



見習申請作業(2個月前)
Start the process of application
2 months prior to start of the
training program

申請人提出見實習需求
Applicant requests for training

申請人 Applicant
醫事人員或醫學生
Medical Staff or Medical Student

醫事人員 Medical Staff

醫學生
Medical Student

- 申請人應檢附文件：Enclose documents of
1. 台北市聯合醫院申請表 Application form requested by Taipei City Hospital
 2. 護照影本 Copy of passport name-page^a
 3. 推薦函 Recommendation letter from school/employer
 4. 讀書計畫 Learning statement or foci^b
 5. 醫療保險證明 Medical insurance approval^c
 6. 效期內語文能力證明 Valid language ability certificate (English or Chinese)
 7. 健康狀況報告書 Health status report^d
 8. 照片電子檔 photo in color (digital file)^e
 9. 學經歷證明 Approvals of education and working experience^f
 10. 專業證照英文或中文翻譯本 Specialty license in English or in Chinese
 11. 衛福部申請表 Application form requested by the Department of Health and Welfare

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 8. 照片電子檔 photo in color (digital file)^e

本院審核或核備衛生福利部
Approved by Taipei City Hospital or
Department of Health and Welfare

教學研究部國際事務組
Unit for International Affairs
Department of Education & Research

不同意
NO

回覆申請者
Reply to applicants

同意
Yes

發給錄取人員來台接受函
Acceptance letter to applicants

教學研究部國際事務組
Unit for International Affairs
Department of Education & Research

錄取人員抵台後執行訓練
Start training program

教學研究部國際事務組(Unit for International Affairs, Department of Education & Research)、院區教研(Department of Teaching & Research at Branch)、總務室(General Office)、人事室(personnel Office)、會計室(Accounting Office)

1. 指導醫師繳交學員學習成效評估相關表單
Mentor completes the Trainee's Evaluation Report
2. 學員填寫滿意度調查表、心得報告(300-500字，附照片)及見實習證明書申請表
Trainee completes the Satisfaction Inquiry, comments and feed-back (300-500 words with photos) and the application training certificate

教學研究部國際事務組(Unit for International Affairs, Department of Education & Research)、院區教研(Department of Teaching & Research at Branch)、單位指導人員(Mentor)

教研部製作發給證明書
Training certificate issued by the Department of Education & Research

Footnotes:

- a. Passport must be valid at least 6 month before arrival.
- b. Learning statement should include desired training department and training date.
- c. Medical Insurance approval must cover emergency aids in the duration of stay at Taipei City Hospital.
- d. Health status report should include chest X-ray, hepatitis B test and hepatitis A test taken within the last 3 month of arriving.
- e. 45mmX35mm head and shoulder photo in color should be taken within 6 months.
- f. Approval of relevant working experience for at least 1 year is required.