



# Appendix 1: Registration & Enrollment Procedure Sheet for University-Level International Exchange Students

## 成大校級交換學生註冊程序單

Semester 學期：  (year/年)  Fall (September) 秋季班 /  Spring (February) 春季班

- Name (姓名) : \_\_\_\_\_
- Student ID Number (學號) : \_\_\_\_\_
- Degree (學位) :  Bachelor (學士)  Master (碩士)  Doctor (博士)
- NCKU Department/ Institute (成大就讀系/所) : \_\_\_\_\_

| No. | Location  | Required Actions   | Stamp   |
|-----|---|--|---|
| 1   | <p>Study Abroad Division,<br/>Office of International Affairs<br/>國際事務處<br/>國際教育組<br/>(Ground floor, Yun-ping Administration Building East wing, Kuang-fu campus 光復校區雲平大樓東棟)</p>  <p>(Google Map for Yun-ping Administration Building)</p> | <p>Please bring 請攜帶：</p> <ol style="list-style-type: none"> <li>1. Acceptance Letter from NCKU OIA 國際處核發錄取通知信</li> <li>2. Registration &amp; Enrollment Procedure Sheet 本註冊程序單</li> <li>3. Official proof of insurance coverage 海外醫療保險證明                             <ol style="list-style-type: none"> <li>(1) Copy of authenticated oversea insurance 海外醫療保險影本</li> <li>(2) The insurance must be valid through the end of your final month at NCKU:                                     <ul style="list-style-type: none"> <li>- For Spring semester stay: validity through June 30, 2026</li> <li>- For full academic stay: validity through January 31, 2027</li> </ul> </li> </ol> </li> <li>4. Proof of Positive Measles and Rubella Antibody or Measles and Rubella Vaccination Certificates<br/>麻疹及德國麻疹之抗體陽性檢查報告或預防接種證明</li> <li>5. One 2-inch photo 兩吋照片 1 張</li> <li>6. Copy of your passport photo page 護照影本/大通證</li> <li>7. Copy of Visa/ Page of Entry Permit <u>with Entry stamp</u><br/>簽證影本(含入境戳章)</li> </ol> <p>Only students from China, Hong Kong and Macao are required to submit items 8 and 9. 僅大陸地區(含港澳)學生須繳交第 8 項及第 9 項文件與費用</p> <ol style="list-style-type: none"> <li>8. Copy of Taiwan Entry Permit <u>with Entry stamp</u><br/>入臺證影本(含入境戳章)</li> <li>9. Taiwan Entry Permit Fee of NT\$ 615<br/>入臺證費用新台幣 615 元(手續費 15 元)(僅大陸生)</li> </ol> | <p>General Confirmation<br/>一般外籍生文件確認章</p> <hr/> <p>Confirmation reserved for students from China, Hong Kong and Macao. 大陸地區學生文件確認章</p> |
| 2   | <p>NCKU Health Center<br/>衛生保健組<br/>(2<sup>nd</sup> floor of Yun-ping Administration Building East wing, Kuang-fu campus 光復校區雲平大樓東棟 2 樓)</p>  | <p>Health examination 健康檢查: <i>*Please select one of the following.</i></p> <p><input type="checkbox"/> I will submit the <a href="#">Health Certificate for Short-Term Students</a> or <a href="#">Health Certificate for Residence Application</a>, verified by an ROC overseas mission. 我會繳交經外館驗證的短期研修健康檢查項目表或居留或定居健康檢查項目表。</p> <p><input type="checkbox"/> I have Original copy of Appendix 3: Proof of Positive Measles and Rubella Antibody or Measles and Rubella Vaccination Certificates. I will only take Chest X-ray for Tuberculosis at NCKU hospital (costs around NT\$270; subject to change). 我有麻疹及德國麻疹之抗體陽性檢查報告或預防接種證明(附錄 3 之診斷證明正本)。我將在成大醫院進行胸部 X 光肺結核檢查(約新台幣 270 元)。</p> <p><input type="checkbox"/> I will take Chest X-ray for Tuberculosis and receive the MMR vaccine at NCKU hospital (costs around NT\$1,065; subject to change). 我將在成大醫院進行胸部 X 光肺結核檢查及施打 MMR 疫苗(約新台幣 1,065 元)。</p> <p><input type="checkbox"/> I will stay more than 6 months and need to transfer VISA (from visitor visa to resident visa) for applying Alien Resident Certificate (ARC). I will take the Type A health examination. It costs NT\$1,350</p>   |   |

| No. | Location   | Required Actions  | Stamp |
|-----|--|---|-------|
|     |  | <p>in discount period. 我需要在臺轉換簽證類別以申請居留證，將在成大醫院進行簽證體檢(優惠價格 1,350 元)。</p> <p>Note:</p> <ul style="list-style-type: none"> <li>➤ Student takes full responsibility for choosing health examination type. If student take the wrong one, student may need to pay more for health examinations fee. 學生請務必確認體檢類別，如體檢類別錯誤，學生必須自行負擔額外的體檢費用。</li> <li>➤ Please fill out the <a href="#">Google form</a> to get the NCKU hospital voucher. 請學生上網填寫<a href="#">線上表單</a>以利校方協助寄發成大醫院體檢優惠單</li> </ul>   |       |
| 3   | <p>Office of Your NCKU Department/Institute<br/>各學系/所辦公室</p>  <p>(Campus Map)</p> | <p>Please bring 請攜帶：</p> <ol style="list-style-type: none"> <li>1. Acceptance Letter from NCKU OIA 國際處核發錄取通知信</li> <li>2. Copy of your passport photo page 護照影本/大通證</li> </ol> <p>* As the availability of some courses is limited, please confirm with <a href="#">your department/institute</a> regarding the course selection. 部分課程名額有限，請同學直接向相關系所詢問選課事宜。</p> <p>* Please follow the school <a href="#">course enrollment schedule</a>. 請依學校選課時程辦理加退選作業。</p> <p>* Please see the following website for course information. 課程資訊請參考以下網頁：<a href="https://course.ncku.edu.tw/index.php">https://course.ncku.edu.tw/index.php</a></p> |       |
| 4   | <p>Cashier's Division<br/>出納組</p> <p>(Ground floor, Yun-ping Administration Building <u>West</u> wing, Kuang-fu campus<br/>光復校區雲平大樓西棟 1 樓)</p>                     | <p>Please bring 請攜帶：</p> <ol style="list-style-type: none"> <li>1. Acceptance Letter from NCKU OIA 國際處核發錄取通知信</li> <li>2. Cash money of NT\$250 to pay for <a href="#">Student Group Insurance (SGI)</a> 現金新台幣 250 元以支付學生團體保險(SGI)費用。</li> </ol>  |       |
| 5   | <p>Registrar Division<br/>註冊組</p> <p>(Ground floor, Yun-ping Administration Building <u>West</u> wing, Kuang-fu campus<br/>光復校區雲平大樓西棟 1 樓)</p>                     | <p>Please bring 請攜帶：</p> <ol style="list-style-type: none"> <li>1. National Cheng Kung University Student Information 國立成功大學新生基本資料表(Link: <a href="https://campus4.ncku.edu.tw/wwwmenu/program/fresh/">https://campus4.ncku.edu.tw/wwwmenu/program/fresh/</a>)</li> <li>2. One 2-inch photo 兩吋照片 1 張</li> <li>3. A copy of passport identification page(s) 護照影本/大通證影本</li> <li>4. A copy of visa page 簽證影本</li> <li>5. A copy of Taiwan Entry Permit 入臺證影本(for students from China, Hong Kong, and Macao) (僅大陸、香港及澳門地區學生須繳交)</li> </ol>   |       |

**Remarks 注意事項:**

1. Please submit this sheet to the Registrar Division after all the procedures are completed. You can pick up your student ID card after 1-2 weeks after the submission of this form. 當完成以上各項程序後，請將此單送至註冊組。您將能於 1-2 週後領取學生證。
2. If you need the enrollment certificate to apply for VISA extension, please go to registration division to apply for the enrollment certificate after finishing the enrollment process. 若需要在學證明申請簽證延期，請於註冊後至註冊組申請。

## Appendix 2: Registration Checklist at OIA for International Exchange Student 交換學生國際處報到程序確認清單

\*如學號或姓名有誤，請承辦人員註記，並於收取完下方應收資料後，在本頁右上角簽名加註日期。

承辦人員簽章及日期：

Student ID NO. 學號：

Full Name (CH/EN) 全名 (中/英)：

Passport number 護照號碼：

Entry date into Taiwan 入境台灣日期：

- University-Level (from partner university) 校級合約交換生
- University-Level (self-sponsored) 校級自費生
- Exchange period 交換期間： One semester 一學期  One year 一學年

Phone Number in Taiwan 台灣手機號碼：

Head photo  
大頭照

|   |  |
|---|--|
| 1 | <p>Personal Documents 個人文件</p> <p><input type="checkbox"/> Copy of Acceptance Letter from NCKU OIA 國際處核發錄取通知信</p> <p><input type="checkbox"/> Copy of passport photo page 護照(大陸及港澳同學請出示大通證影本)</p> <p><input type="checkbox"/> Copy of Visa page 簽證頁：(Landing VISA is not allowed 不接受落地簽證)</p> <p><input type="checkbox"/> Student VISA 停留簽證 (for one-semester exchange students 一學期交換生)</p> <p><input type="checkbox"/> Resident VISA 居留簽證 (for one-year exchange students 一學年交換生)</p> <p><input type="checkbox"/> Taiwan Entry Permit 入臺證 (大陸、港澳交換生)</p>  |
| 2 | <p><input type="checkbox"/> One 2-inch photos 1 張兩吋照片 (Please affix it to this page/請黏貼此頁右上角欄位)</p>  |
| 3 | <p><input type="checkbox"/> Official proof of insurance coverage applicable in Taiwan 適用於台灣的保險證明</p> <p>Valid through 保險效期：<input type="text"/></p>  |
| 4 | <p>Proof of Positive Measles and Rubella Antibody or Measles and Rubella Vaccination Certificates 麻疹及德國麻疹之抗體陽性檢查報告或預防接種證明 (Appendix 3)</p> <p><input type="checkbox"/> I have my own certificates as <b>Appendix 3</b>, and I will submit the proof. 我有附錄 3 之診斷證明表格正本且會繳交相關證明。</p> <p><input type="checkbox"/> I have my own certificates, <b>but</b> I don't have it as Appendix 3. I will pay NT\$120 at NCKU hospital to get the proof for submission. 我有海外診斷證明，但沒有附錄 3 表單，因此我會去成大醫院開立證明(費用 120 元)並繳交。</p> <p><input type="checkbox"/> I do not have the proof, and I will take the vaccines at NCKU hospital and submit the proof. 我沒有診斷證明，我會在成大醫院進行麻疹及德國麻疹疫苗接種，並繳交證明。</p> |
| 5 | <p>I read and confirm all the statements that I signed up online 我確認我已閱讀過線上簽署之文件</p> <p>1. Authorization for Emergency Treatment (Appendix 4) 緊急事件授權同意書</p> <p>2. Acknowledgment of Regulations and Accepting NCKU Regulations (Appendix 5) 國立成功大學之相關法則聲明書</p> <p>3. Personal Data Collection Agreement (Appendix 6) 個人資料蒐集同意書</p> <p>Signature 簽名：<input type="text"/> Date 日期：<input type="text"/></p>   |

## Appendix 3: Proof of Positive Measles and Rubella Antibody or Measles and Rubella Vaccination Certificates

### 麻疹及德國麻疹之抗體陽性檢查報告或預防接種證明

交換生來臺研習 3 個月以上且未滿 6 個月，無麻疹、腮腺炎、德國麻疹抗體或疫苗接種證明者，須至成大醫院或其他醫療院所，自費接種 MMR(麻疹、腮腺炎、德國麻疹)三合一疫苗。另需準備 3 個月內之胸部 X 光檢查報告。無以上證明並需至成大醫院做檢查者，請填寫[線上表單](#)後至健康中心申請健檢。

Exchange students, who intended to stay in Taiwan for more than three months but less than 6 months, without the proof of positive measles, mumps, and rubella antibody titers or vaccination certificates, have to take MMR vaccine at the NCKU hospital or other private clinics at your own expense. The chest x-ray report (within 3 months) is also required. **For students who do not have these documents, please submit this [online form](#) and go to NCKU health center for confirmation.**

#### 基本資料 / Basic Data

|  |   |
|--|---|
| 姓名:<br>Name:                                     | 性別:<br>Sex: <input type="checkbox"/> 男 Male <input type="checkbox"/> 女 Female |
| 國籍:<br>Nationality:                              | 護照號碼:<br>Passport No. :   |
| 出生年月日(YYYY/MM/DD):<br>Date of Birth(YYYY/MM/DD): |   |

#### a. 抗體檢查 Antibody Tests

麻疹抗體 / Measles Antibody :  陽性 / Positive  陰性 / Negative  未確定 / Equivocal

德國麻疹抗體 / Rubella Antibody :  陽性 / Positive  陰性 / Negative  未確定 / Equivocal

#### b. 預防接種證明 / Vaccination Certificates

證明文件應註明接種日期、接種院所及疫苗批號。如檢附幼時接種證明，其接種年齡必須大於 1 歲。The certificate should include the date of vaccination, the name of administering hospital or clinic and the batch no. of vaccine. If the childhood vaccination certificate is submitted, it is important to include the record of the vaccines administered only after one year of age.)

麻疹預防接種證明 / Measles Vaccination Certificate

德國麻疹預防接種證明 / Rubella Vaccination Certificate

c.  有接種禁忌，暫不適宜預防接種 / having contradictions, not suitable for vaccination

負責醫檢師簽章 / Signature of Chief Medical Technologist :

負責醫師簽章 / Signature of Chief Physician :

醫院負責人簽章 / Signature of Superintendent :

日期 / Date of Examination : YYYY / MM / DD

## Appendix 4: Authorization for Emergency Treatment

### 緊急事件授權同意書

I am enrolled at NCKU this semester/this academic year. In case of emergency, I hereby 本人於本學期/本學年就讀於國立成功大學，因緊急事件需要

- Agree** and allow NCKU or its employees to act to obtain any medical treatment required, medical care in the case of an accident or recourse on legal issues. I hereby declare myself willing to take this responsibility. 同意授權貴校或貴校再次授權予相關人員代為簽具醫療、意外、法律等一切緊急事件同意書，本人願承擔一切責任。
- Disagree** and do not allow NCKU or its employees to act to obtain any medical treatment required, medical care in the case of an accident or recourse on legal issues. I hereby declare myself willing to take this responsibility. 不同意授權貴校代為簽具醫療、意外、法律等一切緊急事件同意書，本人願承擔一切責任。

To 此致

National Cheng Kung University 國立成功大學

立書人/ Applicant Signature : \_\_\_\_\_

(未滿 18 歲者由法定代理人簽署/For minors under the age of 18, the applicant is the legal representative)

學號/ Student ID. Number : \_\_\_\_\_

在臺緊急聯絡人/ Emergency Contact Person(Taiwan) : \_\_\_\_\_

在臺緊急聯絡電話/ Emergency Contact Number(Taiwan) : \_\_\_\_\_

## Appendix 5: Acknowledgment of Regulations and Accepting NCKU Regulations 承諾書 - 知悉並同意遵守臺灣法律與國立成功大學相關法規

I am enrolled at NCKU this semester/academic year. I have read, understand and am in agreement with the information and terms regarding the university regulations. I agree to abide by the laws of Taiwan (ROC) during my stay in Taiwan. I also agree to allow NCKU to examine my diploma(s) and/or transcript(s) from my former school(s), the embassy or the territory. I take responsibility for any fraudulent documents, and should I default on any of the terms associated with the above-stated regulations and other relevant regulations in Taiwan, I will be held solely responsible for all penalties and will accept all final decisions by NCKU regarding admission cancelation, suspension, punishments, and related matters.

I understand it is illegal to work without a work permit during a study at NCKU. If working with work permit, I have acknowledged that the maximum working hour is 20 hours per week except summer and winter vacation. I will obey the regulations of "Employment Service Act" established by Ministry of Labor during the internship during working.

I understand that the regulations above have both Chinese and English versions. In the event of any discrepancies, the Chinese version shall prevail.

本人於本學期/本學年就讀於國立成功大學(以下簡稱學校)。本人已閱讀、瞭解並有義務遵守學校之各項規定，在臺灣停留期間有義務遵守臺灣之相關法律。如在臺期間有任何違反法律或規定之行為，本人願意自行負責。本人亦同意授權學校向本人原籍畢業學校與駐外單位查驗本人學位證書、成績證明等證件。若有不實，願負法律責任，並接受學校撤銷入學資格等相關處分。

本人已清楚了解，在學校就學期間，如未取得工作許可證，不得從事任何支薪勞務工作。取得工作許可證後，除寒暑假外，每週工時以 20 小時為限。於工作期間，應遵守《就業服務法》及其他臺灣勞動相關法規。

本人瞭解此承諾書內容包含中文與英文二種語言對照版本，如解釋有歧異時，以中文版本為準。

立書人 Signature : \_\_\_\_\_  
學號 Student ID. Number : \_\_\_\_\_  
日期 Date (yyyy/mm/dd) : \_\_\_\_\_

# Appendix 6: Personal Data Collection Agreement

## 個人資料蒐集同意書

國立成功大學（以下簡稱本校）為蒐集、處理、利用個人資料，依個人資料保護法之規定，以本聲明及同意書向您行書面告知並徵求您同意。

當您於頁末簽名處簽署本同意書時，表示您已閱讀、瞭解並同意接受本同意書之所有內容。

According to the Personal Data Protection Act, National Cheng Kung University (hereinafter as NCKU) issues its statement of personal data protection and collection agreement to notify you of your responsibilities and rights and solicit your consent to the collection, processing and use of your personal data by NCKU.

Your signature below indicates that you have read, understood and accepted the contents set forth in this agreement.

### 一、基本資料之蒐集、更新及保管

- (1) 本校係依據中華民國「個人資料保護法」與相關法令之規範，蒐集、處理及利用您的個人資料。
- (2) 請提供您本人正確、最新及完整的個人資料。
- (3) 本校因執行業務所蒐集您的個人資料包括表單內所需欄位等。
- (4) 若您的個人資料有任何異動，請主動向本校申請更正，使其保持正確、最新及完整。
- (5) 若您提供錯誤、不實、過時或不完整或具誤導性的資料，您將可能損失相關權益。
- (6) 您可依中華民國「個人資料保護法」，就您的個人資料行使以下權利：
  1. 查詢或請求閱覽。
  2. 請求製給複製本。
  3. 請求補充或更正。
  4. 請求停止蒐集、處理或利用。
  5. 請求刪除。

但本校各單位因執行職務或業務所必需者，本校得拒絕您上述之請求。且因您行使上述權利，而導致權益受損時，本校將不負相關賠償責任。

### I. Basic Data Collection, Renewal and Management

- (I) NCKU will collect, process, and use your personal data in accordance with the Personal Data Protection Act and relevant laws and rules enacted in Taiwan, the Republic of China.
- (II) Please provide your accurate, latest and complete personal data.
- (III) Your personal data collected by NCKU to facilitate its administration includes the information in the columns marked as required on the form.
- (IV) Please inform NCKU of any change to your personal data to maintain the latest information.
- (V) You may lose certain rights or benefits if you provide incorrect, untrue, outdated or incomplete information.
- (VI) According to the Personal Data Protection Act (ROC), you are entitled to make the following requests:
  1. To check or review the collected data.
  2. To receive a photocopy of the collected data.
  3. To supplement or revise the collected data.
  4. To cease the collection, processing or use of the collected data.
  5. To delete the collected data.

However, NCKU may reject your requests in order to meet the administrative needs of its offices and institutes. Moreover, should you suffer any losses due to such requests, NCKU shall not be held responsible for any compensation.

### 二、蒐集個人資料之目的

- (1) 本校係基於「教育行政業務需求」之特定目的而蒐集您的個人資料。
- (2) 當您的個人資料使用方式與本校蒐集的目的不同時，我們會在使用前先徵求您的書面同意，您可以拒絕向本校提供個人資料，但您可能因此喪失您的權益。

## II. Purpose of Personal Data Collection

- (I) NCKU collects your personal data to meet the needs of educational administration.
- (II) We will solicit your consent in a written form in advance before using your personal data to serve a purpose other than the one specified in Item (I) of this article. While you may refuse to provide your personal data to NCKU, you may lose certain rights or benefits as a consequence.

## 三、基本資料之保密

本校如違反「個人資料保護法」規定或因天災、事變或其他不可抗力所致者，致您的個人資料被竊取、洩漏、竄改、遭其他侵害者，本校將於查明後以電話、信函、電子郵件或網站公告等方法，擇適當方式通知您。

## III. Basic Information Security

Should your personal information be stolen, disclosed, altered or infringed upon due to the violation of the Personal Data Protection Act by NCKU, the occurrence of any natural disasters, incidental changes or other unavoidable circumstances, NCKU shall inspect the cause and inform you by phone, mail, email or website notice.

## 四、同意書之效力

- (1) 當您簽署本同意書時，即表示您已閱讀、瞭解並同意本同意書之所有內容。
- (2) 本校保留隨時修改本同意書規範之權力，本校將於修改規範時，於本校網頁(站)公告修改之事實，不另作個別通知。如果您不同意修改的內容，請依上述第一條第六款向本校主張停止蒐集、處理及利用個人資料。否則將視為您已同意並接受本同意書該等增訂或修改內容之拘束。

## IV. Validity of Agreement

- (I) Your signature on this agreement indicates that you have read, understood and accepted its contents.
- (II) NCKU is entitled to amend the contents of this agreement, and any amendments will be publicized on the NCKU website. Should you disagree with any amendments, please exercise your right to request that NCKU discontinue to collect, process or use your personal data according to Item VI of Article I. Otherwise, you are considered to have agreed to the amendment.

## 五、準據法與管轄法院

本同意書之解釋與適用，以及本同意書有關之爭議，均應依照中華民國法律予以處理，並以臺灣臺南地方法院為第一審管轄法院。

## V. Governing Law and Jurisdiction

The interpretation and applicability of this agreement shall be governed by the law of the Republic of China. Any disputes arising out of or relating to this agreement shall be submitted to Tainan District Court as the court of the first instance jurisdiction.

立書人 Signature : \_\_\_\_\_  
學號 Student ID. Number : \_\_\_\_\_  
日期 Date (yyyy/mm/dd) : \_\_\_\_\_