

境外學位生註冊程序單

Overseas Students Enrollment Procedure Sheet

姓名 Name:	學號 Student ID:	學位 Degree:
學系所 Department/Institute:	僑居地 Nationality:	
身份別 Identity: <input type="checkbox"/> 僑生 Overseas Chinese Student <input type="checkbox"/> 港澳生 Hong Kong & Macau Student <input type="checkbox"/> 陸生 Mainland Chinese Student <input type="checkbox"/> 外籍學生 International Student		
入境臺灣使用 Entry Permit Visa	<input type="checkbox"/> 停留簽證(Visitor Visa) <input type="checkbox"/> 居留簽證(Resident Visa) <input type="checkbox"/> 外僑居留證(ARC) <input type="checkbox"/> 入出境許可證或臺灣地區居留入出證(港澳) <input type="checkbox"/> 中華民國護照	
單位(Place)	辦理事項(Events)	校內單位簽章 (Signature/Stamp)
入學報到 Registration 國際事務處境外生 與學人事務組 Overseas Students and Scholars Services	1. 保險文件 Insurance documents <input type="checkbox"/> 健保卡 National Health Insurance records <input type="checkbox"/> 僑生保險 Overseas Chinese Student Insurance <input type="checkbox"/> 海外保險 Overseas Insurance documents <input type="checkbox"/> 無 None 2. 台灣身份證 National Identity Card of Taiwan <input type="checkbox"/> 有(yes) <input type="checkbox"/> 無(no) 3. 清寒證明 Low income Certificate <input type="checkbox"/> 有(yes) <input type="checkbox"/> 無(no) 4. 若為役男身份請至生輔組辦理緩徵: If you are a military serviceman, please get deferment at the Student Assistance Division. <input type="checkbox"/> 有(yes) <input type="checkbox"/> 無(no) 5. 最高學歷正本及驗證文件影本 “Original” and “Copy” of the highest diploma authenticated by the Taiwan (ROC) missions <input type="checkbox"/> 有(yes) <input type="checkbox"/> 無，需要提供切結書及說明書 (no, need to provide declaration form and explanation letter)	
繳交學雜費 Tuition Fee and Other Fees Payment 國際事務處境外生 與學人事務組 Overseas Students and Scholars Services	1. 繳費單 Tuition Bill (線上下載 Online download) 2. 繳費方式 Payment method <input checked="" type="radio"/> 信用卡繳費 Pay by credit card <input checked="" type="radio"/> ATM 轉帳繳費 Transfer from ATM <input checked="" type="radio"/> 抵臺後至臺灣銀行、郵局、便利商店現金繳費 Pay cash at Taiwan Bank, Post office or convenience store after arrived Taiwan. 3. 如錯過繳費期限，請於來校後持現金至出納組繳費。 Pay at the Cashier Division if you missed the deadline.	

入學報到 Registration	1. 僑生及港澳生 Overseas Chinese, Hong Kong and Macau Student ◎學生綜合資料表 Student Personal Information Record 2. 外籍學生 International Student ◎新生基本資料表 New student Basic Data Entry ◎錄取通知信影本 Copy of the admission letter ◎護照基本資料頁及簽證頁影本 Copy of your passport identification page(s) and the Taiwan (ROC) visa page ◎居留證正反面影本 Copies of both sides of your Alien Resident Certificate	
各學系/所 辦公室 Office of Your Department/Institute		
註冊事宜 Registration	1. 新生基本資料表 New student Basic Data Entry 2. 最高學歷正本及驗證文件影本 “Original” and “Copy” of the highest diploma authenticated by the Taiwan (ROC) missions <input type="checkbox"/> 有(yes) <input type="checkbox"/> 無，需要提供切結書及說明書 (no, need to provide declaration form and explanation letter) 3. 護照及簽證頁影本 Copy of your passport identification page(s) and the Taiwan (ROC) visa page 4. 居留證正反面影本(若有) Copies of both sides of your Alien Resident Certificate (if available)	
註冊組 Registrar Division		

* 註冊程序完成後，將此單送回註冊組各學系/所承辦人。學生需完成新生體檢後，持體檢收據至註冊組領取學生證。

Please return this sheet to Register Division after all the procedures are completed. Then, students have to finish Freshman Physical Examination and take the receipt to Registrar Division to pick up the Student ID card.

* 若需要在學證明申請居留證，請在完成註冊後，至註冊組前的投幣機申請。

If you need the enrollment certificate to apply for ARC, you can apply at the kiosk outside the Register Division after the registration enrollment process is completed.

* 學生綜合資料表(港澳僑適用)及新生基本資料表(所有境外學生適用)請至以下網站填寫後印出:

For Student Personal Information Record (Overseas Chinese, Hong Kong and Macau Student) and NCKU Student Information (all oversea students), please print out by login in the following website:

<https://campus4.ncku.edu.tw/wwwmenu/program/fresh/>