**附錄6** 淡江大學 **碩士班甄試** 招生考試推薦函 (參考格式可自製)

|  |  |
| --- | --- |
| 報考系(所)別： |  |

應申請貴系(所)碩士班同學之託，本人作如下評語。

|  |  |  |  |
| --- | --- | --- | --- |
| 申請人姓名： |  | 原就讀系別： |  |

本人與申請人之關係：□大學部課程教授 □導師 □專題指導教授 □其他\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

本人曾教授申請者 課程及對其綜合評估如下:（請勾選）

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 能力 | 極為突出 | 前5% | 前10% | 前25% | 前50% | 無法判定 |
| 專業知識 |  |  |  |  |  |  |
| 專業技能 |  |  |  |  |  |  |
| 創造力及想像 |  |  |  |  |  |  |
| 獨立工作能力 |  |  |  |  |  |  |
| 恆心與毅力 |  |  |  |  |  |  |
| 口語表達能力 |  |  |  |  |  |  |
| 書面表達能力 |  |  |  |  |  |  |
| 合作態度 |  |  |  |  |  |  |
| 整體評估 |  |  |  |  |  |  |

與申請者熟稔程度:

其他評語:

推薦人:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_職稱:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

簽 名:\_\_\_\_\_\_\_\_\_\_\_\_\_日期: \_\_\_年\_\_\_月\_\_\_日 電話:(O)\_\_\_\_\_\_\_\_\_\_\_(H)\_\_\_\_\_\_\_\_\_\_\_\_\_

**※推薦函請密封，於報名前逕交申請者。Recommendation Letter for Tamkang University Master's Program Application**

**(英文系適用)**

**(A) The following are to be completed by the applicant:**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Department： | | | | |  | | | | | | | | | |
| Name | | |  | | | | Sex | | □M □F | | | Date of Birth | | |  |
| Current Address | | |  | | | | | | | | | | | Tel. |  |
| Current Employer | | |  | | | | | | | | | | | Tel. |  |
| Undergraduate University | | |  | Major | | | |  | | | Year of Graduation | | | |  |
| Professional Publications | | |  | | | | | | | | | | | | |
| Research Direction/Area | | |  | | | | | | | | | | | | |
| Recommender | | Name |  | | Employer | | | | |  | | | Position | |  |
| Address |  | | | | | | | | | | Tel. | |  |

**(B)The following are to be completed by the referee:**

Explanation: The purpose of this letter is to help the members of the Master's program admissions committee to evaluate the applicant’s past academic research and professional experience and to ascertain whether the applicant is qualified to enter the program. We greatly appreciate your assistance. The contents of this letter will be kept confidential.

1. Your relationship with the applicant:

□Master’s thesis advisor □Graduate school teacher □Undergraduate instructor □Others ．

2. How long have you known the applicant? years.

3. Based upon your knowledge of the applicant, please fill in the following categories by selecting the appropriate box.

(1)General academic achievement: □top 5% □5~10% □11~25% □26~50% □below 51% □No basis for judgment.

(2)Research achievement: □top 5% □5~10% □11~25% □26~50% □below 51% □No basis for judgment.

(3)Independent research ability: □top 5% □5~10% □11~25% □26~50% □below 51% □No basis for judgment.

(4)Creativity: □top 5% □5~10% □11~25% □26~50% □below 51% □No basis for judgment.

(5)Writing ability: □top 5% □5~10% □11~25% □26~50% □below 51% □No basis for judgment.

(6)Oral ability: □top 5% □5~10% □11~25% □26~50% □below 51% □No basis for judgment.

(7)Willingness to Cooperate: □top 5% □5~10% □11~25% □26~50% □below 51% □No basis for judgment.

4. What do you feel about the applicant’s attitude toward his/her work and studies?

□Self-motivated □Extremely careful □Passive □Average □ Poor

If convenient, please give examples: ．

5. What do you feel about the applicant’s preparation and knowledge of required basic coursework for his/her master's plans（as stated above in A）?

□Complete □Good □Acceptable □Lacking □No basis for judgment.

If convenient, please give examples or further explanation: ．

6. If the applicant has any other important strengths or special achievements worth mentioning, please explain:

．

7. If the applicant has any major weaknesses which should be mentioned, please explain:

．

8. Admission to the master's program is:

□Strongly recommended □Recommended □Recommended with reservations □NOT recommended

9. Additional explanation: .

(If there is insufficient space, please use an additional sheet.)

Referee’s signature: Date: Tel.:

**※推薦函請密封，於報名前逕交申請者。** 淡江大學 **博士班甄試** 招生考試推薦函 (參考格式可自製)

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **(A)申請人填寫部份：** 報考系(所)別： | | | | | | | | | | |
| 姓 名 |  | | 性 別 |  | | | 出生年月日 | | 年 月 日 | |
| 地址 |  | | | | | | | | 電話: | |
| 目前服務單位： | | | | | | | | | 電話: | |
| 學  歷 | 大學： 年 月 在 大學(學院) 系畢業 獲學士學位 | | | | | | | | | |
| 研究所： 年 月 在 大學(學院) 所畢業 獲碩士學位 | | | | | | | | | |
| 其他： | | | | | | | | | |
| 專長學科著作 | |  | | | | | | | | |
| 研讀方向計畫 | |  | | | | | | | | |
| 推薦人 | 姓名 |  | | | 服務單位 |  | | 職 稱 | |  |
| 地址 |  | | | 電 話 |  | | 曾授本人科目 | |  |

**(B)推薦人填寫部份：**

說明：本推薦書之目的在協助本校招生委員會瞭解申請人過去求學、研究或工作狀況，以作為申請人是否能夠入學的參考，對您的寶貴意見甚為感激，此資料將列為機密，不對外公開。

1.您與申請人之關係：□碩士論文指導教授□碩士班課程教授□大學部課程教授□其它。

2.認識申請人之時間共： 年。

3.在你所認識的學生或部屬中，請就以下所列項目，選擇您認為較適合申請人之狀況：

(1)一般學業成績在，□前5%以內□5～10%□11～25%□26～50%□51%以後□無從評估。

(2)研究成績在，□前5%以內□5～10%□11～25%□26～50%□51%以後□無從評估。

(3)獨立研究能力在，□前5%以內□5～10%□11～25%□26～50%□51%以後□無從評估。

(4)原創作能力在，□前5%以內□5～10%□11～25%□26～50%□51%以後□無從評估。

(5)寫作能力在，□前5%以內□5～10%□11～25%□26～50%□51%以後□無從評估。

(6)口語表達能力在，□前5%以內□5～10%□11～25%□26～50%□51%以後□無從評估。

(7)合群性在，□前5%以內□5～10%□11～25%□26～50%□51%以後□無從評估。

4.您認為申請人在學或在職期間的研究或工作態度如何﹖

□自動自發□嚴謹小心□被動□馬馬虎虎□惡劣．若方便的話，請舉例說明：

5.申請人擬研讀博士學位，您認為他的研讀方向計畫(如A所填)所需之基本課程的準備及認識如何﹖ □充實□佳□尚可□差□無從觀察，

若方便的話，請舉例說明：

6.申請人若具有其他重要優點及特殊表現值得您一提，請說明：

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

7.申請人若具有嚴重缺點有必要提出，請說明：

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

8.您願意推薦申請人來念博士班嗎﹖□極力推薦□推薦□勉強推薦□不推薦

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

9.其它補充說明：

推薦人(簽章)：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 填寫日期：\_\_\_年\_\_\_月\_\_\_日　電話：＿＿＿＿＿＿＿＿

**※推薦函請密封，於報名前逕交申請者。**

**Recommendation Letter for Tamkang University Doctoral Program Application** (**英文系適用**)

**(A) The following are to be completed by the applicant:**

|  |  |  |
| --- | --- | --- |
| Department：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| Name | | |  | | | | | Sex | □M □F | | | Date of Birth | | |  |
| Current Address | | |  | | | | | | | | | | | Tel. |  |
| Current Employer | | |  | | | | | | | | | | | Tel. |  |
| graduate University | | |  | | Major | |  | | | | Year of Graduation | | | |  |
| Professional Publications | | |  | | | | | | | | | | | | |
| Research Direction/Area | | |  | | | | | | | | | | | | |
| Recommender | | Name |  | | | Employer | | | |  | | | Position | |  |
| Address |  | | | | | | | | | | Tel. | |  |

**(B) The following are to be completed by the referee:**

Explanation: The purpose of this letter is to help the members of the doctoral program admissions committee to evaluate the applicant's

Past Academic research and professional experience and to ascertain whether the applicant is qualified to enter the program.

We greatly appreciate your assistance. The contents of this letter will be kept confidential.

1. Your relationship with the applicant:

□Master's thesis advisor □Graduate school teacher □Undergraduate instructor □Others\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_．

2. How long have you known the applicant? years.

3. Based upon your knowledge of the applicant, please fill in the following categories by selecting the appropriate box.

(1)General academic achievement □top 5% □5~10% □11~25% □26~50% □below 51% □No basis for judgment.

(2)Research achievement: □top 5% □5~10% □11~25% □26~50% □below 51% □No basis for judgment.

(3)Independent research ability: □top 5% □5~10% □11~25% □26~50% □below 51% □No basis for judgment.

(4)Creativity: □top 5% □5~10% □11~25% □26~50% □below 51% □No basis for judgment.

(5)Writing ability: □top 5% □5~10% □11~25% □26~50% □below 51% □No basis for judgment.

(6)Oral ability: □top 5% □5~10% □11~25% □26~50% □below 51% □No basis for judgment.

(7)Willingness to Cooperate: □top 5% □5~10% □11~25% □26~50% □below 51% □No basis for judgment.

4. What do you feel about the applicant’s attitude toward his/her work and studies?

□Self-motivated □Extremely careful □Passive □Average □Poor

If convenient, please give examples:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_．

5. What do you feel about the applicant’s preparation and knowledge of required basic coursework for his/her doctoral plans

（as stated above in A ）?

□Complete □Good □Acceptable □Lacking □No basis for judgment.

If convenient, please give examples or further explanation:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_．

6. If the applicant has any other important strengths or special achievements worth mentioning, please explain:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_．

7. If the applicant has any major weaknesses which should be mentioned, please explain:

．

8. Admission to the doctoral program is:

□Strongly recommended □Recommended □Recommended with reservations □NOT recommended

9. Additional explanation: .

(If there is insufficient space, please use an additional sheet.)

Referee’s signature: Date: Tel.:

**※推薦函請密封，於報名前逕交申請者。附錄7** 淡江大學106學年度 碩博士班甄試 招生考試

國外學歷切結書

Declaration of Foreign Academic Credentials, Tamkang University

※持國外學歷證件報考考生用

For students holding a foreign academic certificate

本人所持國外【 學校 學歷(力)證件】，確為教育部認可，經駐外館處驗證屬實，且取得學位規定之總學分數中，遠距教學課程未超過二分之一，並保證於錄取報到時繳交下列文件：(1)經中華民國駐外館處驗證之國外學歷證件影本1份(驗證章戳需為正本)；如原學歷證件非中文或英文者，另繳交中或英譯本並加蓋驗證章戳；(2)經中華民國駐外館處驗證之國外學歷歷年成績單正本1份(驗證章戳需為正本)；如原成績單非中文或英文者，另繳交中或英譯本並加蓋驗證章戳；(3)入出國主管機關核發之入出國紀錄正本1份。若未如期繳交或經查證不符合　貴校報考條件，本人自願放棄入學資格，絕無異議。

The foreign academic credentials issued by are approved by the Ministry of Education and verified by the Taiwan’s overseas representative office. Among the regulated total credits, the distance-learning course does not comprise more than half. The undersigned guarantees that all the following documents shall be submitted upon registration: (1) the original highest degree diploma and also its photocopy verified with official stamps by the Taiwan’s overseas agency, (2) the official transcript of the highest level school which has the detailed history of the applicant’s academic records and is verified by the Taiwan’s overseas agency. (When the original diploma and transcript are written in a language other than Chinese or English, the English or Chinese translation will be submitted and verified with official stamps by the Taiwan’s overseas agency.), (3) the certificates of entry and exit dates issued by the National Immigration Agency of the Ministry of Interior. If the prescribed documents are not qualified or not submitted upon registration, the undersigned will abandon the enrollment qualification, and no objection will be raised.

此致

淡江大學/ To the TamKang University

立書人 /日期

The Undersigned Applicant： Date：

護照號碼

Passport No.：

報考系(所)組別

Class/Dept./Division Applied：

學校所在國及州別

State/Country of School：

聯絡電話

Contact Tel. No.：

**＊本表請於報名期限內傳真至(02)26209505 招生組。附錄8** 淡江大學106學年度 碩博士班甄試 招生考試

**身心障礙考生應考服務需求申請表**

准考證號碼： (承辦人填寫)

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 姓名 |  | | | | | | 性別 | |  | | 報考系所 |  |
| 身分證  字 號 |  |  |  |  |  |  |  |  |  |  | 聯絡電話 | (日) (夜) |
| 行動電話： |
| 身心障  礙類別 |  | | | | | | | | | | 障礙等級 |  |
| **特殊需求** | 申 請 項 目 | | | | | | | | | | | 審查小組審定結果 |
| **考試科目**：    ＿＿＿＿＿＿＿＿＿＿＿＿  ＿＿＿＿＿＿＿＿＿＿＿＿  **請考生自行詳列需求：**  ＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿  ＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿  ＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿  ＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿ | | | | | | | | | | | 承辦人：＿＿＿＿＿＿＿＿  組 長：＿＿＿＿＿＿＿＿  秘 書：＿＿＿＿＿＿＿＿  教務長：＿＿＿＿＿＿＿＿ |

**備註：**

一、無需安排特殊試場及服務者免填。

二、本會將依考生特殊需求審查，儘量提供服務。

三、**本表請於報名期限內傳真至(02)26209505 招生組，以憑辦理。**

四、**提出申請者，請務必於報名期間來電確認。電話：02-26215656轉2513。**

|  |
| --- |
| 身心障礙手冊正反面影本黏貼處 |

考生親自簽名：＿＿＿＿＿＿＿＿＿＿**附錄9** 淡江大學106學年度 碩博士班甄試 招生考試

造字申請表

|  |  |  |  |
| --- | --- | --- | --- |
| 考生姓名 |  | 身分證字號 | (必填) |
| 報考系所組 | 系所 組 | 准考證號 | (承辦人填寫) |
| 聯絡方式 | 電話：(日) (夜) (行動)  Email: | | |
| 造字資料 | 登錄個人資料時，若有電腦無法產生之字，請先以「╴」替代輸入(例如：丁中╴)，待印出報名表後再將需造字之字以紅筆正楷填寫清楚。  ※請勾選需造字部分  □姓名：需造字之字為＿＿＿＿＿＿　　　　　　注音為＿＿＿＿＿  □地址：需造字之字為＿＿＿＿＿＿　　　　　　注音為＿＿＿＿＿  □其他（請說明）： ＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿  需造字之字為＿＿＿＿＿＿　　　　　　　　　注音為＿＿＿＿＿ | | |
| 注意事項 | 一、各欄位請正楷詳細填寫。  二、**填妥資料後，請於報名期限內傳真至(02)26209505招生組**。  三、本校造字完成後，各項試務資料即會印出正確字體，但在無造字檔之電腦，仍不會顯示正確的字，考生請不必擔心。  四、無需造字之考生免填本表。  五、如有疑問請來電洽詢教務處招生組。電話：(02)26215656轉2513 | | |

**附錄10** 淡江大學106學年度 碩博士班甄試 招生考試

工作經驗年資證明書

（參考格式）

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 姓名 |  | | | | | | | | | | 報考系所 |  | | |
| 身分證  字 號 |  |  |  |  |  |  |  |  |  |  | 出 生  年 月 日 | 年 月 日 | 性別 |  |
| 服務機關 |  | | | | | | | | | | | | | |
| 地址： 電話： | | | | | | | | | | | | | |
| 服務部門 |  | | | | | | | | | | 職稱 |  | | |
| 負責工作  性質概述 |  | | | | | | | | | | | | | |
| 任 職  起訖時間 | 自 年 月 日至 年 月 日 服務年資共計： 年 個月  □ 現仍在職 □ 現已離職 | | | | | | | | | | | | | |
| 備註 |  | | | | | | | | | | | | | |

一、**本證明書限繳正本**，僅供證明服務單位同意報考及工作經驗年資證明用。

二、**本表為參考格式，服務機關另有統一格式者，可依其規定**。

三、服務機關保證上表各欄所填均屬事實，如將來查證不實，考生願負一切法律責任，概無異議。

在職單位負責人

(加蓋關防或機關印信)

中 華 民 國 年 月 日

**附錄11** 淡江大學106學年度　碩博士班甄試　招生考試

退費申請表

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 考生姓名 |  | | 身分證字號 | |  |
| 報考系級 | 學系 | | 出生年月日 | | 年　　　月　　　日 |
| 聯絡方式 | (日) (夜) (手機)  E-mail： | | | | |
| 退費理由 | 請務必勾選  □溢繳報名費。  □已繳報名費但因報考資格不符。 | | | | |
| 退費方式 | 請務必勾選  □親自至招生組(行政大樓A213室)領取。  □利用轉帳方式退費（須**扣除匯費，**並請填妥以下表格，附上退費帳號存摺正面影本）。 | | | | |
| 退費帳號 | 戶名 |  | | | |
| 銀行 | 銀行  分行 | | 帳號 | |
|  | |
| 郵局 | 局號 | | 帳號 | |
|  | |  | |
| 備註 | 1. 除因**溢繳報名費**、**已繳報名費但因報考資格不符外**，**其餘已繳報名費概不退還**。 2. 請填妥本申請表於105年11月14日前郵寄至「25137新北市淡水區英專路151號淡江大學教務處 招生組」(以郵戳為憑，逾期不受理)或傳真至**（02）2620-9505**。 (傳真者請務必來電確認，電話：(02)2621-5656分機2513。) 3. 上述資料，請詳實填寫，如有誤漏致無法退費，由考生自行負責。 4. 如經審查通過後，**扣除匯費及行政作業費300元**，俟退費行政作業完成後，再轉撥至考生帳戶。 | | | | |

**附錄12** 淡江大學106學年度 碩博士班甄試 招生考試

**成績複查申請書**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 考 生 姓 名 |  | | 系 所 組 別 | 系(所)  組 |
| 准 考 證 號 碼 |  | |
| 複 查 科 目 | | | 原 成 績 | 複 查 成 績 |
|  | | |  |  |
|  | | |  |  |
|  | | |  |  |
|  | | |  |  |
| 考 生 簽 章 | | 年 月 日 | | |
| 複 查 回 復 事 項 | | 回復日期 : 年 月 日 | | |

注意事項：

一、**複查申請，請於截止收件日前申請**（以郵戳為憑），逾期不予受理。

二、本表考生姓名、系所組別、准考證號碼及複查科目、原成績、考生簽章應逐項填寫清楚。

三、**請附回郵信封並註明收件人姓名、地址、郵遞區號及貼足郵資**，務必填寫正確以憑回復。

四、檢附成績通知單影本1份，裝袋郵寄本校招生組。

※**106學年度碩博士班甄試招生報名專用袋封面請詳次頁**

**淡江大學106學年度 碩博士班甄試 招生報名專用袋**

**報考系(所)組：** **系(所)** **組 (務必填寫正確)**

**報考人姓名：**

**請 掛 號**

郵 寄

**住 址：**

**連絡電話：**

**25137 新北市淡水區英專路151號**

|  |
| --- |
| **淡 江 大 學 招 生 委 員 會 收** |

**一、請勾選報考類別**

**碩士班** **博士班**

**二、各項備審資料請整理齊全，裝入本封袋內。**內附：

|  |  |
| --- | --- |
| 1 | **報名表（同等學力考生除報名表外須檢附相關證明影本）** |
| 2 | 研讀計畫書、成績單、簡歷、推薦函等備審資料（依各系所規定） |

三、**如有國外學歷切結書、身障考生應考服務需求申請表、造字申請表、低收或中低收入戶證明**，

**請傳真至(02)26209505 招生組，免郵寄**。

四、本封袋**以裝入1人（1系所組）報名資料為限**，務必以正楷詳細填寫。

五、請將本封面黏貼於自備之B4封袋，填妥資料後郵寄或於上班時間送至教務處招生組。

|  |
| --- |
| **網路填表日期：自民國105年11月01日10時起至11月14日下午4時止。**  **通訊寄件日期：自民國105年11月01日10時起至11月14日止(郵戳為憑)。**  **未以掛號郵遞致遺誤者，本會不予負責。** |