

NCKU Forms

You Need to Have:

***These forms must be with you when registering to NCKU.**

報到時請務必攜帶下列文件

■ Form 1- NCKU Declaration of Insurance 成大保險切結書	2
■ Form 2- NCKU International Degree Students Enrollment Procedure Sheet 成大外國學位生註冊程序單	4
■ Form 3- NCKU Checklist for Application for CIDS class 成大中文能力特別班確認單	6
■ Form 4- NCKU student information for Registrar division 成大新生基本資料表	7
■ Form 5- NCKU Course Selection Sheet for International students 成大國際學生春季班新生選課單	8

國立成功大學保險切結書

NCKU Declaration of Insurance

本人_____ (中文名)自_____ (年/月)至國立成功大學報到之外籍生，就讀_____ (系所)。本人目前並未投保任何海外醫療或旅行平安保險，故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 個月共 3 千元整。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。

此致

國立成功大學國際事務處

I, _____ (Name in English), enrolled in the Inst. /Dept. of _____ at NCKU in _____ (yyyy/mm), hereby declare that I will join the International Student Medical Insurance (ISMI) arranged by NCKU and pay NTD 3,000 for 6 months insurance. 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.

立切結書人簽名 Signature :

學號 Student ID No. :

護照號碼 Passport Number :

日期 Date(yyyy/mm/dd):

Notice: Please pay attention to your own insurance status. Please 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 (NT\$3,000) while registration. Your National Health Insurance (NHI) will be valid from the 7th month (NT\$749 per month).

如果你在來台灣前沒有任何保險，前六個月請加入國際學生醫療險 (ISMI，花費 NT\$3,000)。第七個月開始可以加入全民健保 (NHI，每個月花費 NT\$749)。

※ I have an oversea insurance which has been authenticated by Taiwan Embassy and valid for at least four months. 我有至少六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 OIA when you register and then join NHI from the 7th month.

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 OIA，並在第七個月時可以加入全民健保。

※ 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建保證明？

For student who hold working VISA, please provide "National Health Insurance records" to OIA 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 OIA"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 R.O.C." 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 R.O.C.". 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"。

國立成功大學102學年度第2學期外國學位生註冊程序單
NCKU International Degree Students Enrollment Procedure Sheet
For the Spring Semester 2014

Form 2

- * 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>Registration (報到) -1</p> <hr/> <p>International Student Affairs Division, Office of International Affairs (8th floor of Yunping Administration Building)</p>	<p>Date: Feb. 17-18, 2014</p> <p>* You need to bring:</p> <p>(1) NCKU Admission Notice</p> <p>(2) Print-out of Online NCKU Comprehensive Records</p> <p>(3) Copies of your passport, including the pages of the Taiwan visa</p> <p>(4) Copy of the highest diploma verified by the Taiwan ROC embassy (English/Chinese version)</p> <p>(5) Two 2-inch photos</p> <p>(6) Insurance documents: (either A, B, C, or D)</p> <p style="padding-left: 20px;">A. NCKU Declaration of Insurance and NTD 3,000 (ISMI)</p> <p style="padding-left: 20px;">B. Authenticated oversea Insurance documents</p> <p style="padding-left: 20px;">C. National Health Insurance records (for Working VISA or NHI card holder)(健保證明)</p> <p style="padding-left: 20px;">D. Certificate of Alien Residence in R.O.C. (居留證明)</p> <p>(7) Copies of both sides of your Alien Resident Certificate (if available)</p> <p>(8) Copies of Taiwan Scholarship Certificate or other Scholarships' certificate (except for the NCKU Distinguished International Student Scholarship. If available)</p> <p>(9) Copy of Taiwan Post office passbook (if available)</p>	
2	<p>Registration (報到) -2</p> <hr/> <p>Registrar Division (1st floor of Yunping Administration Building 雲平大樓一樓)</p>	<p>Date: Feb. 17-18, 2014</p> <p>* You need to bring:</p> <p>(1) NCKU Student Information</p> <p>(2) Copies of your passport, including the pages of the Taiwan visa</p> <p>(3) "Original" and "copy" of the highest diploma verified by the Taiwan (ROC) embassy</p> <p>(4) One 2-inch photo</p> <p>(5) Copies of both sides of your Alien Resident Certificate (if available)</p>	

No	Place	Event	Signature / Stamp
3	Registration (報到) -3 Office of Your Department/Institute (各學系/所 辦公室)	Please bring the items listed below: (1) Copy of Records of International Students at NCKU (2) NCKU Admission Notice (3) Copy of your passport, including the pages of the Taiwan visa (4) Course selection sheet (5) Copies of both sides of your Alien Resident Certificate (if available)	
4.	Application (報名) NCKU Chinese Language Center (華語中心)	Date: Feb. 17-18, 2014 * You need to bring: (1) NCKU Admission Notice (2) NCKU Checklist for Application for CIDS class (3) One 2-inch photo (4) NTD350 for the NCKU Chinese placement test (if you join it)	
5	Tuition Fee and Other Fees Payment (繳交相關學費或其他費用) The Cashier's Division (1 st floor of Yunping Administration Building 雲平大樓一樓)	Date: Feb. 17-18, 2014 * You need to bring (1) NCKU Admission Notice". (2) Bill of school payment (3) New Taiwan Dollars (Cash)	

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 2~3 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2~3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。)

Checklist for Application for CIDS class of Spring Semester 2014
(For First-time Applicant)

Last Name:

First Name:

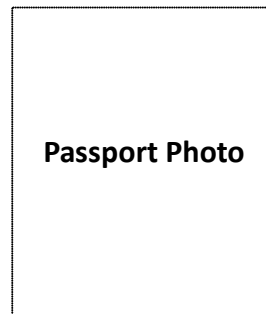
Middle Name:

Student ID Number:

E-mail:

Phone number:

Degree: Bachelor Master PhD



Please check the following steps in order to complete the application process.

- Read through “*Brief Introduction to Chinese Classes for International Degree Students & Application Information for CIDS*” and “*FAQ for OIA Chinese Language Course.*”
- Complete and submit online application form
- Need to take the placement test? No
 - Returned the answer sheet of the test
 - Pay NT\$350 placement test fee (@ Chinese Language Center)
 - *If you have learned Chinese for more than 6 months, you would need to take the online placement test.
- Submit this form with one copy of your “Notice of Admission” (@ Chinese Language Center) during registration days.

Any modification?

Your signature:

Date:

(辦公室專用 for office use only)

收件日期：

分班結果：



國立成功大學新生基本資料表

NATIONAL CHENG KUNG UNIVERSITY
STUDENT INFORMATION請附身份証正反面影印本
Please attach a photocopy of
national ID card (both
front and back)系所：
Department:
學號：
Student No.
姓名：
Name
(二吋照片背面註明上述資料，俾
做學生證用) One-inch photo for
student card

1. 系所：_____ 年級：_____ 班：_____

Department Bachelor's Program Year Class

碩士班
Master's Program

博士班
Doctoral Program

2. 學號：_____

Student ID Number

3. 姓名：_____ 4. 英文姓名：_____ (請填護照上姓名)

Full name (In Chinese) Full Name (In English) (as shown on passport)

5. 性別：_____ 男：M；女：F 6. 國別：_____ (本地生免填)

Gender Male: M / Female: F Nationality (not for domestic student)

7. 出生年月日：_____ 年 _____ 月 _____ 日 8. 身份證字號或僑生護照字號：_____

Date of birth Year Month Day National ID No. (Passport No.)

身份 Student Status	5 (甲)	1. 本地生 Domestic	2. 僑生 Overseas	3. 運動績優 Athletic Excellence	4. 原住民 _____ 族籍 Aboriginal (Specify your tribe)		
		5. 外籍生 International Student			6. 外交子女 Child of Diplomat		
	X (乙)	1. 考試生 By Entrance Examination	2. 轉學生 Transfer	4. 甄試生 By Application		5. 保送生 By Recommendation	6. 跳級生 Early Entrant
		7. 交換生 Exchange Student	8. 選讀生 Non-degree Student	9. 直攻博士 In advance into Ph.d		10. 申請入學 Application	
X (丙)	1. 視障 Blind	2. 聽障 Deaf	3. 身障 Physically Handicapped		4. 現役軍人(常備 役)Soldier in Service (Reserved Military Service)	7. 在職生 In-service student	

10. 服役記錄：_____ 1. 已服役 2. 未服役 3. 免服役 4. 女生

Military Service Fulfilled Not Fulfilled Exempted Female

11. 職業(Y/N)：_____ 有：Y；無：N 12. 入學年月：_____ 年 _____ 月

Employment Yes: Y / No: N Date of Enrollment Year September

13. 入學前學歷：_____ 1. 研究所 2. 大學 3. 專科 4. 高中

Previous Education Graduate School College or University Junior College Secondary School

5. 高職 Vocational Secondary School 6. 同等學力 Equivalent Academic Level

14. 入學前學校：_____ (學校全名) 1. 畢業 2. 肄業

Previous School (full name) Graduated Not graduated

15. 畢(肄)業年月：_____ 年 _____ 月

Date of Graduation

16. 家長監護人姓名：_____

Name of Legal Guardian(emergency contact person)

17. 與監護人關係：_____ 1. 父子；父女 2. 母子；母女 3. 祖孫

Relation to the Applicant Father-Son, Father-Daughter Mother-Son, Mother-Daughter Grandparent-Grandchild

4. 兄弟；兄妹 5. 姐弟；姐妹 6. 朋友 7. 其他

Brothers, Brother-Sister Sister-Brother, Sisters Friends Else

18. 電話：() _____ 19. 手機：_____ 20. e-mail：_____

Telephone No. Mobil phone

21. 戶籍地址：□□□ _____

Permanent Address (Home country)

(僑居地地址) _____

Overseas Residential Address (in Taiwan)

22. 通訊地址：□□□ _____

Mailing Address

***Handwritten documents will not be accepted at registrar division.**

國立成功大學各學系(所)外國學生選課申請表

National Cheng Kung University

The Course Election Sheet for International Students

* 姓名 Name: _____ * 學號 Student Number: _____

* 學制 Degree: Bachelor 學士 Master 碩士 Doctor 博士

* 就讀系所 Course of Study:

系 Department: _____ 所 Institute: _____

Department Code 學系(所)序號	Course Name 科目名稱	Credit 學分數	Require / Elective 必修/選修	Signature by professor 任課教師簽章

Total Credits 總計學分：

Signature of the Department/ Institute 學系（所）簽章：

- 備註：
1. 任課教師簽章是否須簽章由各學系（所）決定。
 2. 此選課表不適用通識課程（A9）、體育課程（A2）、軍訓課程（A3）。
 3. 此表填妥後送所欲選修之學系（所）選課承辦人鍵入。