**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 |
| 是否由國際事務處代為申請校級邀請函 | 🞏 是，請依公版校級邀請函送用印(約需3個工作天)🞏 是，申請人提供詳細邀請函，由國際事務處送用印(約需3個工作天)🞏 否，由院系自行出具邀請函即可 |

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 ofReception Department / Date |
|  |  |

國際事務處 20170522製表

【中文邀請函範本】



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OOO副教授於20OO年OO月OO日至OO日來臺灣交流並蒞臨本校參訪、洽談兩校科研合作事項，期對貴我兩校之學術交流建立友好合作關係。

 耑此 順頌

學 祺

校印

 宜蘭大學

校長簽名章

 20OO年OO 月OO日

【英文邀請函範本】

 April 28, 2016

To:

Dr. 姓名 ,

 職稱 ,

 學校 , 國家 .

**Invitation Letter**

Dear Dr. 姓名 ,

 On behalf of National Ilan University, we would like to extend an invitation to you to visit our campus. Based on your expertise and abundant experience in the area of Sustainable agricultural production, Energy input-output analysis of agricultural systems, Techno-Economic & environment performance of agricultural systems and international cooperation of universities, we hope that your visit will give us an opportunity to develop academic and research collaboration.

We look forward to meet you on our 90th anniversary celebrations in the month of May 2016, and also wish you a productive and successful time at National Ilan University.

Sincerely

校印

President Po-Ching Wu, Ph.D

校長簽名章

(英文)