

International Student Handbook

Appendices

Fall Semester 2018

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Completing the Online Information

The information you have to complete online are “Admission Confirm”, “Apply Dormitory”, “Insurance”, “Comprehensive Records”, “Basic Data Entry for New Students”, see Appendix 1B and Instruction Handout for Fall Semester 2018.

Fill in the Information for Admission Confirm 確認就讀

1. Login with your registered application account at <https://admissions.oia.ncku.edu.tw/>.
2. Choose “Admission Confirm” before **June 30, 2018** to let us know if you are accepting your offer of admission. If you accept the admission, you have to complete the online information.
3. Choose “Admission Procedure”
4. Complete the three steps below (also see Appendix 1B)
 - a. On-campus dormitory application. Apply before **June 22, 2018**.
 - b. Confirm insurance status before **June 30, 2018**.
 - c. Comprehensive Records: Accessible from May- August, 2018. Please input your personal information, print it out, and submit to the designated office when you enroll at NCKU.

Fill in Student Contract for Accommodation (for Housing Service Division) 申請宿舍

1. Go to sign up for Online accommodation contract
http://dorm.osa.ncku.edu.tw/index_lic.php?m=10 填寫宿舍契約書
2. Online accommodation contract signing period is from **10am July 01 –10am July 31, 2018**.

Fill in Basic Data Entry for New Students (for Registrar Division) 註冊組網頁填寫個人資料

1. check <http://140.116.165.4/wwwmenu/program/net/checkin/netfreshman.html>
2. Online login and editing is available from May 21.
3. This information is related to course selection. (See Instruction Handout) 填寫完畢後才能開通線上選課帳號
4. Print out after fill out the information online and submit the document to registrar division for enrollment. 請列印紙本繳交至註冊組。

Online Application 線上申請

1. Online application for NCKU OIA Chinese Language Course: <https://goo.gl/HOn5g7>
Application deadline: **August 03, 2018 & September 09, 2018** 申請中文特別班
2. Online Application of 2018 Fall semester orientation: <https://goo.gl/DmsxRQ>
Application deadline: **August 20, 2018** 申請新生說明會
※First-year students must apply and attend the orientation

Instruction for Online Admission Confirmation

1. Login with your registered application email and password at <http://admissions.oia.ncku.edu.tw/>

NCKU INTERNATIONAL STUDENTS APPLICATION
Applications for Undergraduate & Graduate Admissions

Chinese | English

Information **Apply to NCKU Now!**

Procedure Information Scholarships FAQ

User login Email Password **Login**

Upcoming Deadlines
[Admission information for international students fall semester 2016](#)
... readmore
1 2 3 4 5 6

Admissions Bulletin


- Admission information for international students fall semester 2016
- Admission Roster of Accepted International Degree Students of Fall 2016
- [Notice]International Students Admissions online system will not be available on Apr 2,2016
- NCKU 2016 Fall Admission for International Degree Students is NOW OPEN. (Application Period: January 10 ~March 30, 2016)
- Dual Degree Students Application

Additional Information

- [Admission] Video for recruiting international students! Welcome to NCKU. [↗](#)
- OIA E-News [↗](#)
- Programs taught in English [↗](#)
- NCKU Homepage [↗](#)
- NCKU-OIA Homepage [↗](#)

Video for recruiting

2. Indicate whether you accept this offer of admission. In addition, you can download all the admission information from this webpage. It is strongly recommended that you read this important information about your admission.

 成功大學
NCKU International Students Admissions

Information Chinese English Hi, [User Name]

Application Fee (Beneficiary's Account Number) Application Submission Recommender Information Data Audit Admission Status

Admission Confirm Admission Procedure Logout

Admission Confirm (Please fill the notification of acceptance as below before [Date], [Time].)

Your application serial number is [Serial Number].
Thanks for you to apply for **College of Engineering Nano-Micro Engineering Ph.D. Degree Program of the Department of Materials Science and Engineering (Doctor)**

NCKU Notification of Acceptance

Yes, I will accept the offer of admission.

No, I will not accept the offer of admission.

Memo:

Your application serial number is [Serial Number].
Thanks for you to apply for **College of Engineering Dept. of Materials Science & Engineering (Doctor)**

NCKU Notification of Acceptance

Yes, I will accept the offer of admission.

No, I will not accept the offer of admission.

I accept the offer of the other University in Taiwan.

Due to the financial difficulty on studying abroad.

Due to the current job.

I choose the other department for study at Ncku.

Others

3. If you have accepted the offer of admission, then please continue with the following.
- (a) Buddy-Buddy Program: if you accept this option, you will be paired with a local student who will assist with dorm check-in, the enrollment process, general class registration, etc. If this is your first time in Taiwan, we suggest you apply for this program. Your buddy will contact you by email before you arrive at NCKU.
 - (b) Dormitory application
 - (c) Insurance
 - (d) Comprehensive records

NCKU International Students Admissions

Information Chinese English

Hi, _____

Application Fee (Secondary's Account Number) Application Submission Recommender Information Data Audit Admission Status Admission Confirm

Admission Procedure Logout

Buddy Buddy Program Apply Dormitory Insurance Comprehensive Records

Attention: Your local buddy contact information will be released in mid of January and mid of July every year.

Buddy-Buddy Program

Would you like to apply for Buddy ?

- Yes, I will need a buddy to facilitate my living in Taiwan and NCKU.
- No, I don't need Buddy-Buddy Program Service.

儲存

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Office of International Affairs(OIA), National Cheng Kung University (NCKU) Address: 1 University Road, Tainan City, Taiwan, R.O.C. 70101
TEL: +886-6-2085608 FAX: +886-6-2766430 Email: em50951@email.ncku.edu.tw

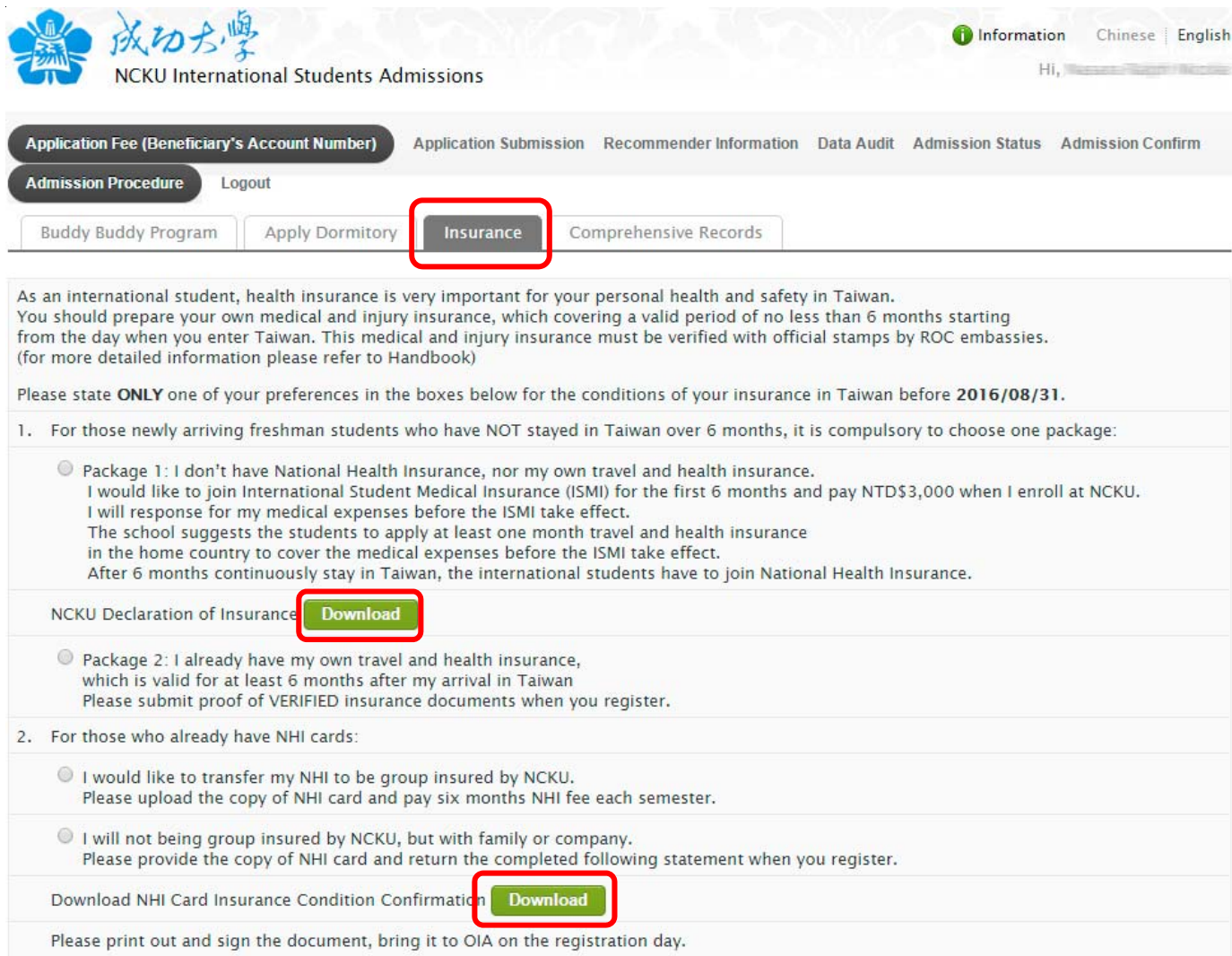
Buddy information will be released on July for spring & fall semester students.

4. Apply in campus dorm

Please fill out your religious preference. The housing service division will arrange same religious students in the same room.

The screenshot shows the NCKU International Students Admissions website. At the top left is the NCKU logo and the text '成功大學' and 'NCKU International Students Admissions'. At the top right are links for 'Information', 'Chinese', and 'English', along with a user greeting 'Hi, [Name]'. Below the header is a navigation bar with buttons for 'Application Fee (Beneficiary's Account Number)', 'Application Submission', 'Recommender Information', 'Data Audit', 'Admission Status', and 'Admission Confirm'. Below this is another navigation bar with 'Admission Procedure' and 'Logout'. A row of buttons includes 'Buddy Buddy Program', 'Apply Dormitory' (highlighted with a red box), 'Insurance', and 'Comprehensive Records'. Below the navigation is an attention notice: 'Attention: Before applying, please go to the On-line Housing Contract System: http://dorm.osa.ncku.edu.tw/index_fr.php (System open time: please refer to the International Student Handbook) In order to secure your dormitory space, you must fill out BOTH the On-line Accommodation System and complete the On-line Housing Contract System. If you fail to do one of them, your application will be considered null and void.' The main form is titled 'Apply Dormitory' and contains the question 'Would you like to apply for dormitory??' with radio buttons for 'Yes - Please fill in the accommodation preference as below' (selected) and 'No'. Below this is the 'Accommodation Preference' section with three checkboxes: 'I would like to stay with another NCKU International Student:His or Her Name is' followed by a text input field; 'Religious preferences' followed by a text input field; and 'Other' followed by a text input field. At the bottom of the form is a 'Note' section: 'Note : If you are interested in House application,please send the request via e-mail.(nckuservice@prince.com.tw)'. A blue 'Save' button is located at the bottom left of the form area.

1. Please fill in and print out "Declaration of Insurance" and "NHI card insurance condition confirmation" (only for the students who have the NHI card) and bring to ISAD office.



The screenshot shows the NCKU International Students Admissions website. At the top left is the NCKU logo and the text "成功大學" and "NCKU International Students Admissions". At the top right are links for "Information", "Chinese", and "English", along with a greeting "Hi, [Name]". Below the header is a navigation bar with buttons for "Application Fee (Beneficiary's Account Number)", "Application Submission", "Recommender Information", "Data Audit", "Admission Status", and "Admission Confirm". Below this is another navigation bar with "Admission Procedure" and "Logout". A third navigation bar contains buttons for "Buddy Buddy Program", "Apply Dormitory", "Insurance" (highlighted with a red box), and "Comprehensive Records".

As an international student, health insurance is very important for your personal health and safety in Taiwan. You should prepare your own medical and injury insurance, which covering a valid period of no less than 6 months starting from the day when you enter Taiwan. This medical and injury insurance must be verified with official stamps by ROC embassies. (for more detailed information please refer to Handbook)

Please state **ONLY** one of your preferences in the boxes below for the conditions of your insurance in Taiwan before **2016/08/31**.

1. For those newly arriving freshman students who have NOT stayed in Taiwan over 6 months, it is compulsory to choose one package:
 - Package 1: I don't have National Health Insurance, nor my own travel and health insurance. I would like to join International Student Medical Insurance (ISMI) for the first 6 months and pay NTD\$3,000 when I enroll at NCKU. I will response for my medical expenses before the ISMI take effect. The school suggests the students to apply at least one month travel and health insurance in the home country to cover the medical expenses before the ISMI take effect. After 6 months continuously stay in Taiwan, the international students have to join National Health Insurance.

NCKU Declaration of Insurance [Download](#)


- Package 2: I already have my own travel and health insurance, which is valid for at least 6 months after my arrival in Taiwan. Please submit proof of VERIFIED insurance documents when you register.

2. For those who already have NHI cards:
 - I would like to transfer my NHI to be group insured by NCKU. Please upload the copy of NHI card and pay six months NHI fee each semester.
 - I will not being group insured by NCKU, but with family or company. Please provide the copy of NHI card and return the completed following statement when you register.

Download NHI Card Insurance Condition Confirmation [Download](#)

Please print out and sign the document, bring it to OIA on the registration day.

2. Please complete the comprehensive records webpage, and print out one copy to submit to your department (Some departments may needs this form on registration day).

 **成功大學**
NCKU International Students Admissions

Information Chinese English
Hi, _____

Application Fee (Beneficiary's Account Number) Application Submission Recommender Information Data Audit Admission Status Admission Confirm

Admission Procedure Logout

Buddy Buddy Program Apply Dormitory Insurance **Comprehensive Records**

Records of International Students at National Cheng Kung University

Please be sure to complete "Admission Procedure" before Sep 16, 2016. Then print "Records of International Students at National Cheng Kung University" out before it. When enrolling to NCKU, it is the must to bring with you.

Basic Personal Info

*Student ID:	<input type="text"/>
Department/Institute:	College of Engineering Nano-Micro Engineering Ph.D. Degree Program of the Department of Materials Science and Engineering Doctor
Chinese Name:	<input type="text"/>
Name in English(surname,given name) :	<input type="text"/>
Sex :	<input type="text"/>
Date of Birth(yyyy-mm-dd) :	<input type="text"/>
Nationality :	<input type="text"/>
*Marital Status :	<input checked="" type="radio"/> Married <input type="radio"/> Single
The previous school :	National Cheng Kung University
Permanent Address(home country) :	1 University Road National Cheng Kung University. Tainan, Taiwan Tainan Taiwan 701
*Scholarship :	Which scholarship package will you accept when you enroll? <input type="checkbox"/> NCKU Distinguished International Student Scholarship <input type="checkbox"/> Taiwan Scholarship
	<input type="checkbox"/> I want to delete the photo.

Enrollment Reminders

Appendix 2

Enrollment at ISAD will start at **13:30-17:00 September 7, 2018**. We would like to remind you of a few important matters to save time during enrollment.

Location: 3F, Building of Information Technology, Cheng Kung Campus

College of Engineering	Room 75301 & 75309
Other Colleges	Room 75312

1. Please show your admission letter, we will guide you for the enrollment. You don't have to print the Appendices. Please prepare **3 copies** of your passport page, visa page, highest diploma, verified diploma, photos, etc. The OIA **DOES NOT** provide free copy services for students.
2. Appendix 7 gives an example of an enrollment checklist. You will be given an official version when you enroll. Please follow the official checklist and submit the required documents to OIA assistants. If everything is in order, the assistants will sign it and stamp the enrollment procedure sheet (Appendix6). We highly recommend that you prepare all the information given in Appendix6 before coming to our office to prevent delays.
3. We also suggest you prepare in advance the other assigned documents required by other offices, eg. Registrar division, and department office, etc. The assigned documents are listed in the enrollment procedure sheet.
4. School fee can be paid at the Cashier office in Yung Ping building.

註冊事項提醒

註冊時間為2018年9月7日下午1點半至下午5點，請留意下列事項以加速註冊程序。

地點：成功校區資網中心3樓

工學院	75301 & 75309
其他學院	75312

1. 註冊時不須列印 Appendices，請準備3份護照影本、簽證頁影本、最高學歷證書影本、學歷驗證文件影本、照片等，註冊當日不提供影印服務。
2. 請對照Appendix 7 註冊清單確認所有應繳文件，所有Appendix 的文件將於註冊當日提供，建議您於註冊前一天再次確認所有應繳文件是否齊全。
3. 建議您再次確認註冊當日應繳交至註冊組、系所之文件。
4. 請至本校出納組櫃檯繳費。

Deferment of Admission

1. The students who have reasons as below can apply for deferment of admission. Application for student status deferment must be completed by August 31, 2018. An overdue application will not be accepted.
 - (1) Serious disease (with medical report)
 - (2) Duty for military service
 - (3) Practice teaching
 - (4) Pregnant or Procreation
 - (5) Parenting(Child under 3)
 - (6) (Extra-territorial students who are unable to arrive for the designated date for enrollment due to personal reasons.)
2. Required documents for deferment of admission
 - (1) Explanation letter of deferring admission
 - (2) Copy of the highest diploma received
 - (3) Copy of passport identification page(s)
 - (4) Copy of letter of admission
 - (5) Supporting documents for the explanation of medical certification or military service certificate.If one of these documents is insufficient, the application for deferring will be regarded incomplete. The application will be evaluated by several offices, and it may be rejected without reasons being given.
3. Student should submit by email all the required deferment materials before the deadline of August 31, 2018 to the Office of International Affairs (em50990@email.ncku.edu.tw).
4. If the deferment request is approved, NCKU, the registrar division will send the Notification of Resumption (復學通知) to your home address in August or January (as applicable). The notification is in Chinese, so please pay attention to the receiving period. Use this Notification of Resumption to apply for the Taiwan (ROC) visa. If you do not receive the resumption letter from the school by the end of the deferring application notification period (August or January, as applicable), please contact the Registrar Division directly (email: em50120@email.ncku.edu.tw).
5. The scholarship amount, if any, awarded by the University will not be reserved. Before returning to the school the resuming student must apply for the scholarship again (if the scholarship is desired) based on the designated application period for International Degree Students.
6. Admission deferment can only be applied for once.
7. The maximum duration of an approved decrement is one academic year.

保留學籍申請

1. 外國學生如有以下因素而無法就讀之新生可於2018年8月31日前申請保留學籍，逾期不受理。
 - (1) 重病住院（附醫院證明）
 - (2) 服義務役
 - (3) 教育實習
 - (4) 懷孕、生產
 - (5) 育嬰（3歲以下子女）
 - (6) 境外生因故不能按時來校報到
2. 申請保留學籍所需文件
 - (1) 說明信
 - (2) 最高學歷影本
 - (3) 護照影本
 - (4) 錄取通知信影本
 - (5) 其他可證明之診斷證明書或兵役證明以上文件若缺漏則視為未完成保留學籍申請，最終申請結果須待各處室審核後通知。
3. 上述申請文件請於2018年8月31日前email至國際學生事務組信箱
(em50990@email.ncku.edu.tw).
4. 若保留學籍申請經核可，註冊組將於保留學籍期滿前(每年 8 月及 1 月)寄發復學通知給您，請務必持復學通知至外館或文化經貿辦事處辦理學生簽證。若您遲遲未收到復學通知，請逕洽本校註冊組(email: em50120@email.ncku.edu.tw)
5. 獎學金資格須於復學前重新申請，請洽國際學生事務組。
6. 保留學籍申請以一次為限。
7. 保留學籍至多可申請一學年。

Request for Leave of Absence (Suspension)

1. Payment for students who apply for a leave of absence, in which active student status is temporarily postponed but not canceled, or who withdraw this semester:
 - (1) Non-scholarship holder and holder of certain scholarship*

Students will pay insurance fee, internet registration fee, teaching materials fee (for undergraduate students) and dorm fee by September 10, 2018.

Students will receive reimbursement of tuition fee after they both complete the leave of absence request and receive approval, according to the following schedule.

Before October 19: reimbursement of 2/3 of tuition fee.

Before November 30: reimbursement of 1/3 of tuition fee.

After December 1 (including), no school fees are refundable.
 - *Taiwan MOFA scholarship holder and other government scholarship holder, e.g. DIKTI, ACEH, LPDP, VEST500 scholarship.
 - (2) NCKU Distinguished international students scholarships, Taiwan MOE scholarship holder.

Students will pay insurance fee, internet registration fee, teaching materials fee (for undergraduate students) and dorm fee. Tuition fee and credit fee are paid by the university.

Students will not receive reimbursement if they apply for a leave of absence.
2. If the recipient of a NCKU Distinguished International Student Scholarship applies for the leave during the semester and this is approved, the duration of the scholarship will not be deferred to, or reserved for, next semester. A student must reapply for the scholarship before completing the suspension. See Appendix 5.

休學規範

1. 辦理休學學生繳費規範
 - (1) 無獎學金或部分特定獎學金受獎生：

保險費、網路費、口語教材費(大學部)及學費應於開學前(9月10日)繳納完畢。

辦理休退學時依下列辦理完成日可申請部分退費：

10月19日前：可退三分之二學費

11月30日前：三分之一學費

12月1日(含當日)後：不可申請退費
 - (2) 成功大學優秀國際學生獎學金受獎生、教育部臺灣獎學金受獎生：

保險費、網路費、口語教材費(大學部)應於開學前繳納完畢。因學費及學分費由本校協助繳納，故休學時不可申請退費。
2. 成功大學優秀國際學生獎學金受獎生申請休學後，獎學金不可保留至下學期。學生須於復學前向系辦重新申請獎學金。

2018 FALL SEMESTER ORIENTATION



At Orientation, you will...
Meet other new students.
Learn about academic policies and procedures.
Hear about campus life from current students.
Get your questions answered about being NCKU.

Place: Information Technology Building B1F, Ge-Chi Conference Room, Cheng-Kung Campus.

Date: September 7, 2018

Time: 08:30-12:00

Online application: <https://goo.gl/DmsxRQ> (Deadline: August 20, 2018)

You will be exposed to useful information about studying at NCKU and living in Tainan, get an opportunity to interact with senior international and local students, receive some NCKU gifts, and more.

107學年度第1學期外國學位生註冊程序單
International Degree Students Enrollment Procedure Sheet
For Fall Semester 2018

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	Registration (報到) -1	Date: September 07, 2018 (13:30-17:00) Location: 3F, Building of Information Technology, Cheng Kung Campus <table border="1" style="width: 100%;"> <tr> <td>College of Engineering</td> <td>Room 75301 & 75309</td> </tr> <tr> <td>Other Colleges</td> <td>Room 75312</td> </tr> </table>	College of Engineering	Room 75301 & 75309	Other Colleges	Room 75312	
	College of Engineering	Room 75301 & 75309					
Other Colleges	Room 75312						
International Student Affairs Division, Office of International Affairs	(1) A copy of the admission letter 錄取通知信影本 (2) One photo (3.5cm*4.5cm) 一張兩吋相片 (3) Copy of your passport identification page(s) and the Taiwan (ROC) visa page 護照及簽證頁影本 (4) Copy of the highest diploma verified by the Taiwan ROC embassy (English/Chinese version) 最高學歷驗證影本 (5) Insurance documents: (either A, B, or C) 保險文件 A. NCKU Declaration of Insurance online (ISMI) B. Authenticated oversea Insurance documents C. National Health Insurance records (for Working visa or NHI card holder) (健保證明) & Certificate of Alien Residence in R.O.C. (居留證明) (6) Copies of both sides of your Alien Resident Certificate (if available) 居留證正反面影本 (7) Copies of Taiwan Scholarship Certificate or other Scholarships' certificate 獎學金證明影本 (8) Copy of Taiwan Post office passbook (if available)						
2	Registration (報到) -2	Date: September 10, 2018 (1) A copy of the admission letter 錄取通知信影本 (2) NCKU Student Information 新生基本資料 (printed by login http://140.116.165.4/wwwmenu/program/net/checkin/netfreshman.html) (登錄網站後印出) (3) Copy of your passport identification page(s) and the Taiwan (ROC) visa page (4) Copies of both sides of your Alien Resident Certificate (if available)					
	Office of Your Department/Institute (各學系/所 辦公室)						

No	Place	Event	Signature / Stamp
3	Tuition Fee and Other Fees Payment (繳交相關學費或其他費用)	Date: September 10, 2018 Pay it by cash and get the stamp from Cashier's office on this sheet.	
	Cashier's Division (1 st floor of Yunping Administration Building West wing 雲平大樓西棟一樓)		
4	Health Center 衛生保健組 (2nd floor of Yun-ping Administration Building 雲平大樓 2 樓)	Date: September 10, 2018 <input type="checkbox"/> I do health check at NCKU hospital. 已在成大醫院做體檢 Please bring your health check payment receipt. 請攜帶體檢繳費收據。	
5	Registration (報到) -2	Date: September 10, 2018 (1) A copy of the admission letter 錄取通知信影本 (2) Copy of your passport identification page(s) and the Taiwan (ROC) visa page 護照及簽證頁影本 (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 (4) NCKU Student Information (need to be printed by login: http://140.116.165.4/wwwmenu/program/net/checkin/netfreshman.html) 新生基本資料 (登錄網站後印出) see instruction handout (5) (5) Copies of both sides of your Alien Resident Certificate (if available)	
	Registrar Division (1 st floor of Yunping Administration Building West wing 雲平大樓西棟一樓)		

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 1-2 weeks of submitting this sheet. (註冊程序完成後，將此單送回註冊組各學系/所承辦人，而學生證則於之後的 1~2 個禮拜後領取。)
2. If you need the enrollment certificate to apply for ARC, you can hold the receipt of the enrollment payment to Registrar Division to apply for the certificate after the enrollment. (若需要註冊證明申請居留證，請註冊後，持著註冊費收據至註冊組申請。)

Name 姓名：

Student ID Number 學號：

Department/ Institute 就讀系所：

Enrollment Checklist

註冊程序確認清單

	Item 應收項目
	1. Copy of Passport identification page(s), 護照身分頁影本
	2. Copy of Visa page 台灣簽證頁影本 簽證類別 <input type="checkbox"/> 停留簽證 (Visitor Visa) <input type="checkbox"/> 居留簽證 (Resident Visa) (由承辦人詢問後勾選)
	3. Verified graduation diploma (original & copy) 經外館驗證之畢業證書 if you don't have a verified diploma, please sign up the Declaration of diploma submission 如未攜帶畢業證書及驗證文件則無法完成報到手續，請簽署切結書
	4. One 2-inch photo 兩吋照片 1 張 (for NHI card application)
	5. Insurance: 保險狀況 <input type="checkbox"/> I do not have the required health insurance and will join the International Student Medical Insurance (ISMI). Please submit the NCKU declaration of insurance and take an application form for NHI 我要加入 ISMI，並繳交成大保險切結書、索取一張健保卡申請表 <input type="checkbox"/> Authenticated certificate of the insurance copies 駐外館處驗證之有效當地保險證明 <input type="checkbox"/> Copies of both sides of the National Health Insurance card and insurance certificate 台灣健保卡影本及加保證明 <input type="checkbox"/> 應聘 <input type="checkbox"/> 依親(公所加保) <input type="checkbox"/> 由成大加保 (由承辦人勾選)
	6. Copies of both sides of the Alien Resident Certificate (if available) 居留證正反面影本 (如果有) 居留事由 <input type="checkbox"/> 就學 <input type="checkbox"/> 應聘 <input type="checkbox"/> 依親 <input type="checkbox"/> 其他(由承辦人詢問後勾選)
	7. Copy of scholarship <input type="checkbox"/> Copy of Taiwan Scholarship Certificate (if available): MOFA or MOE 台灣獎學金證明書影本 (如果有) <input type="checkbox"/> Copy of another government's scholarship, such as ICDF scholarship, DIKTI scholarship, Aceh Scholarship or VEST Scholarship 其他政府獎學金證明書影本 (如果有) <input type="checkbox"/> Copy of NCKU Scholarship Certificate 成功大學獎學金影本
	8. Copy of Taiwan Post Office Passbook (if available) 臺灣郵局存簿影本 (如果有)

I read and confirmed all the statement that I signed up online

1. Declaration of Insurance

2. Acknowledgment of Regulations and Accepting NCKU Regulations

3. Authorization for Emergency Treatment

Signature: _____

Personal Documents for Studying in Taiwan

個人在臺文件

Department/Institute:

Student ID No.:

Student's Name:

Cell Phone number in Taiwan:

To ensure your student status and the scholarship remittance, please paste copies of the assigned documents in the columns below. Then, submit the form to your department/institute office by **October 15**. (*After completing enrollment, please apply for the ARC and post office bank account as soon as possible.) 在註冊後，煩請儘快申請在台居留證與郵局帳戶)

為了確保您在校的學生資格與獎學金核發等相關事宜，請將以下所指之文件貼於以下欄位。並在**10月15日**前繳交該表予系所辦公室。

Copy of ARC (front side) 居留證影本(正面)	Copy of ARC (back side) 居留證影本(反面)
Copy of the post office bank account passbook (郵局帳戶影本)	

If you already know your advisor, please fill in the information below.

指導教授/導師姓名 Advisor's name			
指導教授/導師聯絡方式 Advisor's contact information	Phone number:	Email:	

國立成功大學保險切結書

Declaration of Insurance

本人為 107 學年第 1 學期至國立成功大學報到之外籍生，目前並未投保任何海外醫療或旅行平安保險，願意加入學校提供之國際學生醫療保險及支付保險費用 6 個月(9 月至 2 月)共 3 千 5 百元整。在入臺後而國際學生醫療保險未生效前，如有任何意外事故發生或衍生其他醫療費用問題，概由本人自行負責，與國立成功大學無涉。特立此書為憑。

I enrolled at NCKU in 2018 Fall semester; hereby declare that I will join the International Student Medical Insurance (ISMI) arranged by NCKU and pay NTD 3,000 for 6 months insurance from September 2018- February 2018. By signing this document I also declare that I will take full financial responsibility for any medical procedures I should incur upon arriving in Taiwan and prior to receiving my ISMI.

Note: Please pay attention to your own insurance status and check which of the described condition matches your status and make sure to provide the correct documents while register:

I don't have any insurance before coming to Taiwan. 我沒有任何保險。

If you don't have any kind of insurance before coming to Taiwan, please join International student medical insurance (ISMI) for the first SIX months (NTD 3,000) while registration. 如果你在來台灣前沒有任何保險，請加入國際學生醫療險(ISMI，花費 NT\$3,000)。

I have an oversea insurance which has been authenticated by Taiwan Embassies or TECO and valid for at least six months. 我有至少七個月效期且驗證過的海外保險。

If you have oversea insurance which is valid for at least SIX months and has been authenticated by Taiwan Embassy, you may submit the authenticated insurance documents to ISAD office instead of join ISMI. 如果你有至少六個月的海外保險並且通過台灣使館的驗證，請於註冊時繳交至 ISAD，以取代 ISMI 保險。

How to apply for "National Health Insurance records" from Bureau of NHI (for students who hold working visa) 持有工作簽證的學生如何申請健保證明？

For student who hold working visa, please provide "National Health Insurance records" to ISAD office as references due to the Ministry of Education needs to make sure every student has insurance while studying in Taiwan. You can get the insurance document from the employer. 持有工作簽證的學生，請提供 ISAD"健保證明"以供台灣教育部確認每位外國學生在台就學時之保險狀態。可向公司申請加保證明。

I need to apply for "Certificate of Alien Residence in Taiwan (ROC)" from Immigration agency if I want to transfer my NHI to NCKU group. 我需要到移民署申請居留證明，才能在註冊時申請把我的健保轉至學校加保。

If you used to have NHI card and don't know whether you can use it or not after enroll at NCKU, please go to Immigration Agency and apply for "Certificate of Alien Residence in Taiwan (ROC)". It's a timeless effort and really important for Bureau of NHI to assist you on insurance issues. To reduce the redundant expenses on insurance, please try to do so if you are under this kind of situation. 如果你曾經持有健保卡卻不知道在註冊後是否能繼續使用，請至移民署申請"外國人居留證明書"。申請此證明書非常方便並且該證書可協助健保局審核你的健保資格。為了降低多餘支出的保險費用，請符合此種情況的同學記得至移民署申請"外國人居留證明書"。

Acknowledgment of Regulations and Accepting NCKU Regulations

I am enrolled at NCKU for the 2018 Fall Semester. I have read, understand and am in agreement with the information and terms provided to me regarding the university regulations, including the **NCKU General Academic Rules, International Student Insurance Policy, NHI Notification, Dormitory Regulations, Scholarship Information, etc.** I agree to abide by the laws of Taiwan (ROC) during my stay in Taiwan. I also agree to allow NCKU to examine my diploma(s) and/or transcript(s) from my former school(s), the embassy or the territory. I take responsibility for any fraudulent documents, and should I default on any of the terms associated with the above-stated regulations and other relevant regulations in Taiwan, I will be held solely responsible for all penalties and will accept all final decisions by NCKU regarding admission cancelation, suspension, punishments, and related matters.

I understand that these regulations have both Chinese and English versions. In the event of any discrepancies, the Chinese version shall prevail.

國立成功大學之相關法則聲明書

本人於 107 學年第 1 學期入學，並就讀於國立成功大學。本人已閱讀、瞭解並且同意學校之各項規定(含學則、國際學生保險規範、全民健保注意事項、學生宿舍規範、獎學金施行要點等)，在臺灣停留期間遵守臺灣之相關法律。如在臺期間有任何抵觸法律、違反規定之行為，本人願意自行負責。本人亦同意授權校方與本人學校或駐外單位查驗本人學位證書、成績證明等證件。若有不實造假，願負法律責任並接受校方撤銷入學資格等相關處分。

本人瞭解任何規定均有中文與英文二種語言對照版本，如解釋有歧異時，以中文版本為準。

Authorization for Emergency Treatment

緊急事件授權同意書

本人於 107 學年第 1 學期入學，就讀於國立成功大學，因緊急事件需要

I am enrolled at NCKU for the 2018 Fall semester. In case of emergency, I hereby

- 同意授權貴校或貴校再次授權予相關人員代為簽具醫療、意外、法律等一切緊急事件同意書，本人願承擔一切責任。

Agree and allow NCKU or its employees to act to obtain any medical treatment required, medical care in the case of an accident or recourse on legal issues. I hereby declare myself willing to take this responsibility.

- 不同意授權貴校代為簽具醫療、意外、法律等一切緊急事件同意書，本人願承擔一切責任。

Disagree and do not allow NCKU or its employees to act to obtain any medical treatment required, medical care in the case of an accident or recourse on legal issues. I hereby declare myself willing to take this responsibility.

此致 To

國立成功大學 National Cheng Kung University

立書人/ Applicant Signature: _____

(未滿 18 歲者由法定代理人簽署/For minors under the age of 18, the applicant is the legal representative)

電話號碼/ Cellphone Number: _____

在臺緊急聯絡人/ Emergency Contact Person(Taiwan): _____

緊急聯絡電話/ Emergency Telephone Number: _____

國立成功大學（以下簡稱本校）為蒐集、處理、利用個人資料，依個人資料保護法之規定，以本聲明及同意書向您行書面告知並徵求您同意。

當您於頁末簽名處簽署本同意書時，表示您已閱讀、瞭解並同意接受本同意書之所有內容。

According to the Personal Data Protection Act, National Cheng Kung University (hereinafter as NCKU) issues its statement of personal data protection and collection agreement to notify you of your responsibilities and rights and solicit your consent to the collection, processing and use of your personal data by NCKU.

Your signature below indicates that you have read, understood and accepted the contents set forth in this agreement.

一、基本資料之蒐集、更新及保管

- (一) 本校係依據中華民國「個人資料保護法」與相關法令之規範，蒐集、處理及利用您的個人資料。
- (二) 請提供您本人正確、最新及完整的個人資料。
- (三) 本校因執行業務所蒐集您的個人資料包括表單內所需欄位等。
- (四) 若您的個人資料有任何異動，請主動向本校申請更正，使其保持正確、最新及完整。
- (五) 若您提供錯誤、不實、過時或不完整或具誤導性的資料，您將可能損失相關權益。
- (六) 您可依中華民國「個人資料保護法」，就您的個人資料行使以下權利：
 1. 查詢或請求閱覽。
 2. 請求製給複製本。
 3. 請求補充或更正。
 4. 請求停止蒐集、處理或利用。
 5. 請求刪除。

但本校各單位因執行職務或業務所必需者，本校得拒絕您上述之請求。且因您行使上述權利，而導致權益受損時，本校將不負相關賠償責任。

I. Basic Data Collection, Renewal and Management

- (I) NCKU will collect, process, and use your personal data in accordance with the Personal Data Protection Act and relevant laws and rules enacted in Taiwan, the Republic of China.
- (II) Please provide your accurate, latest and complete personal data.
- (III) Your personal data collected by NCKU to facilitate its administration includes the information in the columns marked as required on the form.
- (IV) Please inform NCKU of any change to your personal data to maintain the latest information.
- (V) You may lose certain rights or benefits if you provide incorrect, untrue, outdated or incomplete information.
- (VI) According to the Personal Data Protection Act (ROC), you are entitled to make the following requests:
 1. To check or review the collected data.
 2. To receive a photocopy of the collected data.
 3. To supplement or revise the collected data.
 4. To cease the collection, processing or use of the collected data.
 5. To delete the collected data.

However, NCKU may reject your requests in order to meet the administrative needs of its offices and institutes. Moreover, should you suffer any losses due to such requests, NCKU shall not be held responsible for any compensation.

二、蒐集個人資料之目的

- (一) 本校係基於「教育行政業務需求」之特定目的而蒐集您的個人資料。
- (二) 當您的個人資料使用方式與本校蒐集的目的不同時，我們會在使用前先徵求您的書面同意，您可以拒絕向本校提供個人資料，但您可能因此喪失您的權益。

II. Purpose of Personal Data Collection

- (I) NCKU collects your personal data to meet the needs of educational administration.
- (II) We will solicit your consent in a written form in advance before using your personal data to serve a purpose other than the one specified in Item (I) of this article. While you may refuse to provide your personal data to NCKU, you may lose certain rights or benefits as a consequence.

三、基本資料之保密

本校如違反「個人資料保護法」規定或因天災、事變或其他不可抗力所致者，致您的個人資料被竊取、洩漏、竄改、遭其他侵害者，本校將於查明後以電話、信函、電子郵件或網站公告等方法，擇適當方式通知您。

III. Basic Information Security

Should your personal information be stolen, disclosed, altered or infringed upon due to the violation of the Personal Data Protection Act by NCKU, the occurrence of any natural disasters, incidental changes or other unavoidable circumstances, NCKU shall inspect the cause and inform you by phone, mail, email or website notice.

四、同意書之效力

- (一) 當您簽署本同意書時，即表示您已閱讀、瞭解並同意本同意書之所有內容。
- (二) 本校保留隨時修改本同意書規範之權力，本校將於修改規範時，於本校網頁(站)公告修改之事實，不另作個別通知。如果您不同意修改的內容，請依上述第一條第六款向本校主張停止蒐集、處理及利用個人資料。否則將視為您已同意並接受本同意書該等增訂或修改內容之拘束。

IV. Validity of Agreement

- (I) Your signature on this agreement indicates that you have read, understood and accepted its contents.
- (II) NCKU is entitled to amend the contents of this agreement, and any amendments will be publicized on the NCKU website. Should you disagree with any amendments, please exercise your right to request that NCKU discontinue to collect, process or use your personal data according to Item VI of Article I. Otherwise, you are considered to have agreed to the amendment.

五、準據法與管轄法院

本同意書之解釋與適用，以及本同意書有關之爭議，均應依照中華民國法律予以處理，並以臺灣臺南地方法院為第一審管轄法院。

V. Governing Law and Jurisdiction

The interpretation and applicability of this agreement shall be governed by the law of the Republic of China. Any disputes arising out of or relating to this agreement shall be submitted to Tainan District Court as the court of the first instance jurisdiction.

Note: The contents of this agreement were translated from the original Chinese. In the event of any discrepancies between the two versions, the Chinese always takes precedence.