**國立清華大學訪問學者證申請表**

**（NTHU Visiting Scholar ID Card Application Form）**

1. **Applicant**

|  |  |  |
| --- | --- | --- |
| **Type** | **Period of Stay (dd/mm/yy)** | |
| □ New (NTD 2000) | From / / /  to / / / | |
| **Name (full name as in passport)** | **Passport No.** | **Date of Birth (dd/mm/yy)** |
|  |  |  |
| **Host Department or Research Center at NTHU** | **Email** | |
|  |  | |
| **Home Institution** | **Job Title** | |
|  |  | |

□ I have read and agreed to the “National Tsing Hua University Library Personal Information Collection Statement” (<https://www.lib.nthu.edu.tw/en/use/policies/privacy.html>)

□ Checking list of application materials: □ Application form □ 1-inch Photo □ Copy of Passport □ Fees

□ Applicant’s signature:

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1. **Guarantor（Host Department or Research Center in NTHU）**

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| **Principal investigator** | **Faculty/Staff ID No.** | **Phone No.** |
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| **Coordinator/Assistant Name** | **Staff /Student ID No.** | **Phone No.** |
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□ **依據「國立清華大學圖書館個人資料蒐集告知聲明」，本人同意上列人員離校後如有未歸還向圖書館所借圖書資料或未繳交之罰款，本人願意無條件代為償還及繳交違規處理費。** I agree to compensate and pay any violation fees for the applicant, if he/she has any unreturned items or unpaid fees after leaving the campus.

□ Guarantor’s signature:  □ Host Department or Research Center stamp：

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**III. Notes：**

1. The “NTHU Visiting Scholar ID Card” will be issued according to the regulations of NTHU Campus IC Card Center.
2. This card is for the applicant’s personal use only and acts as Library card, buildings and labs access card, E-ticket card, and ID card on NTHU campus, but must not be taken as evidence of identity. After surpassing the period of stay, the E-ticket function will continue to work but other functions will be disabled.
3. New applicants must sign “Statement of Patron’s Privileges” before borrowing books from the NTHU library. All borrowed items must be returned and all violation fees must be paid before the end of stay. Please refer to Reading Services and Borrowing and Returning (<http://www.lib.nthu.edu.tw/>) for detailed regulations.
4. If the card is lost, please contact the Division of Global Academic Collaboration for the reissue. When the card is lost, the holder should immediately report to the Division of Global Academic Collaboration. The holder of Visiting Scholar ID Card is liable for any loss or damage incurred from unauthorized card use prior to completing the card loss report formality.
5. Division of Global Academic Collaboration: [gac@my.nthu.edu.tw](mailto:gac@my.nthu.edu.tw); ext.: 62470; location: Room 110 , General Building 1F, Office of Global Affairs.

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1. **Administrative Procedures**

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| --- | --- | --- | --- | --- |
| 建檔註記（研究組） | 繳費紀錄（研究組） | 文件歸檔（研究組） | 繳費會辦（圖書館） | 訪問學者證簽領 |
| 證號：  承辦人：    年 月 日 | □ 繳費通知單  □ 繳費證明回傳單  □ 校內轉帳單    年 月 日 | □ 照片一張  □ 護照影本  年 月 日 | 年 月 日 | 年 月 日 |