

國立成功大學 \_\_\_\_\_ 學年度第 \_\_\_\_\_ 學期院系級交換學生註冊程序單

National Cheng Kung University

College/Department-Level International Exchange Students Enrollment Procedure Sheet

For the  \_\_\_\_\_ /  \_\_\_\_\_ Semester

\* 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	<b>Registration (報到) -1</b> <b>Registrar Division</b> (1 <sup>st</sup> floor of Yunping Administration Building 雲平大樓一樓)	<p>* You need to bring 需攜帶:</p> <ol style="list-style-type: none"> <li>1. International Student Information (Available on the website of ISAD) 國立成功大學新生基本資料表(可於 ISAD 網頁下載)</li> <li>2. One 2-inch photo 兩吋照片 1 張</li> <li>3. Copy of your passport 護照影本</li> </ol>	
2	<b>Registration (報到) -2</b> <b>Course selection(選課)-1<sup>st</sup> day of Registration</b> <b>Office of Your Department/Institute</b> (各學系/所 辦公室)	<p>* Please bring the items listed below 請攜帶以下文件:</p> <ol style="list-style-type: none"> <li>1. Admission Notice of the University 入學通知書</li> <li>2. International Student Information (Available on the website of ISAD) 國立成功大學新生基本資料表(可於 ISAD 網頁下載)</li> <li>3. Course Selection Sheet 國立成功大學各學系選課單</li> <li>4. Copy of your passport 護照影本</li> </ol> <p>* Exchange students can select course online, if you fail to do that, then you will need to fill in the course selection sheet and sign up in the department which will be enrolled after registration. 交換學生可線上選課, 若沒有選課成功, 則需填寫選課單並至各系所登記。</p> <p>* Some courses have limit quota, please confirm with your department regarding the course selection. 部分課程名額有限, 請同學與相關系所詢問確認。</p> <p>* After registration, students can select courses online. Please follow school course selection schedule. 註冊後隔日可依學校選課時程辦理加退選作業。</p> <p>* Please see the following website for course information. 課程資訊請參考以下網頁: <a href="http://class-qry.acad.ncku.edu.tw/qry/index.php?lang=en">http://class-qry.acad.ncku.edu.tw/qry/index.php?lang=en</a></p>	
3	<b>Cashier's Division</b> 出納組 (1 <sup>st</sup> floor of Yunping Administration Building 雲平大樓一樓)	<p>* You need to bring: 需攜帶:</p> <ol style="list-style-type: none"> <li>1. Bill of school payment 繳費單</li> <li>2. New Taiwan Dollars in cash 台幣現金</li> <li>3. Pay for GSI (Student Group Insurance) 學生平安保險費</li> <li>4. Pay for tuition fee (if necessary) 學雜費 (若有需要的話)</li> </ol>	
4	<b>Application(報名)</b> <b>NCKU Chinese Language Center</b> (華語中心)	<p>* You need to bring 需攜帶:</p> <ol style="list-style-type: none"> <li>1. Admission Notice of the University 入學通知書</li> <li>2. Online Registration Form of Chinese Course with your signature 中文特別班線上報名表(含簽名)</li> <li>3. One 2-inch Photos 兩吋照片 1 張</li> <li>4. NTD350 for the NCKU Chinese placement test (if you need it) 中文測驗費 新台幣 350 元(如需要)</li> </ol> <p><b>*Visiting students &amp; Students from Hong Kong, Macau and the People's Republic of China are not qualified for free Chinese Language Courses 訪問學生與香港、澳門及中國大陸地區學生無法報名中文特別班</b></p> <p><b>**若院所交換生之簽約校為各大世界大學排名前 100 大者(除港、澳、陸籍生), 可依當期規劃參加校級所提供免費中文課程班。</b></p> <p><b>**若院所交換生簽約校非為各大世界大學排名前 100 大者(除港、澳、陸籍生), 可於每年 9 月底/2 月底詢問華語中心是否有剩餘名額供學生加入本處開設之中文特別班, 若尚有名額, 則不需額外付費; 若已額滿, 則需請 貴院系所自行負擔院交換生修習華語課程費用。</b></p>	

5	<b>Health Center</b> <b>衛生保健組</b> (2 <sup>nd</sup> floor of Yunping Building, Kungfu Campus 雲平大樓二樓)	You need to bring 請攜帶： 1. NCKU hospital health-check payment receipt 成大醫院體檢繳費 收據	
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**Note: Please return this sheet to Registrar Office after all the procedures are completed. Then, you can pick up your student ID card at your department office after 2 weeks of submitting this sheet..**

(當註冊程序完成後，請將此單送回註冊組各學系(所)承辦人。您的學生證將能於2週後於系辦公室領取。)