



南臺科技大學境外訪賓來訪申請表

SOUTHERN TAIWAN UNIVERSITY OF SCIENCE AND TECHNOLOGY OVERSEAS DELEGATION REQUEST FORM

2026/10/01 Mike 修正

本表格僅提供與欲前往本校參訪、會見本校人員之海外學校、團體及機構使用。

請參訪機構人員親自填寫，表格中每欄均需填寫。

This form is intended for requests from individuals and groups, to make a formal visit to STUST on an institution to institution level.

為確保接待品質與行政作業流程，請於預定參訪行程至少 **21** 日前填寫並繳交本表格至南臺科技大學國際暨兩岸事務處。若遇國定假日、例假日或本校重大活動日(如校慶等)，因行政作業時間受限，本校恐無法安排接待，敬請見諒。

To ensure the quality of hosting and efficient administrative processing, please complete and submit this form to the Office of International Affairs at South Taiwan University of Science and Technology **at least 21 days prior** to your proposed visit. Please note that we may not be able to accommodate visits during national holidays, weekends, or major university events (such as the Anniversary Celebration) due to administrative time constraints.

Your understanding is greatly appreciated.

1. 申請日期 Date of request: _____

2. 申請人資料 Person making the visit request:

性別 Title	名 First name	姓 Last name
職銜 Position		
機構名稱 Organisation		
網頁 Website		
E-mail		
連絡電話 Telephone	(非台灣地區請加入國碼 Please add country code to your phone number)	
行動電話 Mobile phone	(非台灣地區請加入國碼 Please add country code to your phone number)	
傳真 Facsimile		

3. 拜訪日期及時間: 從 年 月 日上午/下午 時 分至 年 月 日上午/下午 時 分
Date and time of the proposed visit: from YYYY/MM/DD/ HH :MM to YYYY/MM/DD/ HH :MM

4. 來訪機構名稱 Name of visiting institution:

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5. 來訪學校或機構簡介 Overview of the institution / organisation:

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6. 來訪目的 Purpose of visit:

☐ 學術訪問 Academic visit	☐ 座談會 Seminars	☐ 講學 Lectures	☐ 商討合作 Collaborations	☐ 其他(請註明) _____ Other (please specify)
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7. 特定要求領域以及欲討論之主題 Specific areas / topics of interest for discussion:

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8. 請問您及來訪機構與南臺科技大學先前是否有過交流? Do you have any previous association with STUST?

(若有，請列出交流歷史 If so, please specify)

9. 代表團團長 Leader of delegation / visiting group:

性別 Gender	頭銜 Title	名 First name	姓 Last name	職位 Position

10. 來訪人員名單 Names of delegation / visitors:

性別 Gender	頭銜 Title	名 First name	姓 Last name	職位 Position

11. 來訪團體須能以英文、日文或中文溝通，若無，需有能代為發言之翻譯人員隨行。

For your delegation to receive maximum benefit from their visit, they should have a good command of either English or Japanese or Chinese or be accompanied by an interpreter. The interpreter must be familiar with the technical language required for discussion.

隨行翻譯人員 Interpreter	
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12. 在臺聯絡資訊、班機資訊以及來臺行程 (需提供全部行程)

Contact details in Taiwan and flight times/numbers, hotel (Please confirm as soon as available) :

班機 (往返) Flight (arrival and departure): 飯店 Hotel : 聯絡人 Contact Person: 在臺行程 Travel details in Taiwan:
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13. 其他備註，請提供每位來訪人員之簡介 Other notes (Please attach a CV or biography of each delegate):

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14. 本校承辦人員及主管簽名 Signature from STUST faculty/staff and directors

本欄位來賓請勿填寫 This section is to be filled by STUST. Visitors do no need to fill out this part.

項目	姓名	簽名
來訪者校內連繫人		
來訪者校內連繫人 所屬單位主管 (教學單位主任/行政單位組長)		
來訪者校內連繫人 所屬單位一級主管 (教學單位院長/行政單位一級主管)		

謝謝您填寫此表格，我們會盡速與您聯絡，有任何問題歡迎來信詢問 oia@ stust.edu.tw。

Thank you for completing the Visitor Request Form.

Office of International Affairs will be in contact to advice if your request can be accommodated.

Any questions, please email: oa@stust.edu.tw