

# EXTENSION TO STAY ONE ADDITIONAL SEMESTER

1

## Obtain Approval from Home University/ Institute

Please obtain **the approval** from your **home university** and provide the consent email or document.

2

## Obtain Approval from Current Exchange Program Department

Please obtain the approval from your **current exchange program**, and provide the confirmation email or [document](#).

3

## Preparing Document

- 1) **Passport Copy**: Ensure it is not approaching expiration date
- 2) **Letter of Acceptance**: Come to OIA to pick up a new one
- 3) Documents to apply for **residence visas** and **Alien Resident Certificate (ARC)**



VISA Information

4

## COURSE SELECTION AND RENEW STUDENT ID CARD

- 1) Finalize the course selection before the next semester starts
- 2) Please go to the Computing Center to **renew your student ID card**

# 延長交換期間說明

1

## 取得母校許可

請學生取得母校的同意，並提供母校同意交換延長的email或同意交換延長的文件

2

## 取得目前交換系所的系主任同意

請學生取得目前交換系所的系主任同意並提供由該系所寄發之同意email或[文件](#)

3

## 準備資料

- 1) 學生須申請居留證，詳情請參閱QR Code
- 2) 護照影本：確認是否在有效期限內
- 3) 入學許可：請至國際處領取更正期限後版本



申請居留證資訊

4

## 更新學生證 + 記得選課

- 1) 於開學第一、二週前往學校系統加選課程(流程與上學期開學加選課程相同)
- 2) 去計網中心過卡，更新學生證