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/國籍 Nationality:

身份別Identity: ☐僑生Overseas Chinese Student　☐港澳生 Hong Kong & Macau Student
☐外籍學生 International Student　☐陸生 Mainland Chinese 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(港澳陸)　　☐中華民國護照

重要事項	

- 掃描QR code完成註冊組[新生基本資料登錄]才可進行以下報到手續
  網址:https://campus4.ncku.edu.tw/wwwmenu/program/fresh
  1. 照片
  2. 填寫新生基本資料
  3. 身分證件:(a)護照基本資料頁(b)簽證頁或居留證
  4. 學歷證件（含我國駐外館處驗證文件）
  以上文件缺一不可

- Please scan the QR code to complete the "New Student Basic Data Entry System" before proceeding with the following enrollment procedures.
  Website: https://campus4.ncku.edu.tw/wwwmenu/program/fresh
  Required documents (all items are mandatory):
  1. Photo
  2. Completed New Student Basic Data Entry System
  3. Identification documents:(a) Passport information page (b) Visa page or ARC
  4. Academic credentials (including verification by an ROC overseas mission)
  Incomplete submissions will not be accepted.

- 港、澳、僑、陸生還須填寫學生綜合資料表，填寫路徑一樣在上列網址。
  Overseas Chinese, Hong Kong, Macau, and Mainland Chinese students are also required to submit the Student Personal Information Record.
  The form can be accessed via the same website listed above.

- 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.

- 學生需完成新生體檢後，持體檢收據至註冊組領取學生證。
  Students have to finish Freshman Physical Examination and take the receipt to Registrar Division to pick up the Student ID card.

單位 Place	辦理事項 Events	校內單位簽章 Signature/Stamp
第一關 Step1 各學系/所辦公室 Office of Your Department/Institute	請準備以下資料 Please prepare the following documents: 1. 新生基本資料表 New student basic data form 2. 錄取通知信 Admission letter 3. 護照基本資料頁及簽證頁影本 Copy of your passport and the Taiwan visa page. 4. 居留證正反面影本 Copies of both sides of your Alien Resident Certificate □有(yes)　□無(no)	
第二關 Step2 國際事務處境外生與學人事務組 Division of Overseas Students and Scholars Services	1. OSSS 線上報到系統 OSSS online registration system 　□已完成finished　□尚未完成 not finish 2. 保險文件 Insurance documents 　□健保卡NHI Card　□無 None 3. 台灣身份證 National Identity Card of Taiwan 　□有(yes)　□無(no) 4. 清寒證明 (僑港澳生) Low income Certificate (Overseas Chinese, Hong Kong, Macau and Mainland Chinese Student) 　□有(yes)　□無(no) 5. 查驗畢業證書及驗證文件 Check the highest diploma authenticated by the Taiwan Embassy. □有(yes) □無，需要提供切結書(No, need to provide declaration form) 6. 繳交辦理入臺證費用(陸生，若有) 　□有(yes)　□無(no) 7. 是否已加入OSSS 官方Line Joined OSSS LINE 　□有(yes)　□無(no)	
第三關 Step3 註冊組 Registrar Division	1. 請繳交新生基本資料表 New student basic data form. 2. 查驗畢業證書及驗證文件 Check the highest diploma authenticated by the Taiwan Embassy. □有(yes) □無，需要提供切結書(no, need to provide declaration form) 3. 請出示護照、居留證或入出境許可證正本以供查驗。 Please present your passport, ARC, or exit & entry permit for verification.	