四、英語組於甄選後如尚有缺額，未獲分發的同學可申請參加第 2 次甄選，本處將依據第 1 次甄選成績及第 2 次甄選志願進行分發，相關申請方法將與第 1 次甄選結果一同公告。

If there are remaining quotas in the English Group, applicants who were not allocated in the first round of the internal screening may apply in the second round. Applications will be considered based on the final scores from the first round and their university choices for the second round. Further details will be announced along with the first round results.

肆、 姊妹校交換期間 Exchange Period

大學部二年級申請者，需於三年級出國研修一學年；大學部三年級申請者，可選擇於四年級上學期或一學年出國研修；碩士班申請者，可選擇於上學期或一學年出國研修，出國日期依姊妹校開學日期及其行事曆而定。

For sophomore (2^{nd}) year applicants, the exchange period will be in junior (3^{rd}) year. For junior (3^{rd}) year applicants, the exchange period will be in the first semester or the full senior (4^{th}) year. For master's students, the exchange period will be in the first semester or one year. The exact date of the exchange period is subject to the academic year of each partner university.

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

預計 12 月中下旬實施，日期、地點另行以 email 通知。

Oral Interviews are estimated to be conducted in mid to late December. The date and location will be announced via email after the application.

陸、 成績計算方式 Calculation of Results

以申請資料審查與面試成績合併計算。

Results are calculated by combining application reviews and oral interview scores.

柒、 甄選名額、標準及公告 Internal Screening Quotas, Criteria and Announcements

一、錄取名額 Internal Screening Quotas

詳附件 1 各姊妹校提供之名額。若錄取不足額時，各組名額得視情況流用。

Please find the exchange quotas of each partner university in attachment 1. The quotas can be shifted between the language groups under specific conditions.

二、錄取標準 Criteria

錄取標準由交換生甄試小組委員訂定之，各組依甄試成績總分，由高至低分按所填志願序分發，成績未達 70 分者不予錄取。預定錄取名額外，酌列備取生名額。正取生如有缺額，由備取生遞補。

The screening criteria are conducted by the Exchange Student Internal Screening Committee. Students of each group will be distributed in accordance with their selection test scores and their university choices. Students who scored below 70 will not be considered for distribution. Other than the set number of accepted students, extra vacancy spots may open up on the waiting list. If there are vacancy spots on the qualified list, students on the waiting list will be moved up.

三、錄取公告 Internal Screening Announcements

預計於 12 月下旬公告於本處網頁並個別 E-mail 通知。

The announcement is estimated to be posted on the OICSA website and emailed to each individual in late December.

捌、 申請作業流程 Application Process

申請文件準備
Preparation of documents for the application

↓

11 月 11 日上午 9 時~
11 月 25 日下午 5 時
Nov. 11 9:00 am to
Nov. 25 5:00 pm

申請
Apply

※經系所資格審查推薦並由系辦將資料送至國際處。

Applicants must be recommended by the department, and the documents will be forwarded to OICSA.

↓

歐語組：12 月中旬
European Languages Group:
Mid-December

英語組：12 月下旬
English Group:
Late December

面試
Oral interview

※日期、地點另行以 email 通知。

The date and location will be announced via email after the application.

↓

12 月下旬
Late December

錄取名單公告
Results announcement

※於國際處網頁公告，並個別 E-mail 通知。
Announcement will be posted on the OICSA website and emailed to each individual.

↓

自第 2 學期開學起
From the beginning of the 2nd Semester

國際處承辦人提名
OICSA coordinators submit nominations

※由國際處承辦人將準交換生提名至交換學校。
Exchange students will be nominated to the partner universities by the OICSA coordinators.

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繳交交換學校申請文件
並收到交換學校錄取通知
Hand in application documents to partner universities and receive admission notices from partner universities

※申請資料依各姊妹校規定準備並送出，若未通過審核者，其錄取資格即取消。
All applicants will hand in their application documents to partner universities according to their requirements. If the applicant does not pass the review process, their exchange eligibility will be canceled.

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與所屬系所溝通學分採認
Communications with the department on the credit transfer issue

↓

辦理出境
Application for departure

※申請簽證及機票訂購
Apply for visa and book flight ticket
※中華民國國籍役男出境申請
Apply for the exit of Draftees (Taiwanese male students only)
※投保海外醫療及意外保險，並將保險單影本寄給國際處承辦人存檔備查
Apply overseas medical and casualty insurance. Send a photocopy of the insurance policy to OICSA coordinators for future reference.

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至姊妹校報到
Enrollment at the partner university

玖、 錄取後注意事項 Precautions after Internal Screening Announcements

一、本次甄選名額限 116 學年度（2027/2028 年度）入學，若無法按時入學，錄取資格隨即取消。

The exchange eligibility is limited to the academic year of 2027-2028. If students cannot enroll in the exchange program during the academic year of 2027-2028, the exchange eligibility will be canceled.

二、繳交交換學校申請文件 Hand in Application Documents to partner universities

（一）於本（115）學年度上學期獲錄取者，下學期開學時由國際處承辦人先行提名至交換學校，準交換生再依姊妹校規定於截止日期內準備申請文件。

Those who were selected in the first semester of the academic year 2026-2026 will be nominated to the partner universities by the OICSA coordinators when the second semester starts. Exchange students will prepare the application documents for each partner university before the application deadline.

（二）**請注意語言檢定需在效期內**，如語言檢定已逾效期，將可能無法通過姊妹校審查。如申請者未繳交具效力的語言檢定證明，其後果需自行負責。

Please make sure the language proficiency certificate is in the effective period. If the certificate has expired, students might not be accepted by the partner universities. Students must bear all consequences if they do not submit the effective certificate.

三、取得入學許可及簽證辦理 Receive Letter of Acceptance and Apply for Visa

（一）錄取學生僅代表獲得本校交換生推薦資格，仍需再經交換學校審核。未通過審核者，其錄取資格即取消，如有出國相關獎學金獲獎資格也會同時取消。

Students who were selected by OICSA will be nominated to the partner universities, and the exchange eligibility will be finalized after the evaluation at the partner university's side. If applicants fail to obtain the letter of acceptance from the partner universities, their exchange eligibility will be canceled. If there are scholarships involved, that will also be canceled.

（二）因故未獲姊妹校核發入學許可者，本處得註銷其交換生資格。近年少數歐洲姊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，導致部份等待出國之交換生無法及時辦理簽證、註冊或選課。為避免類似情事再度發生，凡未能於當年 8 月 31 日前取得姐妹校入學許可者，即取消其交換生資格。

If the applicant is not granted a letter of acceptance from the partner university, OICSA will have to cancel the applicant's exchange eligibility. In recent years, a few European partner universities have delayed the issuance of letters of acceptance due to factors such as summer vacation or administrative operating systems, resulting in some applicants not being able to apply for visas in time or complete registration or course selection. In order to avoid such matters, those who have not received admission notices from partner universities before 31st August will be disqualified from their exchange eligibility.

（三）取得姊妹校入學許可之後，請自行洽詢各國在臺辦事處之簽證辦理事宜，交換生需自行完成護照、簽證、機票及選課申請等事宜，並依據姊妹校行事曆及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。

Those who have received the letter of acceptance from partner universities should contact the embassy/representative office in Taiwan to apply for the visa. Students must complete their passport, visa application, flight arrangement, and course selection by themselves. Please arrange your own schedule according to the partner university's academic calendar. If there is any difficulty, please contact OICSA, and we will assist within our responsibility.

（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，國際事務處有權取消或延遲交換。

Concerning the safety of the student, OICSA has the right to delay or cancel the exchange if there are force majeure happens, such as natural disaster, war, strike, unrest or epidemic.

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 the draftees leave Taiwan, Tamkang University will send an official document to the relevant military service units in each county and city to handle the draftees' departure procedures. The draftees should bring the approved official document and passport before leaving Taiwan, and prepare the draftees' exit approval notice as instructed in the official document. The draftees must return to Taiwan on time after the exchange period ends; if there is any violation, the draftees will be responsible for all legal consequences and will be dealt with according to the school regulations. **As a draftee, please submit your ID card, passport page, electronic air ticket, and letter of acceptance file to OICSA coordinators at least one month before departure**.

五、註冊繳費與學籍保留 Registration Fees and Retainment of Student Status

交換生於交換期間需繳交本校全額學雜費並完成註冊，交換生於交換學校免繳主要學雜費，但其餘個人支出均需自行負擔，**如交換學校有不同於本校之雜費項目，學生仍需繳交**。

During the exchange period, exchange students must pay the full amount of Tamkang University's tuition fee and complete registration. Students do not have to pay the main tuition fees to the partner universities, but have to cover other individual expenses. **If the partner universities have their own miscellaneous fees, students have to pay these expenses**.

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，需自行承擔後果。

The exchange students must discuss credit transfer with the respective departments before going to the partner universities. When returning to TKU, credit transfer will be processed by the respective departments. Credits obtained from partner universities are not guaranteed to be calculated the same as Tamkang University. If two universities use different methods of calculation, causing the students to lose out on certain credits, OICSA will not be able to provide evidence for the students, and will not have the responsibility to help the students strive for credits. Students who are unable to graduate due to insufficient credits will be fully responsible for the consequences.

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，學生需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。

If the admitted campus, department, or exchange period is not up to expectations, students must decide whether to accept or withdraw their eligibility. Students are not allowed to change their schools, departments, or exchange periods.

（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 requirements changed due to the partner universities' regulations, students must accept this without any objections.

（三）本校交換計畫不提供姊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。學生需依各姊妹校規定自行申請宿舍。未申請到宿舍者，需自行安排外宿事宜，本處無替同學爭取校內宿舍之責任。

The exchange agreement between two universities does not guarantee the dormitory at the partner universities. Partner universities do not have the responsibility of providing a dormitory. Students must apply for a dormitory in accordance with the partner universities' regulations. Those who do not apply for the dormitory have to arrange their own accommodations. OICSA carries no responsibilities in this aspect.

（四）部分交換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，本校不保證一定能獲得免住宿費優待。若該校取消免住宿費優惠或提高住宿費，學生仍需依該校規定繳交，本處無替

同學爭取免住宿費之責任。

Although certain partner universities provide the advantage of accommodation fee waivers, there is a possibility of cancellation due to a change in school policy. Tamkang University does not guarantee that students will receive an accommodation fee waiver. If the partner universities cancel the accommodation fee waiver or increase accommodation fees, students have to pay in accordance with the provisions of the partner universities. OICSA has no responsibilities concerning this matter.

（五）除學生平安保險外，交換生需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），並將保險單影本於出國前 2 週寄至國際處承辦人存檔備查。若學生未購買保險，本校有權取消其錄取資格。

In addition to student accident insurance, exchange students are required to purchase their own insurance from the day of departure until the day of joining local national insurance (which includes medical, accidental, overseas rescue, etc.). The students should send the insurance file to the OICSA coordinators two weeks before departure for further reference.

（六）交換期間姊妹校無提供工讀機會之義務。

During the exchange period, partner universities have no obligations to provide opportunities for part-time jobs.

（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。

Exchange students should apply for a revocation of exchange eligibility to the OICSA if they are unable to travel due to emergencies or accidents. Punishments are in accordance with school regulations if students withdraw without apparent reasons and cause issues between the two universities.

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 apply for graduation or suspension. If any violations occur, students will be disqualified from being exchange students.

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。

During the exchange period, if students have to suspend the exchange due to special reasons, they must obtain consent 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。如有違反情況需同時接受兩校校規處置。

After completing registration at the partner universities, students should obey the universities' regulations. Students shall not take part in situations that will damage both universities' reputations. If any violations are made, students will accept the punishment set by the rules of both universities.

四、交換期間需與本處承辦人保持密切聯繫，並留意自身安全問題。

During the exchange period, students are required to stay in close contact with OICSA coordinators and pay attention to safety issues.

五、學生有責任及義務協助推廣本校，積極參加姊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 promote Tamkang University by participating in related activities organized by partner universities, such as exchange student education fairs.

六、交換期間結束後，需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，需自負法律責任並按校規處置。

At the end of the exchange period, students must return to Tamkang University and continue their studies in their original departments or complete graduation procedures. Students are not allowed to extend their exchange period. If any violations are made, students shall be subjected to all legal obligations and dealt with in accordance with the school regulations.

七、**交換生不得於交換期間選修本校課程。**

Exchange students cannot take courses at Tamkang University during their exchange.

拾壹、交換生義務 Exchange Student Obligations

一、於每年４月繳交留學心得報告至國際處。所繳交之心得報告等資料，本處得不需另取同意，有權於網站公開或提供相關活動使用。

Students need to submit the study abroad reports to OICSA in April. OICSA is entitled to post the report on websites or use it in relevant activities without the student's 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，不需另徵其同意。

OICSA is entitled to provide exchange students' contact details to future applicants qualified for the same regions without the students' 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 attend overseas students' flag presentation ceremony, exchange student program information session, experience sharing activities, etc. Students should take the initiative to assist and guide the preparation of future exchange students and provide the necessary information.

附件 Attachment 2

切結書 Declaration

本人學生（姓名）＿＿＿＿＿＿就讀淡江大學＿＿＿＿＿＿系（所）＿＿年級，學號：＿＿＿＿＿＿，申請本校 2027-2028 年英歐語組姊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 student＿＿＿＿＿＿in the Department of＿＿＿＿＿＿＿＿＿＿, grade＿＿student ID:＿＿＿＿＿＿has applied for Tamkang University Exchange Students Application and Selection 2027-2028. 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 home university and partner university and will not behave in ways that may damage both schools' reputations.

二、對於本交換生計畫公告之甄選作業簡章所列規範、權益及義務，均已確實瞭解，並願配合辦理。

I am fully aware of the regulation, rights and obligations listed in the internal screening guide of the exchange student program and am willing to cooperate.

三、錄取名單公佈後，若交換校臨時變動名額或入學資格要求，願接受校方安排至其他交換校就讀。如因前述原因擬放棄交換資格，可不受第五點規範，但不得要求保留資格。

If the partner university alters the quota and requirement unexpectedly after the TKU internal screening announcements, I will abide by the re-allocation by TKU to exchange to the other partner university. If student gives up their exchange status because of the aforesaid facts, they are exempted from this regulation No.5. But they are not allowed to retain their exchange qualification.

四、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.

五、繳交申請件前已審慎考量姊妹校志願序，非因不可抗力之因素，不得以任何理由中途放棄交換生資格或中輟學業。研習期滿並按時返校。

The application is submitted after carefully considering the universities wish list. Other than for unavoidable reasons, students are not allowed to give up their qualifications for exchange status or drop out of school. Students need to return to Tamkang University after completing the exchange period.

立書人：　　（簽名蓋章）

立書人家長（監護人）：　　（簽名蓋章）

（關係：　　）

中　華　民　國　115　年　　月　　日

附件 Attachment 3

大四生出國切結書
Declaration for senior abroad students

本人學生（姓名）＿＿＿＿＿＿就讀淡江大學＿＿＿＿＿＿系（所）＿＿年級，學號：＿＿＿＿＿＿，申請本校 2027-2028 年英歐語組姊妹校交換生聯合甄選。

本人了解學則與出國生相關修業規定，同意出國研修期間需為淡江大學註冊在學學生，並自行於出國前進行學分確認，了解交換期間不得辦理休、退學或畢業。若因參加交換學生計畫影響畢業時間、學分採認問題或有無法順利取得學位之情事，本人將自負全責，不得異議。

This is to certify that student＿＿＿＿＿＿in Department of＿＿＿＿＿＿＿＿＿＿, grade＿＿ student ID:＿＿＿＿＿＿has applied for Tamkang University Exchange Students Application and Selection 2027-2028.

I hereby attest that I understand the TKU Student Regulations and aware that I shall hold the TKU student status during the exchange period. I will check the credits I earn before studying abroad and understand I am not allowed to apply for graduation or suspension during the exchange period. If the exchange program affects my graduation schedule, credit recognition, or deferred graduation, I take full responsibility and no objection will be raised.

立書人：　　（簽名蓋章）

立書人家長（監護人）：　　（簽名蓋章）

（關係：　　）

中　華　民　國　115　年　　月　　日

附件 Attachment 4

淡江大學 2027-2028 年英歐語組姊妹校交換生聯合甄選資料修正申請書

2027-2028 Tamkang University Exchange Students Application Modification Form

(English and European Languages Groups)

<table>
<tr><td rowspan="2">個人資料
Personal Information</td><td>中文姓名：
Chinese name:</td><td>系所/年級/班別
Department, Grade, Class</td><td></td></tr>
<tr><td>英文拼音姓名（同護照）:
English name(same as passport):</td><td>學　號
Student ID</td><td></td></tr>
<tr><td>手機號碼
Mobile Number</td><td colspan="3"></td></tr>
<tr><td>電子信箱
Email address</td><td colspan="3"></td></tr>
<tr><td>修改說明
Description of Modification</td><td colspan="3"></td></tr>
<tr><td>申請人
親筆簽名
Signature</td><td colspan="3"></td></tr>
</table>

備註：

1. 請於 **2026 年 11 月 27 日（星期五）下午 5 時**前將申請表繳交至國際處交流組辦公室（驚聲大樓 T1006 室），並將電子檔寄至 169324@o365.tku.edu.tw，逾時恕不受理。
   Please submit the form (hardcopy) to the Office of International and Cross-strait Affairs Section(T1006) and send the digital file to 169324@o365.tku.edu.tw no later than **November 27, 2026 at 5:00 pm**. Late submission will not be accepted.
2. 請以電腦繕打，以免手寫字跡無法辨認。
   Please type by the computer to prevent the unidentified handwritten error.
   每人限修改 1 次。
   Each applicant can apply for modification once.

附件 Attachment 5

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 the exchange. How can I apply?

(1) 請參考甄選辦法中的學校名單，自行查詢各姊妹校資訊，並決定欲申請交換的學校。

可參考歷年出國留學手冊：

https://www.oieie.tku.edu.tw/oieie/?page_id=19123

Please research the universities listed in the internal screening guidance and decide which universities you would like to apply for. Please find the student study abroad handbook for your reference:

https://www.oieie.tku.edu.tw/oieie/?page_id=19123

請先考取欲交換學校規定的語言成績。

Please first achieve the language requirement of the partner universities that you would like to undergo the exchange program.

(2) 請於所屬系所規定的收件期限前繳交申請資料至系辦。各系所將於國際處收件截止前，將資料繳交至國際處。

Please hand in the application documents to the department offices before the deadline set by each department.

(3) 完成報名手續後，國際處將通知您面試時間。

After the application is completed, OICSA will inform you about the oral interview time.

2. 什麼時候要提出申請?

When should I apply for the exchange?

日語組 Japanese group 第一次:約 2~3 月（二下） First application: about February ~ March (second semester of sophomore year) 第二次:約 9~10 月（三上） Second application: about September ~ October (first semester of junior year) （第一次甄選有缺額時才辦理第二次甄選） (The second application will only happen if there are vacant spots on the first application)	**英歐語組（包括歐、美、非、大洋洲、以及以英語授課的亞洲姊妹校等）** **English and European languages group (including Europe, the Americas, Africa, Australia, and partner universities in Asia with English-taught courses)** 約 11 月（二上、三上） About October ~ November (first semester of sophomore and junior year)
中文組（部分學校僅開放臺灣學生申請） **Chinese group (some schools only allow applications from Taiwanese students)** 約 2~3 月（二下、三下） About February ~ March (second semester of sophomore year and junior year)	

3. 大三出國和交換生有什麼不同?

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

類別類別 Types	辦理單位 Organizer	姊妹校學雜費 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 3 系、國企系、資工系、觀光系、政經系。3 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 the 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 The main tuition fee is not required	全額 Pay the 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：日本語能力檢定 JLPT N1

Postgraduate students: Japanese language proficiency certificate JLPT N1

大學部學生：日本語能力檢定 JLPT N2

Undergraduate students: Japanese language proficiency certificate JLPT N2

英語組 English Group：托福網路測驗 70 分或雅思（學術組）5.5 分。

TOEFL iBT 70 or IELTS 5.5 (academic)

法語組 French Group：

法語檢定等同於 CEFR B1 證明。

French language proficiency certificate equivalent to CEFR B1

德語組 German Group：

德語檢定等同於 CEFR A2 證明。

German language proficiency certificate equivalent to CEFR A2

西語組 Spanish Group：

西語檢定等同於 CEFR B1 證明。

Spanish language proficiency certificate equivalent to CEFR B1

俄語組 Russian Group：

俄語檢定等同於 CEFR A2 證明。

Russian language proficiency certificate equivalent to CEFR A2

如姊妹校另有規定門檻，則依姊妹校規定辦理。

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 must have an average grade of 75 or be in the top 40% of the department (please refer to the transcripts).

6. 交換期間是什麼時候?

When is the exchange period?

日語組（一年）: 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 (a few schools are from September to July of the following year)

英歐語組（一年或一學期）: 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（一學期）: 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 an exchange program with academic transcripts from their previous school?

視姊妹校規定而定。This will be determined in accordance with the partner universities.

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 groups 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：德語組可繳交中文或德文推薦信)

Please ask TKU professors to write recommendation letters for you. There is no specific format. Please write in Chinese or in the language of the applied group. (e.g. German group should write in Chinese or German)

10. 請問要繳語言能力證明或是獎狀的正本嗎?

Do I need to hand in the original copy of the language proficiency certificate or the certificate of commendation?

申請表、校內成績單、推薦信需繳交正本，其餘繳交影本即可（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 a recommendation letter. The rest can be photocopies. (Original copies of the language proficiency certificate should be provided during the oral examination for verification).