**110學年度第2學期境外學位生註冊程序單  
Overseas Student Enrollment Procedure Sheet For Spring Semester 2022**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 姓名Name: | | 學號 Student ID: | | 學位Degree: | |
| 學系所Department/Institute: | | | 僑居地Nationality: | | |
| 身份別Identity: □僑生Overseas Chinese Student □港澳生 Hong Kong & Macau Student  □外籍學生International Student | | | | | |
| 入境臺灣使用 Entry Permit Visa | □停留簽證(Visitor Visa) □居留簽證(Resident Visa) □外僑居留證(ARC) □入出境許可證或臺灣地區居留入出證(港澳) □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** | 1. 2吋照片一張 One 2-inch photo  2. 保險文件Insurance documents □健保卡National Health Insurance records  □僑生保險 Overseas Chinese Student Insurance □海外保險Authenticated Overseas Insurance documents □無 None  3. 錄取通知書 Admission Letter  4. 台灣身份證 National Identity Card of Taiwan   □有(yes) □無(no)  5. 清寒證明 Low income Certificate  □有(yes) □無(no)  6. 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.  □有(yes) □無(no) | | | |  |
| 國際事務處境外生與學人事務組 Overseas Students and Scholars Services |
| **繳交學雜費 Tuition Fee and Other Fees Payment** | 1. 繳費單Tuition Bill (線上下載Online download ) 2. 繳費方式 Payment method  ◎信用卡繳費Pay by credit card   ◎ATM轉帳繳費Transfer from ATM  ◎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. 繳費截止日為開學日，若因故而無法於開學前繳  交，請於來校後持現金至出納組繳費。  The deadline is the start of semester.  If you miss the deadline, you can pay by cash at   Cashier Division. | | | |  |
| 國際事務處境外生與學人事務組 Overseas Students and Scholars Services |
| **入學報到 Registration** | 查驗畢業證書正本 Check the highest diploma verified by the Taiwan (ROC) embassy □有(yes)  □無，需要提供切結書及說明書 (no, need to provide declaration form and explanation letter) | | | |  |
| 境外生招生組 Overseas Recruitment and Admission |
| **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(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 oversea students), please print by login in the below website:  
<https://campus4.ncku.edu.tw/wwwmenu/program/fresh/>