**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>

1. 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.

1. 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.

1. 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.

1. **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) |

1. **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 |

1. **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 N1Postgraduate students: Japanese language proficiency certificate JLPT N1大學部學生：日本語能力檢定JLPT N2Undergraduate 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.**

1. **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).

1. **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)

1. **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.

1. **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.

1. **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)

1. **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).