

**境外學位生註冊程序單**  
**Overseas Student 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"/> 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
<b>入學報到</b> <b>Registration</b>  國際事務處境外生 與學人事務組 Overseas Students and Scholars Services	1. OSSS 線上報到系統 OSSS online registration system <input type="checkbox"/> 已完成 finished <input type="checkbox"/> 尚未完成 not finish 2. 2 吋照片一張 One 2-inch photo 3. 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 Authenticated Overseas Insurance documents <input type="checkbox"/> 無 None 4. 錄取通知書/分發通知書 Admission Letter 5. 台灣身份證 National Identity Card of Taiwan <input type="checkbox"/> 有(yes) <input type="checkbox"/> 無(no) 6. 清寒證明 Low income Certificate <input type="checkbox"/> 有(yes) <input type="checkbox"/> 無(no) 7. 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) 8. 查驗畢業證書正本 Check the highest diploma verified by the Taiwan (ROC) embassy <input type="checkbox"/> 有(yes) <input type="checkbox"/> 無，需要提供切結書 (no, need to provide declaration form)	

<b>入學報到</b> <b>Registration</b>	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		
<b>註冊事宜</b> <b>Registration</b>	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(若有)影本 “Original” and “Copy” of the highest diploma verified by the Taiwan (ROC) embassy 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 you completed the registration.

\* 學生綜合資料表(港澳僑適用)及新生資料表(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 overseas students), please print by login in the below website:

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