

**外國學位生註冊程序單**  
**International Degree Students Enrollment Procedure Sheet**

Name (姓名): \_\_\_\_\_

Student ID Number (學號): \_\_\_\_\_

Degree (學位):  Bachelor (學士)       Master (碩士)       Doctor (博士)

Department/ Institute (就讀系所): \_\_\_\_\_

No	Place	Event	Signature / Stamp
1	<p><b>International Student Affairs Division, Office of International Affairs</b> <b>國際學生事務組</b></p> <p>Information &amp; Technique Building 3<sup>rd</sup> Floor, Room 75301 Cheng-Kung Campus</p>	<p>(1) Copy of admission letter 錄取通知信</p> <p>(2) Copy of your passport identification page(s) and the Taiwan (ROC) visa page 護照及簽證頁影本</p> <p>(3) Copy of the highest diploma verified by the Taiwan ROC embassy (English/Chinese version) 最高學歷驗證影本</p> <p>(4) One 2-inch photo 一張兩吋相片</p> <p>(5) Insurance documents: (either A, B, or C) 保險文件 A. NCKU Declaration of Insurance (ISMI) B. Authenticated oversea Insurance documents C. National Health Insurance records (for working visa or NHI card holder) (健保證明) &amp; Certificate of Alien Residence in R.O.C. (居留證明)</p> <p>(6) Copies of Taiwan Scholarship Certificate or other Scholarships' certificate 獎學金證明影本</p> <p>(7) Personal Documents for Studying in Taiwan 個人在臺文件 (if you already have an ARC and post office account) a. Copies of both sides of your Alien Resident Certificate (if available) 居留證正反面影本 b. Copy of Taiwan Post office passbook (if available) 臺灣郵局存簿影本</p>	
2	<p><b>Registrar Division</b> <b>註冊組</b></p> <p>1<sup>st</sup> floor of Yunping Administration Building west wing 雲平大樓西棟一樓</p>	<p>(1) Copy of admission letter 錄取通知信</p> <p>(2) Copy of your passport identification page(s) and the Taiwan (ROC) visa page 護照及簽證頁影本</p> <p>(3) "Original" and "copy" of the highest diploma verified by the Taiwan (ROC) embassy 最高學歷正本及驗證文件影本</p> <p>(4) NCKU Student Information (need to be printed by login: <a href="http://140.116.165.4/wwwmenu/program/net/checkin/netfreshman.html">http://140.116.165.4/wwwmenu/program/net/checkin/netfreshman.html</a>) 新生基本資料 (登錄網站後印出)</p> <p>(5) Copies of both sides of your Alien Resident Certificate (if available)</p>	
3	<p><b>The Cashier's Division</b> 出納組</p> <p>1st floor of Yunping Administration Building west wing 雲平大樓西棟一樓</p>	<p>(1) Bill download online and pay it at 7-Eleven or cashier office <a href="https://school.bot.com.tw/twbank.net/index.aspx?pgid=3">https://school.bot.com.tw/twbank.net/index.aspx?pgid=3</a></p> <p>(2) Get the stamp from the cashier's office. 繳費後至出納組核章 p.s. how to print out the school bill? 如何列印帳單 <a href="http://isad.oia.ncku.edu.tw/files/15-1381-131086.c15616-1.php?Lang=en">http://isad.oia.ncku.edu.tw/files/15-1381-131086.c15616-1.php?Lang=en</a></p>	

No	Place	Event	Signature / Stamp
4.	<p><b>NCKU Chinese Language Center</b> 華語中心-文學院修齊大樓3樓 This one is optional, only for the student who take CIDS</p>	<p>(1) Admission letter 錄取通知信 (2) Checklist for Application for CIDS class for Fall Semester (Form 3) 華語課程申請表 (3) One 2x1.5-inch photo 兩吋相片1張 (4) NTD350 for the NCKU Chinese placement test (if you apply for the test) 新台幣350元測驗分班費</p>	
5.	<p><b>Office of Your Department/Institute</b> 各學系/所 辦公室</p>	<p>(1) Copy of admission letter 錄取通知信影本 (2) NCKU Comprehensive Records, need to be printed by login: <a href="https://admissions.oia.ncku.edu.tw/">https://admissions.oia.ncku.edu.tw/</a> 綜合紀錄表 (3) Copy of your passport identification page(s) and the Taiwan (ROC) visa page 護照及簽證頁影本 (4) Personal Documents for Studying in Taiwan 個人在臺文件 (if you already have an ARC and post office account) a. Copies of both sides of your Alien Resident Certificate (if available) 居留證正反面影本 b. Copy of Taiwan Post office passbook (if available) 臺灣郵局存簿影本</p>	

**Note:**

1. Please return this sheet to **Registrar Division** after all the procedures are completed. Then, you can pick up the student ID card in the Department Office or Registrar Division after 2 weeks of submitting this sheet. (註冊程序完成後，將此單送回註冊組，學生證於繳交此單2個禮拜後領取。)
2. If you need the certificate of study to apply for ARC, you can hold the receipt of the enrollment payment to Registrar Division to apply for the certificate after the enrollment. (若需要在學證明申請居留證，請註冊後，持著註冊費收據至註冊組申請。)