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| **文藻外語大學學生學期校外實習報名表**  **Internship Application Form (Semester)**  **(請以電腦編排，手寫不收 Please type)** | | | | | | | | | |
| 欲實習的機構  Name of Institution(s) Applied for |  | | | | | | | | 請黏貼近三個月之  二吋正面照片一張  Please attach a passport-size photo taken within the last  3 months |
| 至多填寫3個機構/部門，即使是同一個機構不同部門，也算是一個志願。若無填寫清楚，將視實習機構之需要自行分派，不得有異議。Please select no more than 3 institutions or units you prefer. Without indicating your preference, the placement will be administered by this center. | | | | | | | | |
| 中文姓名  Chinese Name |  | | 英文姓名  English Name  (須與護照上姓名相同) | | |  | | | |
| 身分證號碼  ID No. |  | | 生日  Date of Birth | | | 西元 年 月 日  yy/mm/dd | | | |
| 性別  Gender | 男Male□ 女Female□ | | 學號  Student No. | | |  | | | |
| 學制/學系/  年級/班級  Division/Dept./  Year/Class |  | | 電子信箱  Email | | |  | | | |
| 手機 Mobile No. |  | | 住家電話  Phone No. (H) | | |  |  | | |
| 住址Address | (現居 Present) | | | | | | | | |
| (永久 Permanent) | | | | | | | | |
| 語言能力證明文件(如:大專英檢/托福/多益證書)  Language Proficiency Certificate(s) | □英 語English  □附證明 Certificate attached | | | 歷年學業成績總平均  GPA | | | |  | |
| □其他Other :\_\_\_\_\_\_\_  □附證明 Certificate attached | | | 歷年操行總平均  Conduct Point in Average | | | |  | |
| 緊急聯絡人/關係  Emergency Contact /Relationship |  | | | 緊急聯絡人電話  Phone No. | | | |  | |
| 申請人簽名 | 本人已詳閱本期實習公告和工作內容，並同意遵守相關配合事項。  本人確認所提供資料均為真實且正確，若有不實資訊願依校規懲處。  I hereby declare that:  I have carefully read the terms of the internship announcement & the work duties, and agree to abide by them.  My declarations above are true and correct, otherwise, I shall be liable under the Regulations for Student Disciplines to a corresponding punishment.  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (本人簽名Signature)  \_\_\_\_年yy\_\_\_月mm\_\_\_日dd | | | | | | | | |
| 家長簽章 | **（年滿20者，不需要家長簽章）** | | | | | | | | |
| 導師簽章Signature of  Class Teacher |  | 系主任簽章  或蓋本系戳章  Signature of Dept. Chair or Dept. Seal | | |  | | | | |
| 說明：根據本校「學生校外實習課程開設要點」，學生參與本校開設之學期間校外實習課程，須在同一機構連續實習18週以上，並不得低於720小時為原則（包括各系（所）所訂之定期返校座談會或研習活動等），學生應全職於實習機構實習，並於實習期滿成績及格者，方可給予學分，授予學分數請參照各系科目學分表。  Notes: This is a full time internship program. Students will receive credits, provided that he/she completes the 720 intern hours in 18 consecutive weeks and passes the evaluation. The total intern hours will include the seminar/training activities held by the university. The number of credits rewarded to each intern will be decided subject to the course/credit design of each department. | | | | | | | | | |

**以下各欄請詳實撰寫，若未填寫恕不受理報名，各欄格式可延伸使用，以一頁為限。**

Please complete each of the following columns. Space can be extended up to one page in whole.

**《若有語檢證明或相關之學經歷，皆可一併附上並於左上角以訂書針裝訂》**

You may submit relevant documents to support your application, please staple your full set of application documents on the left upper side.

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| **實習計畫 Anticipated Internship Experience** (包含實習目的、實習內容、欲從實習中學習之技能等。 Please describe what kind of work and experience you envision performing.) |
| Each field should be described within one page.  各欄位撰寫以一頁為限，至多不超過一頁! |
| **中英文自傳**  **Autobiography** |
| Each field should be described within one page.  各欄位撰寫以一頁為限，至多不超過一頁! |
| **課外活動經驗/服務經驗**  **Extracurricular/Volunteer Experience** |
| Each field should be described within one page.  各欄位撰寫以一頁為限，至多不超過一頁! |
| **ID copy as below**  Please make a color photocopy of your student ID and the front and back of your ID card, paste them on the designated space |

Attachments (printed as A4 size)

1. Transcript in Chinese

2. Transcript in English

3. Other documents