



成功大學

National Cheng Kung University

申請流程說明 Application Guide

**海外僑生及港澳生學士班單獨招生
(含港澳具外國國籍之華裔學生)**

**Bachelor's Degree Direct Admission Program for Overseas
Compatriot, Hong Kong & Macao Students
(Incl. Hong Kong & Macao Students with Foreign Nationality)**

國際事務處境外生招生組
Overseas Recruitment and Admission,
Office of International Affairs
July, 2026

*中英文版本如有出入，以中文版為準。

*In case of any discrepancy between the English translation and the original Chinese text, the Chinese text shall prevail.

STEP 1

確認符合申請資格 Confirm Your Eligibility

- **海外僑生**：海外出生連續居留迄今，或最近連續居留海外6年以上（但申請就讀醫學系、牙醫系、中醫系者，其連續居留年限為8年以上），並取得僑居地永久或長期居留證件之華裔學生。
Overseas Compatriot Student: Students of Chinese descent who were born overseas or have continuously resided overseas for six or more consecutive years in the immediate past (eight or more years for Medicine, Dentistry, or Chinese Medicine program applicants), and hold permanent or long-term overseas residency status.
- **港澳生**：香港或澳門居民，具有港澳永久居留資格證件，且最近連續居留境外6年以上（但申請就讀醫學系、牙醫系、中醫系者，其連續居留年限為8年以上），並符合香港澳門關係條例第四條規定，**未持有外國護照者**。
Hong Kong and Macao Students: Permanent Residents of Hong Kong or Macao who have resided in Hong Kong, Macao, or overseas for six or more consecutive years in the immediate past (eight or more years for Medicine, Dentistry, or Chinese Medicine program applicants), meet the relevant requirements under Article 4 of the Act Governing Relations with Hong Kong and Macao, and **do not hold a foreign passport**.
- **港澳具外國國籍之華裔學生**：具外國國籍，兼具香港或澳門永久居留資格，未曾在臺設有戶籍，且最近連續居留香港、澳門或海外6年以上（但申請就讀醫學系者，其連續居留年限為8年以上）之華裔學生。
Hong Kong or Macao Students with Foreign Nationality: Foreign nationals who are eligible for permanent residence in Hong Kong or Macao, have never had household registration in Taiwan, and have resided in Hong Kong, Macao, or overseas for six or more consecutive years in the immediate past (eight or more years for Medicine, Dentistry, or Chinese Medicine program applicants).

- 所稱海外，指大陸地區、香港及澳門以外之國家或地區。所稱境外，指台灣以外之國家或地區。
The term “overseas” refers to countries or regions other than Taiwan, mainland China, Macao, and Hong Kong.
- 所謂「連續居留」係指每曆年（1月1日至12月31日）在臺灣地區停留期間不得逾120日，否則視為居留中斷。
“Continuous residence overseas” means applicants’ duration of stay in Taiwan must not exceed 120 days in any calendar year (from January 1 to December 31) from the initial year to the final year. Otherwise, the residency will be deemed interrupted.



本招生不招收緬甸及泰北地區未立案華文中學畢業學生及已在台僑生。

This admission channel is not opened to the graduates from unincorporated Chinese schools in Myanmar and Northern Thailand.

STEP 2

詳閱招生簡章、準備申請所需文件 Read Through the Admission Prospectus, Prepare the Documents Needed

回首頁 | **簡章下載** | 申請流程說明 | 招生學系查詢 | 常見問題FAQ |



116 學年度海外僑生及港澳生
(含港澳具外國國籍之華裔學生)

» Information

國立成功大學2026/2027年度學士班 海外僑生及港澳生 (含港澳具外國國籍之華裔學生) 單獨招生重要日程表		
項目 Desc.	日期 Date	備註 Remarks
簡章公告 Release of Regulation	2025年7月28日 (一) July 28, 2025 (Mon)	
網路報名時間 (含繳費) Online Application Period(Incl.)	自2025年8月11日 (一) 14:00起 至2025年10月13日 (一) 17:00 止 August 11, 2025 (Mon) 14:00 to October 13, 2025 (Mon) 17:00	

LOGIN

帳號

密碼

驗證碼 2729

login

[註冊新帳號](#)
[忘記密碼](#)
[重寄啟用信](#)

學士班單獨招生簡章

【本項招生同時招收春、秋季班學生】

秋季班：2027 年 9 月入學

春季班：2028 年 2 月入學

國立成功大學 | 國際事務處 | 境外生招生組

報名網址：<https://ocsadm.oia.ncku.edu.tw>

諮詢信箱：overseas@ncku.edu.tw

西元 2026 年 7 月



報名網址



國際處網址

*本簡章若有未盡事宜，悉依僑生回國就學及輔導辦法、香港澳門居民來臺就學辦法、本校相關規定及本校招生委員會決議辦理。

請至報名系統首頁右上角下載本項招生簡章

Please proceed to the online application system and download the admission prospectus at the top-right corner.

STEP 3

線上申請報名 Register Online

1. 請至本招生報名網站，**註冊新帳號**，帳號為您的電子信箱。Start your application by registering only **ONE account** on the application website. Your Email address is your account name.
(<https://ocsadm.oia.ncku.edu.tw/index.php?indi>)
2. 填寫基本資料 Fill out the online application form.
3. 上傳報名資料(PDF)。Upload all required documents (in PDF Files only).
4. 繳交報名費用。Pay the application fee.
5. 推薦者上傳推薦函。Recommender uploads the recommendation letter.



LOGIN

帳號 Account

密碼 Password

驗證碼 Verification Code 2729

login

Sign Up

Forget Password

Send Verification Email Again

註冊新帳號

忘記密碼

重寄啟用信

click



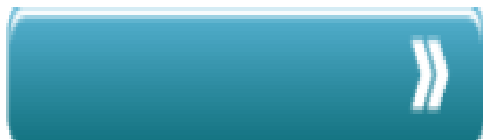
註冊帳號

請輸入一組Email帳號: Enter your E-mail address:

請為此帳號設定密碼: Create a password

重新輸入密碼: Confirm your password:

Sign Up



註冊帳號

» 註冊帳號

系統已發送「帳號啟用信」至您的電子信箱，請依照信件內容說明進行帳號啟用！

The confirmation email has been sent to your email account.
Please activate your account by following the instructions in the email.

→重新登入

→Login Again



Email Subject: [NCKU Online Application- Overseas Compatriot] Activate your account

» 啟用帳號

Account Activation

您已成功啟動您的申請帳戶。您可以點回此系統首頁，以您新建的帳密登入，即可進行僑生及港澳生單獨招生線上申請作業。謝謝。

→重新登入

Your account is now activated. You may back to the main page and log in by your email. Then may proceed to the online application of the Overseas Compatriot Students Direct Admission

→Login Again



填寫申請資料



個人申請資料

申請系所

國籍資料

聯絡資料

問卷調查

語言能力

具結聲明

列印報名表

刷卡繳費

上傳檔案 (國際處審查資料)

上傳檔案 (學系審查資料)

第一志願推薦函1

第一志願推薦函2(選填)

第二志願推薦函1

第一志願推薦函2(選填)

第三志願推薦函1

第三志願推薦函2(選填)

第四志願推薦函1

第四志願推薦函2(選填)

第五志願推薦函1

第五志願推薦函2(選填)

完成報名程序

登出

個人申請資料

個人申請資料

報名序號

報名身分別

*中文全名

*英文全名
(與護照英文名字)

*出生日期

*性別

祖籍 (籍貫)

*出生地

填寫申請資料



Fill in the Applicant's Details

個人申請資料

Personal Information

申請系所

Department(s) Applied

國籍資料

Nationality

聯絡資料

Contact Information

問卷調查

Survey

語言能力

Language Proficiency

具結聲明

Declaration

列印報名表

Registration Form Printout

刷卡繳費

Online Payment

上傳檔案 (國際處審查資料)

Upload Files (For OIA Review)

上傳檔案 (學系審查資料)

Upload Files (For Departments' Review)

第一志願推薦函1

1st Choice Recommendation Letter 1

第一志願推薦函2(選填)

1st Choice Recommendation Letter 2 (Optional)

第二志願推薦函1

2nd Choice Recommendation Letter 1

第一志願推薦函2(選填)

2nd Choice Recommendation Letter 2 (Optional)

第三志願推薦函1

3rd Choice Recommendation Letter 1

第三志願推薦函2(選填)

3rd Choice Recommendation Letter 2 (Optional)

第四志願推薦函1

4th Choice Recommendation Letter 1

第四志願推薦函2(選填)

4th Choice Recommendation Letter 2 (Optional)

第五志願推薦函1

5th Choice Recommendation Letter 1

第五志願推薦函2(選填)

5th Choice Recommendation Letter 2 (Optional)

完成報名程序

Application Completed

登出

Logout



» 個人申請資料

個人申請資料

Personal Information

*必填欄位

*Mandatory Fields

報名序號

Registration Number

報名身分別

Status

☐ 僑生 ☐ 港澳生 ☐ 港澳具外國國籍之華裔學生

Overseas Compatriot Students | Hong Kong & Macao Students | Hong Kong & Macao Students with Foreign Nationality

*中文全名

*Chinese Full Name

*英文全名

(與護照英文名字相同)

*English Full Name (As in Passport)

請以**全大寫**英文輸入。如為中文姓名之拼音，請維持姓氏在前、名字在後之順序。

請使用**空白鍵**分隔各單字，勿輸入其他符號。 如「**·**」或「**-**」

例如: 中文全名: 王小明、英文全名: WANG SHIAU MING

Please enter your full name in **CAPITAL LETTERS**. Separate each word with **space**. Do NOT enter any other symbols. **such as “,” or “-”**

*出生日期

*Date of Birth



請點擊日曆選擇出生日期

*性別

*Gender

Please Select ▼

申請個人資料 Personal Information

祖籍 (籍貫)

Student's Native Place (Province)

*省

*Province

*縣(市)

*County/City

*出生地 *Birthplace

Please Select

*通訊地址 *Mailing Address

*永久地址 *Permanent Address

中文地址格式:
郵遞區號、國家、省/市/縣、市/區/鄉鎮、路/街、巷/弄、號、樓
English address format:
Street Address, City/Town, State/Province, Postal Code, Country

*電子郵件 *E-mail Address

ciao@email.ncku.edu.tw

*電話號碼 *Phone Number

格式: 國家碼 - 完整號碼*分機
Ex.: 886-62757575*50961

Country Codes-Full Number* ext. Number
E.g.:886-62757575*50691

*求學歷程 *Academics Details

填寫範例: (如有休學、畢業工作等, 皆請依時序填寫)
1. 小學6年、國中3年、高中3年。
2. 小學6年、中學5年、畢業工作2年。

(Include suspension, years of working, etc., in chronological order)
Ex: Elementary Sch. 6 years, Junior High Sch. 3 years, High Sch. 3 years, work after graduation 2 years.

申請個人資料 Personal Information

*最高學歷學校名稱

*Highest Graduated School

應屆畢業生請填寫目前就讀學校名稱

Expected graduates please fill in the name of the school you are currently attending.

*最高學歷畢業年月

*Graduation Year

年 月

應屆畢業生請填寫預計畢業年月

Expected graduates please fill in the expected graduation year and month

*中學學制

*Educational System of Graduated School

☐ 中五生form5(3+2)

☐ 中六生form6(3+3)

☐ 其他學制 (說明:)

Others

E.g.: Singapore 4+2

) 例如: 新加坡 4+2

*最高學歷取得地

*Nationality of Graduated School

Please Select

Please Select

Please Select

中學文憑 High school

副學士/高級文憑 Associate/Highest Diploma

大學文憑 Bachelor

碩士文憑 Master

Please Select

Please Select

已取得畢業證書

尚未取得畢業證書

certificate has been obtained

Not yet obtained

畢業學校網址

Website of Graduated School

NO

YES

*是否為身心障礙人士或

需「特殊照護」或「特殊教育」者

☐ 否

☐ 是

(障礙程度說明:)

Description of the degree of disability:

*Do you have a disability, impairment, or long-term health condition needing Special Care or Special Education?

Submit

申請系所 Department(s) Applied

» 申請系所

申請系所

*必填欄位

***Mandatory Fields**

「普渡雙聯組」學費較一般學系高，請務必參閱該組之學系分則。

Please be noticed that the tuition fee of the Purdue dual degree program is higher than other degree programs; for further information, refer to the regulations.

*第一志願科系

* 1st Choice

Please Select



第二志願科系

2nd Choice

Please Select



第三志願科系

3rd Choice

Please Select



第四志願科系

4th Choice

Please Select



第五志願科系

5th Choice

Please Select



Submit

國籍資料 Nationality

*必填欄位

*Mandatory Fields

*國籍一

Please Select ▼

*First Nationality

國籍二

Please Select ▼

Second Nationality

中華民國國籍資料

R.O.C. Nationality

台灣身分證字號

R.O.C. ID Number

中華民國護照號碼

R.O.C. Passport Number

僑居地國籍資料

Country of overseas residence

*僑居地國別

Please Select ▼

*Nationality

*僑居地身分證字號

*Foreign resident ID Number

如您沒有僑居地身分證字號，請再填寫一次僑居地護照號碼或是再填寫一次中華民國護照號碼即可

If you do not have the ID Number of the country of overseas residence, you may enter your **overseas residence Passport number** or your R.O.C. Passport number once again

*僑居地護照號碼

*Foreign Passport Number

如您沒有僑居地護照號碼，請再填寫一次您的僑居地身分證字號或是再填寫一次中華民國護照號碼即可

If you do not have the passport of the country of overseas residence, you may enter your **overseas residence ID number** or your R.O.C. Passport number once again

*居留時間

* Period of Residence

☐ 從出生迄今; Since birth

☐ 從西元 迄今 Since AD: (year) until now

☐ 說明: Others:

家長資料

Parents' Contact Information

* 必填欄位

* 父親中文姓名

*Father's Full Name (Chinese):

* 父親英文姓名

全大寫，不用輸入逗號及「-」

In CAPITAL LETTERS, without “,” or “-”.

*Father's Full Name (English):

* 父親出生年月日



*Father's Date of Birth:

存歿

Existence (Status):

☐

存

☐

歿

Alive

Deceased

* 父親國籍

*Father's Nationality

Please Select ▼

* 母親中文姓名

*Mother's Full Name (Chinese):

聯絡資料 Contact Information

* 母親英文姓名

*Mother's Full Name (English):

全大寫，不用輸入逗號及「-」

In CAPITAL LETTERS, without “,” or “-”.

* 母親出生年月日

*Mother's Date of Birth:

存歿

Existence (Status):

☐ 存

Alive

☐ 歿

Deceased

* 母親國籍

*Mother's Nationality

Please Select ▼

* 家長姓名

* Parent's Name

說明：請填寫父母親、養父母或監護人姓名

Please fill in the name of your parent, adoptive parent or guardian

家長E-mail

* Parent's E-mail

聯絡資料 Contact Information

在臺聯絡人資料 Contact Person in Taiwan

姓名

Name

關係

Relationship

電話

Phone Number

格式：國家碼 - 完整號碼*分機
Ex.: 886-6275757575*50961

Phone Number Country Codes-Full
Number* ext. Number
E.g.:886-6275757575*50691

E-mail

在臺地址

Address in Taiwan

Submit

.....

*1. What is the main reason you choose NCKU (Multiple selections accepted)?

*1. 請問你申請本校主要原因 (可複選) ?

- (1) ☐ 多元的課程 (1) Wide range of programs
- (2) ☐ 學校的學術聲望地位 (2) Reputation and Status of the School
- (3) ☐ 地理位置 (3) Location of the School
- (4) ☐ 生活機能 (4) Convenience of Life Amenities around Campus
- (5) ☐ 文化環境 (5) Having Similar Cultural Background
- (6) ☐ 學費較低 (6) Lower cost for Tuition Fees
- (7) ☐ 親友在臺or在校 (7) Relatives or friends in Taiwan
- (8) ☐ 對未來就業有幫助 (8) Helpful for future job employment
- (9) ☐ 其他，請說明 (9) Other: (please specify)

*2. 請問你如何獲得本校單獨招生的資訊 (可複選) ?

*2. How did you know about the direct admission program?
(Multiple selections accepted)

- (1) ☐ 原就讀學校或老師 (1) From graduated school or teacher
- (2) ☐ 從親友得知 (2) From friends or relatives
- (3) ☐ 從校友會得知 (3) From the alumni association
- (4) ☐ 自行網路搜尋 (4) Searching online by myself
- (5) ☐ 海外招生說明會或教育展 (5) Overseas admission info sessions or Education fairs
- (6) ☐ 招生代辦機構推薦 (6) Recommended by university application agency
- (7) ☐ 廣告(如：QS Topuniversities.com) (7) Advertisement (e.g. QS Topuniversities.com)
- (8) ☐ 外交使館 (8) Embassy
- (9) ☐ 成大拜會貴校 (9) NCKU visited my school before
- (10) ☐ 貴校參訪成大 (10) My school visited NCKU before

語言能力 Language Proficiency

中文語言能力

Chinese Language Ability

*必填欄位

中文能力測驗

名稱： 分數：

Chinese Language Proficiency Test

Name of Test

Marks/Grade: (enter number)

Listening聽 ☐ Excellent優 ☐ Good佳 ☐ Average尚可 ☐ Poor差

Speaking說 ☐ Excellent優 ☐ Good佳 ☐ Average尚可 ☐ Poor差

*中文能力自我評估

Self-assessment

Reading讀 ☐ Excellent優 ☐ Good佳 ☐ Average尚可 ☐ Poor差

Writing寫 ☐ Excellent優 ☐ Good佳 ☐ Average尚可 ☐ Poor差

英文語言能力

English Language Ability

英文能力測驗

名稱： 分數：

English Language Proficiency Test

Name of Test

Marks/Grade: (enter number)

Listening聽 ☐ Excellent優 ☐ Good佳 ☐ Average尚可 ☐ Poor差

Speaking說 ☐ Excellent優 ☐ Good佳 ☐ Average尚可 ☐ Poor差

*英文語言能力自我評估

Self-assessment

Reading讀 ☐ Excellent優 ☐ Good佳 ☐ Average尚可 ☐ Poor差

Writing寫 ☐ Excellent優 ☐ Good佳 ☐ Average尚可 ☐ Poor差

具結聲明

*必填欄位

(一) 本人所提供之所有相關資料(包括學歷、護照及其他相關文件之正本及其影本)均為合法有效之文件。

I declare that the information provided (incl. educational background, passport and other related documents' original copies and photocopies) in this application is true, legal and valid.

(二) 上述所陳之任一事項同意授權貴校查證，如有不實或不符合規定等情事，於入學後經查證屬實者，本人願接受貴校註銷學籍處分，決無異議。

I authorize National Cheng Kung University to undertake a verification of the information I have provided above and I understand that the school authorities may withdraw, amend or substitute an offer, cancel my enrolment, or apply other measures it considers appropriate if information or documents provided in connection with this application are found to be false, invalid or incomplete.

此致 國立成功大學海外僑生及港澳生來臺就學單獨招生審查委員會

To: Review Committee of Overseas Compatriot, Hong Kong & Macao Students Direct Admission Program

☐ *本人同意上述規定事項，若有任何不實或不符合規定等情事，本人願意接受註銷學籍及處分。

*I agree with the above. If there is any false or invalid information, my enrolment may be cancelled.

僑生：

下載切結書

Overseas Compatriot, Hong Kong & Macao Students: Download Declaration Form

港澳生及港澳具外國國籍之華裔學生：

下載切結書

Hong Kong, Macao Students: Download Declaration Form

☐ 本人不同意上述規定事項。

I do not agree with the above.

Submit

» 列印報名表

Printout of Registration Form

確認並繳交送出

Confirm and Send

請點擊「列印報名表」，貼妥照片、簽名，連同其他繳交表件一同掃描成PDF檔，並於後續步驟上傳檔案處上傳。

若您列印報名表後，有重新修改志願，請務必重新列印報名表再上傳至系統！若有報名表志願與系統志願不相符者，志願以申請系統登錄為準，本校將email通知您做修改。

列印報名表

**Print out the
Registration Form**

Please click on “Print out the Registration Form”, paste your photo onto it, sign it, and scan it along with the other documents into a PDF. Then upload the PDF files in the following steps.

If you wish to modify the registration form after printing, please reprint the registration form and upload it to the system! If the application form does not match the system, the application form shall prevail. We will notify you via email to modify the information.

刷卡繳費(一般信用卡繳費)

提醒：本系統建議使用IE、Chrome或Firefox瀏覽器，繳費功能不支援Windows 10內建之Edge瀏覽器

訂單編號

Order Serial Number:

You are recommended to use IE, Google chrome or Firefox to log in the payment site.
Please note that the payment system **does not support the built-in Edge browser of Windows 10.**

刷卡金額

Amount of Payment:

刷卡繳費

Proceed to Payment

請確認交易內容

交易明細/Transaction Details

特店名稱/Member Name

國立成功大學僑生與陸生事務組

訂單編號/OrderNo

消費金額(新台幣)/Amount

信用卡/Credit Card Info

* 信用卡卡號/CreditCard Number

* 卡片效期/ExpiryDate

* 卡片背面三碼/3-digit Card Validation Code

* 驗證碼/captcha

送出刷卡資訊前，
請務必再三確認！
Please double confirm before
submitting your card
information



» 刷卡繳費

刷卡繳費(一般信用卡繳費)

已完成繳費

Submit

出現此訊息表示刷卡成功
Payment is successful
when you see this

上傳檔案 (國際處審查資料)

- 單一檔案不可超過**5MB**的限制
- 因各學系審查項目要求不同，請詳閱「**本招生簡章之各學系招生規定**」，如學系需審查自傳、讀書計畫書、語言能力證明以外之項目，請上傳至「其他有利審查之文件」。
- 「其他有利審查之文件」請分類註記類別（例如：幹部經驗、運動競賽成果、證照、專題報告...等），每檔案最前頁建議製作資料清單明細，並依照清單所列之順序排序。

檔案類型 1 Please select 2 選擇檔案 未選擇任何檔案 3 Upload

提醒：請點選「瀏覽」選擇檔案後，請按「Upload」，才算成功。

Note: Please click “Browse” to select the files and then click “**Upload**” to upload the files.

- The maximum allowable size per document may not be more than **5MB**.
- Due to the different requirements of each course, please refer to the “Regulations-Admission Requirements of Each Department”. If there are any other documents required (other than autobiography, study plan and language certificate), please upload them in “Other Supporting Documents”.
- Please classify and list the content of “Other Supporting Documents”, (e.g.: extracurricular activities, sports achievements, proficiency certification, disquisition, etc.) on the first page and arrange the respective pages according to the sequence of the content page.

Upload Materials (For OIA Review)

*1.報名表 PDF

(請上傳貼妥相片並經本人及家長親筆簽名的報名表)

*1. Registration Form in PDF

(Please paste your photo and make sure the form has been signed before uploading.)

*2.僑居地居留證件 PDF

(僑生：身分證、護照或中華民國護照及僑居身分加簽。港澳生：港澳護照、永久居留證（正反面），在大陸地區出生者，須再上傳「港澳居民來往內地通行證」（回鄉證）。港澳具外國國籍之華裔學生：港澳護照、外國護照、永久居留證（正反面），在大陸地區出生者，須再上傳「港澳居民來往內地通行證」（回鄉證）；請將以上資料合併成一個PDF檔。)

*2. Proof of Foreign Residence in PDF

(OCS: ID Card, valid passport or R.O.C. passport and “Overseas Compatriot Identity Endorsement (僑居身分加簽)”).

Hong Kong and Macao students: passport, permanent residence visa (both front and back sides); Hong Kong and Macao students born in the Mainland are ALSO required to upload the “Mainland Travel Permit for Hong Kong and Macau Residents (回鄉證)”;

Hong Kong and Macao students with Foreign Nationality: Hong Kong / Macao passport, foreign passport, permanent residence visa (both front and back sides). Students born in the Mainland are ALSO required to upload the “Mainland Travel Permit for Hong Kong and Macau Residents (回鄉證)”;

Please combine all the documents into **ONE** PDF file.

*3.學歷證件 PDF

(畢業證書或在學證明)

*3. Proof of Educational Background in PDF

(Highest degree diploma or student status letter)

*4.切結書 PDF

(請參照具結聲明中的切結書；港澳生內含資格確認書，請與切結書一同上傳)

*4. Declaration Form in PDF

(Please refer to the document attached in the “Declaration”; Hong Kong and Macao students must include the Declaration of Qualification and Status alongside the Declaration Form.)

上傳檔案

- 單一檔案不可超過**5MB**的限制
- 因各學系審查項目要求不同，請詳閱「**本招生簡章之各學系招生規定**」如學系需審查自傳、讀書計畫書、語言能力證明以外之項目，請上傳至「其他有利審查之文件」。
- 「其他有利審查之文件」請分類註記類別（例如：幹部經驗、運動競賽成果、證照、專題報告...等），每檔案最前頁建議製作資料清單明細，並依照清單所列之順序排序。

檔案類型 1 2 未選擇任何檔案 3

提醒：請點選「瀏覽」選擇檔案後，請按「Upload」，才算成功。

Note: Please click “Browse” to select the files and then click “**Upload**” to upload the files.

- The maximum allowable size per document may not be more than **5MB**.
- Due to the different requirements of each course, please refer to the “Regulations-Admission Requirements of Each Department”. If there are any other documents required (other than autobiography, study plan and language certificate), please upload them in Other Supporting Documents”.
- Please classify and list the content of “Other Supporting Documents”, (e.g.: extracurricular activities, sports achievements, proficiency certification, disquisition, etc.) on the first page and arrange the respective pages according to the sequence of the content page.

常見問題 FAQ

Q1：我可以只報名1個志願嗎？

A1：可以，申請者最少須報名1個志願，最多可報名5個志願。

Q2：我要報名多個系所(例如:3個)，這表示我需要上傳3份不同的自傳/讀書計劃書/推薦函嗎？

A2：是的。若您申請 3 個志願，請於「上傳檔案（學系審查資料）」頁面，

依各志願分別上傳對應之審查資料至指定資料夾，例如：自傳-第一志願、自傳-第二志願、自傳-第三志願。

其他文件以此類推。

Q3：呈上題，那這3份自傳/讀書計劃書/推薦函的內容都要不一樣嗎？

A3：本校並無硬性規定各志願的審查資料內容須完全不同。

然而，若文件內容涉及申請學系名稱、課程特色、申請動機或其他與特定學系相關之敘述，

建議依各志願適當調整，以符合所申請學系之內容。

Q4：其他志願的系所可以看到我申請其他志願所上傳的資料嗎？例如我同時申請電機工程學系和機械工程學系，機械工程學系可以看到我申請電機工程學系的資料嗎？

A4：不會。各學系僅能查閱申請者提交至該學系之審查資料，只有國際處後台審核人員能看到您申請的所有資料和內容。

Q5：推薦函一定要交兩封嗎？推薦者一定要是學校老師嗎？

A5：每個志願需要繳交的推薦函數量請依系所規定為準。

另外，本校對推薦者身分無硬性規定，惟建議由熟悉申請者學習、研究或工作表現的人士撰寫，以利學系審查。

Q1: Can I choose only one department/program?

A1: Yes. You can choose a minimum of one program and a maximum of five programs.

Q2: If I apply to multiple programs (e.g., three), do I need to upload separate autobiographies, study plans, and recommendation letters for each program?

A2: Yes. Please upload the required documents **separately** for each program in the designated folders (e.g., **Autobiography-1st Choice, Autobiography-2nd Choice, Autobiography-3rd Choice**). The same applies to all other required documents.

Q3: Do the autobiographies, study plans, and recommendation letters for each program have to be different?

A3: **Not necessarily**. However, if the documents mention program-specific information (e.g., program name, curriculum, or motivation), **you are encouraged to tailor the content to each program**.

Q4: Can one department see the documents I submitted to another department?

A4: **No**. Each department can only access the documents submitted for its own program. Only authorized staff in the Office of International Affairs can view all application materials.

Q5: Are two recommendation letters required? Do recommenders have to be school teachers?

A5: **The required number of recommendation letters depends on the program's requirements** (see Prospectus). Recommenders are not required to be school teachers, but they should be individuals familiar with your academic, research, or professional performance.

Upload Materials (For Departments' Review)

*5.成績單 PDF

(須加蓋學校戳章；成績單之內容包含各學期各學科成績、各學期學業總平均成績、班級排名及班級排名百分比；另部分學系有特殊提供需求，請詳閱簡章)

*5. Transcript PDF

(It should be verified with official stamp by school; the content of transcript should include the courses taken and grades earned, the average scores, class ranking and the percentile in each semester; some departments might have special requirements, please refer to Admission Prospectus for details)

*6.自傳 PDF

*6. Autobiography PDF

*7.讀書計畫書 PDF

*7. Study Plan PDF

8.語言能力證明之相關文件 PDF

8. Proof of Language Ability PDF

9.其他有利審查之文件 PDF (optional, 上限5個file)

9. Other Supporting Documents (optional, maximum 5 files)

推薦函 上傳提醒

- 1.申請N個志願，則N個志願的欄位都要重新填寫推薦者，即使推薦者是同一人。
如果同一志願內需要 2 封推薦函，就一定要是 2 位不同的推薦者。
- 2.請填妥推薦人之資訊，如有不實，並經查證屬實者，則視為資格不符；若入學，則註銷學籍。
- 3.請確認各志願推薦函數量符合系所要求：推薦函不足之志願，將視為申請資料不完整，無法進入審查。

Recommendation Letter Upload Guidelines

1. Enter recommenders for each program separately. Even if you use the same recommender, you must enter their information again for each program.
2. If a program requires two recommendation letters, they must be from two different recommenders.
3. Provide accurate recommender information. False information may result in disqualification or revocation of admission.
4. Meet each program's recommendation letter requirement. Applications with insufficient recommendation letters will be considered incomplete and will not be reviewed.

✓ 正確填寫範例：

如申請者欲申請三個志願，且經查閱簡章，第一、第二志願皆須兩封推薦函；第三志願需一封推薦函。

- 第一志願（需 2 封）：第一志願推薦函1【A】、第一志願推薦函2(選填)【B】 ✓
 第二志願（需 2 封）：第二志願推薦函1【A】、第二志願推薦函2(選填)【B】 ✓
 第三志願（需 1 封）：第三志願推薦函1【A】、第三志願推薦函2(選填)【空白】 ✓

✗ 錯誤範例：推薦函數量不足，或是上傳重複推薦函

- 第一志願（需 2 封）：第一志願推薦函1【A】、第一志願推薦函2(選填)【A】 ✗ 視為只上傳1封
 第二志願（需 2 封）：第二志願推薦函1【A】、第二志願推薦函2(選填)【空白】 ✗ 視為只上傳1封
 第三志願（需 1 封）：第二志願推薦函1【A】 ✓

在錯誤範例中，由於第一、第二志願申請件不完整，因此將只對第三志願的申請件予以審查。

✓ Example

If you apply to **three programs**:

1st Choice (2 letters required):

[1st Choice Letter of Recommendation 1] Recommender A +
 [1st Choice Letter of Recommendation 2] B ✓

2nd Choice (2 letters required): Recommender A + B ✓

3rd Choice (1 letter required): Recommender A ✓

✗ Incorrect Examples

1st Choice (2 letters required):

[1st Choice Letter of Recommendation 1] A + [1st Choice Letter of Recommendation 2] A ✗ (counts as **one** letter only)

2nd Choice (2 letters required): **A only** ✗ (insufficient letters)

3rd Choice (1 letter required): A ✓

Result: Only **Choice 3** will be reviewed because the recommendation letters for **Choices 1 and 2** are incomplete.



第一志願推薦函1

1st Choice Letter of Recommendation 1

Give Up

I want to read the content

☐ 願意放棄 ☐ 我要閱覽

*請問你是否願意放棄閱覽推薦者撰寫的內容？

您填選的結果，會一同寄信給推薦者，推薦者可依據您填的答案決定是否要撰寫推薦函

Your decision will be informed to the Recommender, and the Recommender can decide whether to write the letter of recommendation according to your decision.

*Are you willing to give up the chance to read the content written by Recommender?

*推薦者姓名

*Recommender's Name

*服務機關

*Unit In-charged

*職稱

*Position

*地址

*Address

*Email

請填妥推薦人之資訊，如有不實並經查證屬實者，則視為資格不符；若入學，則註銷學籍。

Please provide accurate Recommender information. False information will result in disqualification or revocation of admission and enrollment.

申請信寄出狀態：未寄出

Status: The Letter is Not Sent

推薦者登入狀態：未登入

Status: Not Logged in

推薦者同意狀態：未同意

Status: Not Agreed*

推薦者上傳狀態：未上傳

Status: Not Uploaded

說明：推薦者同意狀態如為「未同意」

表示推薦者未同意您閱覽推薦信內容。

*Not Agreed = the Recommender has not accepted your request to read the content of the recommendation letter.

儲存並寄送email

僅儲存但不寄送email

Save and Send Email

Save but Don't Send Email

*請問你是否願意放棄閱覽推薦者撰寫的內容？

☐ 願意放棄 ☒ 我要閱覽

您填選的結果，會一同寄信給推薦者，推薦者可依據您填的答案決定是否要撰寫推薦函

*推薦者姓名 陳老師

*服務機關 國立○○高中

*職稱 老師

*地址 台南市東區大學路

*Email

儲存並寄送email

僅儲存但不寄送email

申請信寄出狀態：已寄出 20190807 10:58:34

推薦者登入狀態：已登入 20190807 10:59:02

推薦者同意狀態：未同意

推薦者上傳狀態：已上傳

說明 Description：

1. 您可藉由「推薦者登入狀態」知道推薦者是否登入。

You can check whether your Recommender has logged in to the system by checking the “Recommender Login Status”.

2. 若您的推薦者未同意您的閱覽請求，推薦者仍可上傳推薦函。

The Recommender can upload the letter of recommendation even if they have not accepted your request to view the recommendation status.

3. 推薦信者上傳推薦信系統有英文操作介面，可請推薦者點選網頁右上角之下拉式選單切換成「繁體中文」或是「English」頁面。

Recommenders may browse the webpage in “Traditional Chinese” or “English” by clicking on the language button in the upper right corner.

4. 推薦者假如沒有收到通知信，請推薦者先至「垃圾郵件」中找尋，您也可以再按一次寄送email，若仍未收到，請再與我們聯繫。

If the Recommender does not receive any notifications, please ask him/her to check the [spam] mail. You may also resend the email. If the email is still not received, please contact us for assistance.

- 個人申請資料 ✓
- 申請系所 ✓
- 國籍資料 ✓
- 聯絡資料 ✓
- 問卷調查 ✓
- 語言能力 ✓
- 具結聲明 ✓
- 列印報名表 ✓
- 刷卡繳費 ✓
- 上傳檔案 (國際處審查資料) ✓
- 上傳檔案 (學系審查資料) ✓
- 推薦函一 ✓
- 推薦函二 ✓
- 推薦函三 ✓
- 推薦函四 ✓
- 推薦函五 ✓
- 完成報名程序
- 登出

確認並繳交送出

重點提示

您可使用左列的頁面清單，點選您需要瀏覽或修改的頁面。當您完成所有資料檢查及上傳，請您完成以下步驟。

1. 點擊下方 “**Submit and Create the Confirmation Page**” 按鈕即完成報名（點下此按鈕後，您無法修改上傳的檔案）。
2. 請再次確認您列印出來的報名表資料，志願系所是否與申請系統相符。
3. 完成報名程序前，請詳閱[本招生簡章](#)及[申請流程說明](#)，若您有任何疑問請來信至overseas@ncku.edu.tw，謝謝！

Important Notices

You can utilize the page list on the left side, click and modify the page you want. When you have finished upload all the required documents, please complete the following steps.

1. Click **【submit and create the confirmation page】** to complete your application. You may not allowed to revise all the provided documents after clicking the button.
2. Please reconfirm all the information on the application form you print out is consistent with the application system.
3. Please read through the admission regulations and application guide before you complete your application. Don't hesitate to contact us by email if you have any question, thank you!

Submit and Create the Confirmation Page



成功大學

National Cheng Kung University

- 考生請務必將備審資料製成PDF檔，切勿僅將副檔名稱改成 .pdf。
Please upload all the required documents as PDFs. (Do not change the document name to “.pdf” only, as it will not work).
- 如有未盡事宜，以本招生簡章為準。
Issues not covered in these guidelines are prescribed in the regulations.
- 如您還有任何疑問，煩請再寄信至本招生諮詢信箱 overseas@ncku.edu.tw，我們會儘快回覆您。
Please contact us by sending an email to overseas@ncku.edu.tw for further information.

提醒您，如您的身分資格同時可以選擇僑生及外國學生者，請慎重考慮，考生經錄取並就讀後，身分別除其他法令另有規定外，不得任意變更（意即一經選擇僑生，則終生僑生；一經選擇外國學生，則終生外國學生。您大學就讀身分別若為僑生、研究所無法改選外國學生）。

Note: If you are qualified for both Overseas Compatriot Student and International Student, please be aware that once you select a condition for admission, you can not switch to another according to the related law. (You are not allowed to carry on your bachelor's as an Overseas Compatriot Student but apply to the Master's Program as an International Student).