

(第二次甄選)

淡江大學 2022-2023 年赴「日本」姊妹校

交換留學生聯合甄選作業簡章

Tamkang University Exchange Students Internal Screening Guide
(Japanese Group) 2022-2023

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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/>

有問題歡迎逕向承辦人洽詢：

顏嘉慧 (校內聯絡 [mail:132618@mail.tku.edu.tw](mailto:132618@mail.tku.edu.tw))

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

If you have any queries, please contact:YEN Chiahui (132618@mail.tku.edu.tw)

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

一、申請資格 Eligibility

(一) 本校在學學生，大學部三年級、研究所一、二年級在學學生。

Applicants must be a junior or a master's student.

(二) 大學部學生在校學業成績平均 75 分以上，研究生在校歷年學業成績平均 80 分以上 (研究所一年級學生須附大學四年成績單)，並經所屬系、所、院初選通過並推薦者。

Applicants need to have an average grade of 75 and 80 for master's students (Please refer to the transcripts, first-year master students should attach undergraduate transcripts).

Applicants must be recommended by the department and college.

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

1、研究所學生，均須檢附日本語能力檢定 JLPT N1 合格證明及成績單

Master's student should provide the certificate and transcript of JLPT N1

2、大學部學生，須檢附日本語能力檢定 JLPT N2 以上合格證明及成績單

(申請使用英語授課課程者除外)

Sophomore should provide the certificate and transcript of JLPT N2

(Applicants of English taught courses are excluded)

二、相關規定 Relevant Regulations

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。In order 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.

貳、申請及甄選注意事項 Notices for Application and Selection

一、申請日期：即日起至 10 月 1 日 (星期五) 中午 12 時止。

Application Period: From now on to 1st Oct.(Fri.) 12:00 PM

二、申請方式 How to apply

(一) 書面申請 Applying on Paper

申請人請備齊應繳文件，經所屬系所、學院初審合格及推薦後，統一由系上送件至國際處。

Applicants must prepare required documents. Applicants must be recommended by their departments and colleges and submit the applications to the Office of International and Cross-Strait Affairs (OICSA).

(二) 申請應繳文件 Required Documents

1、申請表_(線上填寫後列印)、需親筆簽名、系主任簽名)

<https://exchange.web.tku.edu.tw/outgoing202102>

Application form (Needs to be signed by the applicant and head of 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 (影本或網路成績列表，正本於面試時繳交驗核)

Language proficiency certifications (Photocopied or online transcripts, original document should be handed in during oral interview for verifications)

4、中文及外文自傳 (依申請語言撰寫)

Chinese and the foreign language autobiography (depending on chosen group)

5、中文及外文研習計畫書 (依申請語言撰寫)

Chinese and the foreign language study plan (depending on chosen group)

6、保證書 (附件 2)

Letter of guarantee (attachment 5)

7、其他相關有助甄選資格審查之證明文件資料影本 (可縮印使用；正本備查)

Other relevant photocopies of certifications that assist in the selection process (can be printed in reduced format; original copy will be used for future reference)

※ 資料不超過 16 頁，單面列印，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 型塑膠講義套送件 (資料不齊全者不予受理)。

※ Documents must not exceed 16 pages. It has to be printed one sided in A4 (transcripts and language proficiency qualifications can be used in its original format) and placed in order. No binding is required. A project folder shall be used for delivery. (Incomplete documents will not be accepted).

(三) 如何填寫姊妹校志願 How to Mark Choices of Partner Universities

請於申請表依序填上志願學校，至多 5 個志願數。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 shall mark the university choices in order of their universities priorities. There are at most 5 choices. Applicants will be distributed in accordance with the selection results and their university priorities. Please consider carefully and then fill it in.

參、 甄選名額及注意事項 Selection quota and notices

- 一、姊妹校甄選名額及資格條件等請詳附件 1。

See attacement 1 for the selection quota and requirement information of each partner university.

- 二、申請人須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，或無課可選等情形，申請人須自行負責，不得要求重新分發學校。

Applicants are required to research each school' s departments and courses correspond to their field. OICSA does not provide department selections, curriculum reviews or school counselling services. If the applicant is distributed to a school that does not have a suitable department causing problems with enrollment or no class options, 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 partner universities' websites.

肆、 姊妹校交換期間 Exchange Period

申請者出國研修期間為一學年，(除姊妹校另行規定指定研修期間)，出國日期依姊妹校開學日期及其行事曆而定。

For applicants, the required exchange period is one year (unless the partner university has different required exchange period). The exact date for 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

預計於 10 月初實施，日期、地點另以信件通知。

Interviews are estimated to be conducted in the beginning of Oct. The date and location will be sent via e-mail then.

陸、 成績計算方式 Calculation of Results

以書面資料審查與面試成績合併計算。

Results are calculated through combining applications reviews and oral interview scores.

柒、錄取名額、標準及公告 Admission Quota, Criteria and Notices

一、錄取名額 Admission Quota

正取合計：25 名，詳附件各姊妹校提供之名額。

Total number of students selected: . 25

二、錄取標準 Selection Criteria

錄取標準由姊妹校交換生甄試小組委員訂定之，依其甄試成績高低及所填姊妹校志願順序先後錄取，成績未達 70 分者不予錄取。

The selection criteria is conducted by the exchange student admission committee.

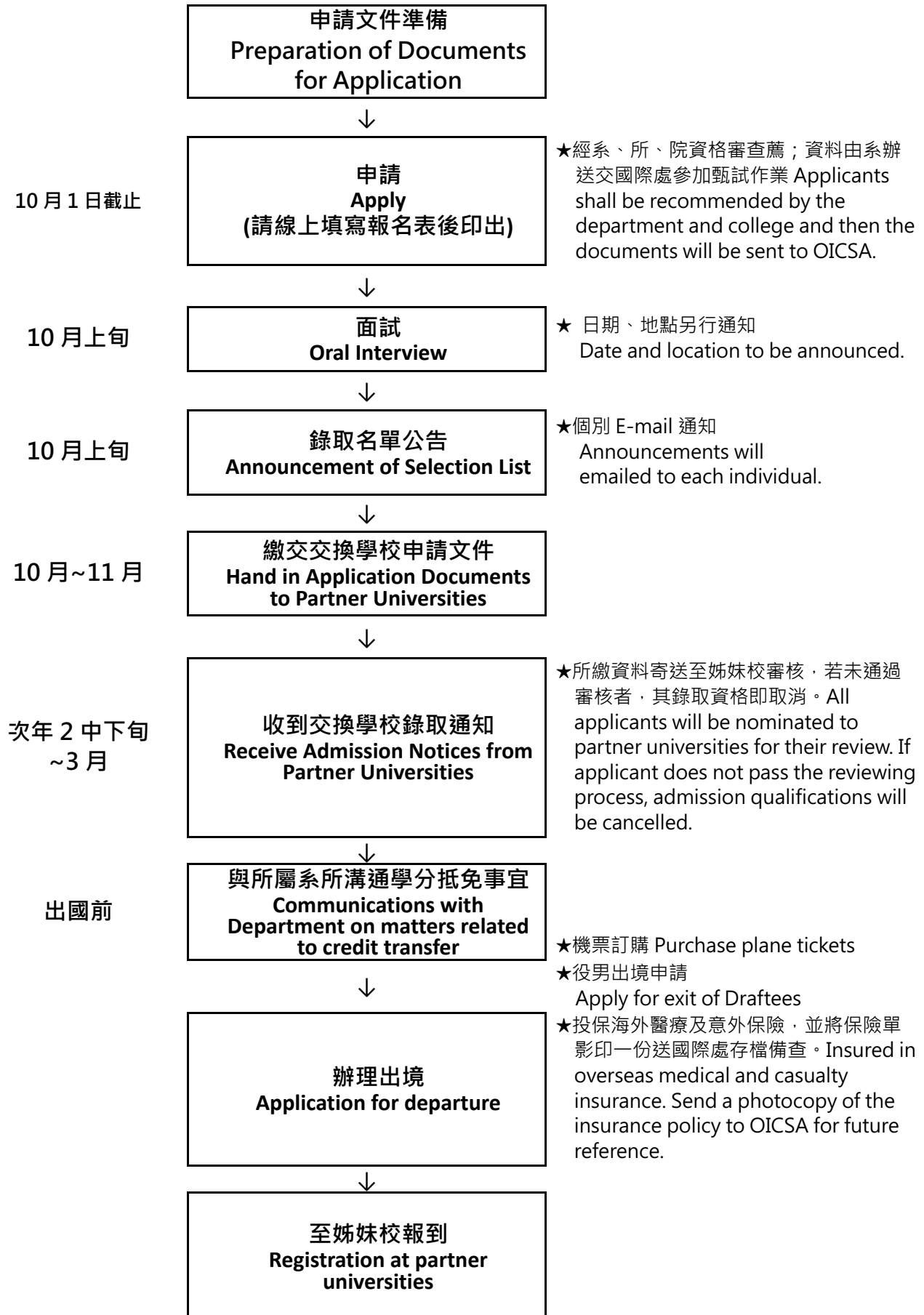
Students will be distributed separately in accordance with their selection test scores and their university choices in order of preference. Students who scored below 70 are not accepted.

三、錄取公告 Selection Results Announcements

預計於 10 月上旬以 MAIL 通知。

Announcements will be sent via e-mail in the beginning of Oct.

捌、申請作業流程 Application Process



玖、錄取後注意事項 Precautions after selection

一、繳交交換學校之申請文件 Hand in application documents to partner universities

請依姊妹校規定準備相關文件，所有申請文件皆不歸還。

All the students must submit application documents required by the partner university. Please be noted, all the documents will not be returned after the application.

二、取得入學許可及簽證辦理 Receive admission notices and apply for visa

- (一) 錄取學生僅代表獲得本校交換學生推薦資格，仍需再經交換學校審核。若未通過審核無法取得學生簽證者，其錄取資格即取消，如有獎學金獲獎資格也同時取消。

Students who are selected by OICSA will be nominated to the partner universities and the exchange eligibility will be finalized after the evaluation at the partner university' side. If applicants fail to obtain the admission notices, his or her exchange student eligibility will be cancelled. If there are scholarships involved, that will also be cancelled.

- (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。

If applicant is not granted an admission notices from the partner university, OICSA will have to cancel the applicant' s eligibility for exchange.

- (三) 取得姊妹校入學許可之後，即可自行洽詢各國在臺辦事處之簽證辦理事宜，交換生須自行完成護照、簽證及選課申請等事宜，本處不協助代訂機票，並依據姊妹校開學狀況自行安排前往行程；如有困難及需要，可請國際暨兩岸事務處在權責範圍內提供協助。

Those who have received admission notices from partner universities should contact the embassy in Taiwan to apply for visa. Students must complete passport and visa application and course selection matters by themselves. OICSA will not assist in the purchase of plane tickets. Please arrange your own schedule according to the partner universities' calendars. If there are any difficulties, OICSA will provide assistance within the scope of our responsibility.

三、台灣學生役男出國 Exit of Draftees for Taiwanese 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，前往兵役單位加蓋出境核准章，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，須自負一切法律責任並按校規處置。具役男身分學生，請於出國前一個半月，繳交身分證影本及訂票記錄至國際處辦理。

四、註冊繳費與學籍保留 Registration fees and Student Status Retain

交換生於交換期間須繳交本校全額學雜費並註冊，於交換學校免繳學雜費，但其餘個人支出均須自行負擔。(部分國外學校會有不同於本校之雜費項目，仍須繳交)。

During the exchange period, exchange student must pay the full amount of Tamkang University' s tuition fee and complete registration. Students do not have to pay the tuition fees to the partner universities, but have to cover other individual expenses. (Certain schools have different school fees and students will pay these expenses.)

五、學分抵免 Credit transfer

交換生出國前應與所屬系、所充分溝通學分抵免事宜。返國後學分抵免，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，須自行承擔後果。

The exchange student should discuss credit transfer matters with respective departments and colleges before leaving to the partner university. When returning to TKU, credit transfer will be dealt with by respective departments and colleges. Credits obtained from partner universities are not guaranteed to be calculated the same as Tamkang University. If both schools use different methods of calculation, causing the student to lose out certain credits, OICSA will not be able to provide evidence for the student and will not have the responsibility to help the student strive for credits. If student is unable to graduate due to credit problems, the student will bear all consequences.

六、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，學生須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。Selected students are not allowed to switch schools. 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, department or exchange period.

(二) 各校申請資料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 application documents and requirements alter accordingly 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。學生須依各姊妹校規定自行申請宿舍。未申請到宿舍者，須自行安排外宿事宜，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 campus dormitories at partner universities. Partner universities do not have the responsibility of providing campus dormitories. Students must apply for dormitories in accordance to partner universities' regulations. Those who do not apply for dormitories are required to arrange their own accommodations. OICSA carries no responsibilities in this aspect.

(四) 部分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，學生仍須依該校規定繳交，本處無替同學爭取免住宿費之責任。

Although certain universities provide the advantage of free accommodation, there is

a possibility of cancelations due to the changes in school policy. Tamkang University does not guarantee that students will receive free accommodations. If the school cancels the free accommodation or increase accommodation fees, the student will have to pay in accordance with the provisions of the school. OICSA has no responsibilities concerning this matter.

- (五) 除學生平安保險外，交換生須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），並將保險單影印一份於出國前 2 週內送交國際處存檔備查。若學生未購買保險，本校有權取消其錄取資格。

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

- (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 work opportunities.

- (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 student should apply for a revocation of exchange eligibility to the OICSA if they are unable to travel due to the family emergency or accidents. Punishments are in accordance with school regulations if students withdraw without apparent reasons and cause issues between both TKU and the partner 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, student will be disqualified from being an exchange student.

- 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 any special changes are made necessary to suspend the exchange plan, consents must be obtained from both schools.

- 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。如有違反情況須同時接受兩校校規處置。

After completing registration at the partner university, students should obey the universities' regulations. Student shall not take part in situations that will damage both schools' reputation. If any violations are made, student will accept the punishment set by the rules from both schools.

- 四、交換期間須與本校保持密切聯繫，並留意自身安全問題。

During the exchange period, student will stay in close contact with Tamkang University and pay attention to the 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。

Student has 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，須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，須自負法律責任並按校規處置。

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

拾壹、交換生義務 Exchange Student Obligations

- 一、於返國領取成績單時須繳交留學心得報告至國際處。所繳交之心得報告等資料，本處得不須另取同意，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 once you receive the transcripts of partner university from OICSA. OICSA is entitled to disclose any information on that report on websites or provide use to relevant activities without the students' 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，不須另徵其同意。

OICSA is entitled to provide exchange student contact details to future applicants qualified for the same region without the students' consent.

- 三、需參加留學生授旗典禮（出國前及回國後）、交換生甄選說明會、前後期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 (before departure and after returning), exchange student selection briefing, before and after experience sharing activities etc. Student should take the initiative to assist and counsel the preparation of future exchange students and provide the necessary information.

附件_1 Attachment 1

淡江大學2022-2023年赴日文組姊妹校交換生聯合甄選交換學校一覽表(第二次甄選)					
2022-2023 Tamkang University Exchange Program Information of Partner Universities (Japanese Group) 留學期間：2022.4-2023.3					
#	姊妹校名 Partner University	名額 Quota	語文 Language	資格 Eligibility	備註 Remarks
1	東京外國語大學 Tokyo University of Foreign Studies http://www.tufs.ac.jp/	2名	日文 Japanese	大學部、研究所(碩) Undergraduate, Graduate	1.甄試生需具備日語能力測驗 JLPT N1 合格證明。 2.可申請該校校內獎學金。
2	學習院大學 Gakushuin University http://www.gakushuin.ac.jp/univ/index.html	2名	日文 Japanese	大學部、研究所(碩) Undergraduate, Graduate	可申請該校校內獎學金。
3	長崎大學 Nagasaki University http://www.nagasaki-u.ac.jp/	5名	日文 Japanese	大學部、研究所(碩) Undergraduate, Graduate	
4	駒澤大學 Kanazawa University http://www.komazawa-u.ac.jp/	2名	日文 Japanese	大學部、研究所(碩) Undergraduate, Graduate	免住宿費用。
5	青山學院大學 Aoyama Gakuin University http://www.aoyama.ac.jp/	1名	日文 Japanese	大學部、研究所(碩) Undergraduate, Graduate	GPA2.5 以上
6	津田塾大學 Tsuda University http://www.tsuda.ac.jp/index.php	1名	日文 Japanese	大學部 Undergraduate	1.限女生。 2.免住宿費用。 3.可申請該校校內獎學金
7	長崎外國語大學 Nagasaki University of Foreign Studies http://www.nagasaki-gaigo.ac.jp/	3名	日文 Japanese	大學部 Undergraduate	
8	關西大學 Kansai University http://www.kansai-u.ac.jp/	2名	日文 Japanese	大學部、研究所(碩) Undergraduate, Graduate	
9	櫻美林大學 J. F. Oberlin University http://www.obirin.ac.jp/	2名	日文 Japanese	大學部、研究所(碩) Undergraduate, Graduate	GPA2.5 以上。
10	大阪府立大學 Osaka Prefecture University http://www.osakafu-u.ac.jp/	2名	日文 Japanese	大學部、研究所(碩) Undergraduate, Graduate	
11	成蹊大學 Seikei University https://www.seikei.ac.jp/university/eng/	1名	日文 Japanese	大學部、研究所(碩) Undergraduate, Graduate	1.GPA2.5 以上。 2 可申請校內獎學金。
12	岡山大學 http://www.okayama-u.ac.jp/	2名	日文 Japanese	大學部、研究所(碩) Undergraduate, Graduate	可申請校獎學金

保證書 Letter of Guarantee

茲保證 (請填系所年班) _____ 學生 (請填姓名) _____

學號：_____ 申請本校 2022-2023 年國外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 **(Department, grade, class)** student ID: - _____ has applied for joint selection of foreign partner universities student exchange in 2019-2020. 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。

1. I will abide by the relevant regulations of the school and exchange school and will not behave in ways that may damage both schools reputation.

二、對於本交換生計畫案公告之相關作業辦法、權益及義務，均已確實瞭解，並願配合辦理。

2. I am fully aware of the relevant operating method, right and obligation of this exchange student program and am willing to cooperate.

三、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。

3. 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.

四、非因不可抗力之因素，不得以任何理由放棄交換生之資格或中輟學業。研習期滿並按時返校。

4. Other than for unavoidable reasons, students are not allowed to give up their qualifications for exchange or drop out of school. Students need to return to Tamkang University after the exchange period is over.

申請人： _____ (簽名蓋章)

家長 (監護人)： _____ (簽名蓋章)

(關係： _____)

中 華 民 國 _____ 年 _____ 月 _____ 日

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 exchange. How can I apply?

- (1) 請參考去年甄選辦法中的學校名單，並自行查詢各姊妹校資訊，決定欲交換的學校。
可參考 107 學年度出國留學手冊：

http://www.oieie.tku.edu.tw/zh_tw/students/learning1/plane

Please refer to the list of schools in last years' selection and research each partner university to decide which school you would like apply. You can refer to the study abroad manual of the 107 academic year: http://www.oieie.tku.edu.tw/zh_tw/students/learning1/plane

- (2) 請先考取欲交換學校規定的語言成績，如姊妹校沒有規定，則語言成績至少需高於申請門檻。

Please first achieve the language requirements of the exchange school. If none is provided, then scores need to be at least higher than the application requirements.

- (3) 當年度甄選辦法將公告國際處網頁，請留意最新公告。

The selection process will be announced on the OICSA website. Please pay attention for the newest announcements.

- (4) 請於申請截止日前，經系所→學院→國際處流程繳交申請資料。

Please hand in application documents to the department→college→OICSA before the deadline.

- (5) 完成報名手續後，國際處將通知您面試時間。

After the application, OICSA will inform you on when the interview will take place

2. 什麼時候要提出申請？

When should you apply for exchange?

<p>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) (如第一次甄選有缺額時才辦理第二次甄選) (Second application will only happen if there are vacant spots on the first application)</p>	<p>英歐語組(包括歐美、澳洲、以及以英語授課的亞洲日本姊妹校等) English and European languages group (including Europe, US, 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)</p>
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中文組(部分學校僅開放台灣學生申請。)

Chinese group

(please note that some schools only allow applications from Taiwanese students.)

2~3 月(二下)

February ~ March (second semester of sophomore year)

9 月~10 月(三上)

September ~ October (first semester of junior year)

3. 大三出國和交換生有什麼不同?

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

Types	辦理單位 Organizer	姊妹校學雜費 Tuition Fees of Partner University	Tamkang University Tuition Fees
Study abroad in Sophomore year	6 Departments from College of Foreign Languages, Department of International Business, 4 Departments from Lanyang Campus	Pay full amount	1/4
Exchange Student	Office of International Cross-Strait Affairs (OICSA)	No fees required	Pay 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 以上

Postgraduate students: Japanese language proficiency test needs to be above JLPT N1

大學部學生：日本語能力檢定 JLPT N2 以上

Undergraduate students: Japanese language proficiency test needs to be above JLPT N2.

英語組 English Group：托福 iBT 70 分或

IELTS 5.5(學術組)。TOEFL iBT 70 or IELTS 5.5 (Academic)

德語組 German Group：德語檢定 A2 證

明。German language proficiency test A2

法語組 French Group：法語檢定 B1 證明。

French language proficiency test B1

西語組 Spanish Group：西語檢定 B1 證

明。Spanish language proficiency test B1

俄語組 Russian Group：俄語檢定 A2 證

明。Russian language proficiency test A2

請注意！如姊妹校另有規定門檻，則依姊妹校規定辦理。

Please note! 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 should obtain an average grade of 75 or above or achieves top 40% of the

department (Please view “scores of all semesters”)

6. 交換期間是什麼時候?

When is the exchange period?

日語組(1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 (few schools are September to July of the following year)

英歐語組(1年或1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(1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 exchange using academic transcripts from their previous school?

視姊妹校規定而定。

This will be determined in accordance to the sister school.

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 group 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：英語組可繳交中文或英文推薦信)

Please ask TKU professors to write recommendation letters for you. There is no specific format. Please write in Chinese or by the language of the group, which you apply. (i.e. English group should write in English or Chinese)

10. 請問要繳語言成績單或是獎狀的正本嗎?

Do you need to hand in the original copy of the language transcript or the certificate?

申請表、校內成績單、推薦信須繳交正本，其餘影本即可(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 recommendation letter. The rest can be the photocopies. (Original copies of language proficiency transcripts should be provided during the oral examination for verifications).