淡江大學＿＿學年度第□1□2學期校際選課申請表

(他校學生至淡江大學選課)

一、申請學生基本資料：

年　　月　　日

原就讀學校	學　制	學系/年級/班別
	□日間學制學士班□進修學士班 □碩士班□碩專班□博士班	
姓名	學號	聯絡電話(手機)	出生西元年/月/日
			／　　／

二、選課資料：

開課序號	系別	年級	科目編號	專業別	學期序	班別	分組別	學分別	群別	科目中文名稱

共＿＿＿＿學分　　學　分　費：＿＿＿＿＿＿＿＿＿

實　習　費：＿＿＿＿＿＿＿＿＿

電腦費（或語練費）：＿＿＿＿＿＿＿＿＿　合計：＿＿＿＿＿＿＿＿＿

三、淡江大學審核：(請附原校同意函或核准申請表)

❶任課教師	❷系所主管審核 (開課單位)	註冊課務發展中心	
		❸課務業務(A209)審核	❹學籍業務(A212)鍵學號
❺財務處核費(G401)	❻出納組繳費(B304)	❼學籍業務(A212)鍵註冊碼	❽課務業務(A209)選課

備註：1.他校學生修讀本校開設之課程，於本校加退選日期截止前辦理完畢，逾期不予受理，並須受本校各開設課程最高名額限制。

2.於本校修習的課程不得衝堂(含實習課)否則皆以零分計算；如欲退選應於本校加退選截止前以書面申請。

3.依規定完成選課程序，除開課人數不足停開外，不得辦理退費。

4.課程相關資料及節次起迄時間，可至 http://esquery.tku.edu.tw/acad/網址查詢。

依個資保護法規定，本表單各項資料係僅作為業務處理需用，絕不轉做其他用途，將於資料處理完畢且保留至期限後，逕行銷毀。

Tamkang University Inter-University Course Selection Application Form

Academic Year _____ (☐Fall ☐Spring)

(Students from other universities selecting courses at Tamkang University)

I. Applicant Student Basic Information: Date(YYY/MM/DD):   /   /

Current University Enrolled	Program	Department/Year/Class
	☐ Undergraduate ☐ The Bachelor Program of Extension Education ☐ Master's Program ☐ Executive Master's Program ☐ Doctoral Program	

Name	Student ID	Phone (Mobile)	Date of Birth (YYY/MM/DD)
			/ /

II. Course Selection Information:

Control Number	Department	Grade	Course Number	Trade	Semester	Class	Group	Credit	Field	Course Title (English)

Total Credit:_____   Credit Fees:_____

Practical Training Fees:_____

Computer Fees (or Language Lab Fees) :_____   Total:_____

III. Tamkang University Review: (Please attach the consent letter or approved application form from the original school)

❶ Instructor	❷ Department Chair (Course Offering Unit)	Center for Registration-Curriculum Development	
		❸ Curriculum Affairs (Office A209)	❹ Registration Affairs (Office A212)Enter Student ID
❺ Office of Finance Fee Approval (Office G401)	❻ Cashier's Section Payment (Office B304)	❼ Registration Affairs (Office A212) Enter Registration Code	❽ Curriculum Affairs (Office A209)Course Selection

Note:

1. Students from other universities taking courses at our university must complete the procedure before the adjustment period deadline. Applications submitted after the deadline will not be accepted and are subject to the maximum enrollment limit of each course.

2. Courses taken at our university must not conflict in schedule (including practical courses); otherwise, a zero grade will be given. If you wish to withdraw from a course, a written application must be submitted before the adjustment period deadline.

3. Once the course selection process is completed according to regulations, no refunds will be granted unless the course is canceled due to insufficient enrollment.

4. For course-related information and class times, visit http://esquery.tku.edu.tw/acad/.

In accordance with the Personal Data Protection Act, all information on this form is used solely for administrative purposes and will not be used for any other purpose. The data will be destroyed once processing is complete and after the retention period expires.