**國立宜蘭大學接待短期來訪學者同意書**

**Agreement for Hosting Visiting Scholar at NIU**

|  |  |  |  |
| --- | --- | --- | --- |
| 來訪學者姓名  Scholar Name |  | 國籍  Nationality |  |
| 服務單位  Current Employer |  | 職稱  Position |  |
| 預定訪期  Visiting Period | 自From \_　　　\_年year /\_\_\_\_月month /\_\_\_\_日day  至To \_　　　\_年year /\_\_\_\_\_月month /\_\_\_\_日day | | |
| 邀請函申請 | 🞏請國際事務處協助用印  🞏院系自行出具邀請函 | | |

上述學者擬至本校短期學術訪問，申請資料如附件。本人同意擔任接待教授，負責具體接待細節，包括安排接送機、宿舍、交通工具、演講座談、參觀實驗室或操作儀器、校外參訪等訪問學者在臺行程與日常生活所需協助。

敬請國際事務處於收到此同意書及申請資料表後，提供邀請函及協助辦理來臺手續簽證等行政支援。

Above scholar is applying to be a Visiting Scholar of NIU，his/her application form is attached.

I agree to be his/her Reception Professor at NIU. I understand as a Reception Professor, my responsibility include arranging airport pickup, local transportation, lecturing/speech, accommodation, lab research and other related activities for the scholar in Taiwan.

After receiving this document, I kindly request Office of International Affairs to provide “Invitation Letter” for this scholar, and VISA advises for his/her entrance to Taiwan.

|  |  |
| --- | --- |
| 接待教授簽名  Signature of Reception Prof. / Date | 接待系所主管簽章  Signature of Chair of  Reception Department / Date |
|  |  |

國際事務處 20190605製表

【中文邀請函範本—若需國際處提供邀請函請填寫OOOO處】

OOO 教授/博士

OOOO大學

OOOO（學者單位地址）

**邀 請 函**

OOOO**大學** 惠鑒：

為增進本校與貴校學術交流，竭誠歡迎貴校OOOO教授/博士於OOOO年OO月OO日至OO日來臺灣交流並蒞臨本校參訪（無聘僱關係），期對貴我兩校之學術交流建立友好合作關係。

耑此，順頌

學 安

OOOO年OO 月OO日

【英文邀請函範本—若需國際處提供邀請函請填寫OOOO處】

MM DD, 20YY

Dr./Prof. OOO, (姓名)

OOO,（職稱）

OOO, OOO.（學者單位，國家）

**Invitation Letter**

Dear **Dr.** **/Prof. OOO**,

Greetings from National Ilan University, Taiwan!

You are cordially invited to visit our campus during DD – DD MM 20YY for OOO (前來本校事由). Your visit will give us an opportunity in developing academic and research collaboration.

We sincerely look forward to your presence.

Sincerely,

President Po-Ching Wu, Ph.D