# Enrollment Notice

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<tr>
<td>Date</td>
<td>2019</td>
</tr>
<tr>
<td>------------</td>
<td>----------------------------------------------------------------------</td>
</tr>
<tr>
<td>May. 20</td>
<td>Admission announcement released (online and by email) 放榜</td>
</tr>
<tr>
<td>Jun. 17</td>
<td>Admission letters sent to applicants 寄送錄取通知</td>
</tr>
<tr>
<td>Jun. 30</td>
<td>Deadline for admitted applicants to accept 學生回覆就讀意願期限</td>
</tr>
<tr>
<td>Jul.01~Jul.31</td>
<td>Online accommodation contract sign-up 線上簽訂宿舍契約書</td>
</tr>
<tr>
<td>Before Aug.03</td>
<td>First stage for Online application for Chinese for International Degree Students(CIDS) 第一階段學生線上申請中文特別班</td>
</tr>
<tr>
<td>Jul.05~Jul.09</td>
<td>1st stage online course enrollment for Graduate Freshmen 碩博士班新生第一階段線上選課</td>
</tr>
<tr>
<td>Aug.16~Aug.28</td>
<td>First stage payment for Mandatory Fee (Registration fee) 第一階段繳費（註冊費）</td>
</tr>
<tr>
<td>Aug.20~Aug.21</td>
<td>2nd stage online course enrollment for Graduate Freshmen 碩博士班新生第二階段線上選課</td>
</tr>
<tr>
<td>Aug.22~Aug.26</td>
<td>1st stage online course enrollment for Freshmen 大學部新生選課</td>
</tr>
<tr>
<td>Aug. 30- 31</td>
<td>Dormitory check-in 宿舍入住</td>
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<tr>
<td>Aug.30~Sep.03</td>
<td>English placement tests for freshmen 新生英語能力分級測驗檢定</td>
</tr>
<tr>
<td>Aug. 06~Sep.06</td>
<td>Second stage and deadline for Online application for Chinese for International Degree Students(CIDS) 第二階段學生線上申請中文特別班期限</td>
</tr>
<tr>
<td>Sep. 06</td>
<td>Orientation held by ISAD, OIA 國際處新生說明會</td>
</tr>
<tr>
<td>Sep. 06</td>
<td>Registration and Enrollment for new students by OIA 國際處新生報到 註冊</td>
</tr>
<tr>
<td>Sep. 09</td>
<td><strong>School semester starts (Class begin)</strong> 開學</td>
</tr>
<tr>
<td>Sep.16~Sep.19</td>
<td>3rd stage online course enrollment for all students 第三階段選課</td>
</tr>
<tr>
<td>Sep.23~Sep.25</td>
<td>Adding or dropping courses under special circumstances (apply to the department office) 特殊因素加退選</td>
</tr>
<tr>
<td>Aug.30~Sep.30</td>
<td>Discount period for health check at NCKU (Health check-up required. See section “New Student Health Check-up”) 成大新生健檢日期 (新生必做!)</td>
</tr>
<tr>
<td>Sep.26~Sep.30</td>
<td>Online course enrollment confirmation 線上選課結果確認</td>
</tr>
<tr>
<td>Oct.18~Nov.03</td>
<td>Second payment for tuition &amp; other fees 第二階段繳費</td>
</tr>
<tr>
<td>Dec.06</td>
<td>Deadline for course withdrawal (It will leave a record on the student's transcript) 最後退選期限</td>
</tr>
</tbody>
</table>

For more information about school calendar please check.
校園行事曆請上網查詢
Contact information

Division: International Student Affairs Division

Phone number: +886 6 2085 608 / +886 6 2757 575 ext. 50990

Email: em50990@email.ncku.edu.tw

Location: No.1, University Road, Tainan City 701, Taiwan (R.O.C.)

Kung-Fu campus, Yung-Ping building, East building, 1st floor
(光復校區雲平大樓東棟1樓)

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請遵守智慧財產權法規，請勿非法影印手冊。若有違法情事須自付法律責任。
Enrollment

Time Schedule

Applicants who fail to complete any one of the following procedures before the deadline will be regarded as giving up their admission enrollment and their student status will be cancelled.

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>ISAD Orientation</td>
<td>Sep. 06</td>
<td>08:30 – 12:00</td>
</tr>
<tr>
<td>ISAD Enrollment</td>
<td>Sep. 06</td>
<td>13:00 – 17:00</td>
</tr>
<tr>
<td>Semester Begins</td>
<td>Sep. 09</td>
<td></td>
</tr>
<tr>
<td>Enrollment (for other divisions)</td>
<td>Sep. 09</td>
<td></td>
</tr>
</tbody>
</table>

Orientation for 2019 fall semester international student

All international students are requested to attend the orientation held by ISAD. Remember to sign up the application form before September 6th, 2019. Link: [http://bit.ly/2VRSNTx](http://bit.ly/2VRSNTx)

Orientation Date and time: September 06, 2019, Friday, from 8:30 to 12:00.

Orientation Location: Cheng-Kung Campus, Information Technology Building B1 floor, Ge-Chi Conference Room, (CK12)

Registration at International Student Affairs Division, Office of International Affairs

Registration date and time: September 06, 2019, Friday, afternoon: 13:00-17:00

Registration location: Cheng-Kung Campus, Computer Network Center 2nd floor, Room 75301/Room 75309

Please be sure to complete the ISAD online registrar form and submit Required documents to ISAD. If you fail to finish any one of them, your registration of ISAD will be considered invalid.

Registration at Registrar Division and Departments

Registration date and time: September 09, 2019, Monday, morning: 08:00-12:00; afternoon: 13:00-17:00

Location: Each department/ division
# Registration and Enrollment

## Required documents:

<table>
<thead>
<tr>
<th>Document Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ International Degree Students Enrollment Procedure Sheet</td>
<td>□ Verified graduation diploma and 3 copies*1</td>
</tr>
<tr>
<td>□ Admission letter and 2 copies</td>
<td>□ Registration Checklist at OIA for International Degree Students (Appendix 3)</td>
</tr>
<tr>
<td>□ Passport and 3 copies</td>
<td>□ 2 head photo copies*2</td>
</tr>
<tr>
<td>□ Visa and 3 copies(with entry stamp)</td>
<td>□ Basic data entry for new student*3</td>
</tr>
<tr>
<td>□ Insurance (if available) <em>(Authenticated certificate of the insurance copies/ National Health Insurance card)</em></td>
<td>□ Copy of Scholarship Certificate (if available)</td>
</tr>
<tr>
<td>□ Copies of both sides of the Alien Resident Certificate (if available)</td>
<td>□ Copy of Taiwan Post Office Passbook (if available)</td>
</tr>
</tbody>
</table>

## Note:

*1: Highest degree diploma shall be verified with official stamps by Taiwan (ROC) embassies.

- If the diploma is not in English or Chinese, a notarized copy of a translation in English or Chinese is required. If you do not bring this, your registration at the University will be incomplete and your student status may be canceled.

- A temporary diploma is acceptable for registration. If you have special reason cannot submit the official document on time, please inform International Student Affairs Division (ISAD) and Registrar Division. **A declaration form for those who can’t provide the official diploma with verification stamps needs to be submitted on the registration day.** The official diploma verified with official stamps needs to be handed in before the designated date.

- If you have a diploma issued by any school in Taiwan, the diploma is no need to be verified. DIKTI scholarship holder does not need to do diploma verification. Please email to ISAD first if you are a DIKTI scholarship holder.

- Please note if you hold a visitor visa to enter Taiwan, you will need an official verified diploma to do the visa transfer and ARC application.

*2: The photograph must measure 45 x 35 mm in size (1.77 inches long x 1.38 inches wide)


*3: Registrar division login link: [https://campus4.ncku.edu.tw/wwwmenu/program/net/checkin/netfreshman.html](https://campus4.ncku.edu.tw/wwwmenu/program/net/checkin/netfreshman.html)
## 作業事項及說明

<table>
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<th>作業事項</th>
<th>Events &amp; Instructions</th>
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<td>一、 簽署住宿契約</td>
<td>I. Signing the Housing Contract Online</td>
</tr>
<tr>
<td>1. 簽署時間: 2019 年 07 月 01 日 10 AM – 2019 年 07 月 31 日 10 AM</td>
<td>1. Time: 10 AM, July 01, 2019 – 10 AM, July 31, 2019</td>
</tr>
<tr>
<td>※未於 07 月 31 日 10:00AM 前簽署線上契約書，視同無校內住宿需求，不安排住宿床位。※如欲申請太子學舍，請勿簽署線上契約書！太子學舍床位獨立分配，請逕檢附學號、姓名、性別等資料，向太子學舍確認床位狀況，申請住宿。太子學舍聯絡資訊: 電話: +886-6-208-7166，EMAIL ADDRESS: <a href="mailto:nckuservice@prince.com.tw">nckuservice@prince.com.tw</a>。</td>
<td>※Applicants who fail to sign the housing contract by 10:00AM, July 31 are regarded as giving up the privilege to apply for on-campus accommodation and will not be assigned a room. ※Students applying for the Prince Dorm do not need to sign this housing contract. Please contact the Prince Dorm and apply. Contact information of the Prince Dorm: TEL: +886-6-208-7166，EMAIL ADDRESS: <a href="mailto:nckuservice@prince.com.tw">nckuservice@prince.com.tw</a>。</td>
</tr>
</tbody>
</table>

| 二、 寄發已簽契約書、成功申請住宿確認 EMAIL | II. Notification Email Sent to Students Who Have Signed the Contract |
| 可能於 08 月 07 日 18:00 前收到住宿申請相關注意事項提醒 EMAIL | Students who have signed the contract and secure their space will receive a notification email as reminder by 18:00, August 07, 2019. |

| 三、 宿舍分棟名單 | III. Dorm Building Arrangement |

| 四、 提前進住申請 | IV. Application for Early Check-in |
| 1. 申請系統開放時間: 08 月 06 日 10 AM ～ 08 | 1. Application available: August 06 10 AM～ |
2. 申請網址:
http://dorm.osa.ncku.edu.tw/index_overseas.php

3. 可申請入住日: 08月19日 - 08月29日。(新生於08月30日09 AM起開放入住)
※各舍辦理方式略有差異，請申請同學詳閱宿舍輔導員以EMAIL寄發之床位安排成功通知信件，並依信件說明辦理。

4. 計費方式:
(1) 150元/日。
(2) 提前入住期間電費另計。
(3) 須於進住日3個工作日前申請，逾期須繳交行政手續費(NT$250元)

5. 繳費地點:
(1) 勝利校區—勝一舍外、D-24討論室外之自動繳費機
(2) 光復校區—光二舍外之自動繳費機
(3) 敬業校區—敬三舍外之自動繳費機

6. 取消申請之辦理方式及計費方式:
(1) 申請後至通知住宿安排前：尚未通知住宿安排，不需繳費。
(2) 通知住宿安排後至申請入住日止：需繳交250元行政手續費。
(3) 申請入住日起：除250元行政手續費外，另加計申請入住日起每日150元之短期住宿費至完成取消之相關手續止。

7. 注意事項:
(1) 申請前須於開放入住日前抵校而有住宿需求者，應依公告說明事先完成提前入住申請。
(2) 未事先申請提前入住者應自行安排提前抵校期間之住宿。

August 29 09 AM

2. Application system:
http://dorm.osa.ncku.edu.tw/index_overseas.php

3. Dates open for early check-in: August 19-August 29. (For incoming international students, student dormitories are open for check-in from 09 AM, August 30)
※The check-in procedure varies by dorms. The applicant shall read the instruction sent by the resident counselor via email carefully for detailed information and follow the instructions.

4. Charge standard:
(1) NT$150/day.
(2) Electricity will be charged separately.
(3) The application shall be done 3 working days before your check-in date. A handling fee of NTD 250 will be charged for late application.

5. Pay the fee for early check-in via payment machines:
(1) Sheng-Li Campus—Sheng-Li Dorm 1, D-24 Discussion Room
(2) Kuang-Fu Campus—Kuang-Fu Dorm 2
(3) Ching-Yeh Campus—Ching-Yeh Dorm 3.

6. Charge Standard for Cancellation:
(1) Before the applicant is informed of the arrangement: Free of charge.
(2) Once the applicant is informed of the arrangement: A handling fee of NT$ 250 will be charged.
(3) Starting from the appointed date of check-in: NT$ 150/day, including the handling fee of NT$ 250, will be charged to the day when cancelation procedure is completed.

7. Remarks:
(1) Students who would like to apply for early check-in shall submit their applications in advance and their applications are valid only when approved by the resident counselors. Those who fail to do so shall be responsible for their accommodation arrangement during their early arrival.
### V. Cancellation Policy & Charge Standard

1. **How to cancel your application:** Please contact Ms. Lin via phone or email
   - **TEL:** 886-6-2757575#86357
   - **Email Address:** ysluc@mail.ncku.edu.tw

   **Email template:**
   - **Subject:** Accommodation Cancellation-RA8087023 (Std. No.)-David Hoffman (Name)
   - **Content:**
     - Std. No.: RA8087023
     - Name: David Hoffman
     - Reason for cancellation: I have reserved a space in the Prince Dorm.

2. **Charge Standard for Cancellation:**
   - (1) **By August 14:** Free of charge.
   - (2) **August 15-August 29:** A handling fee of NT$ 250 will be charged.
   - (3) **From August 30:** NT$ 150/day, including the handling fee of NT$ 250, will be charged to the day when cancelation procedure is completed.

### VI. Time & Venue for Check-in Procedures

1. **Time:**
   - (1) 09:00-12:00 & 13:00-17:00 of **August 30 ~ August 31**
   - (2) 09:00-12:00 & 13:00-17:00 of working days from **September 02**

2. **Location:** Dorm manager’s office.

3. **Items required:**
   - (1) Receipt for dorm fee payment
   - (2) Admission letter or passport
   - (3) A two-inch colored ID photo

4. **Please visit the following link to obtain detailed information on check-in service:**
### 1. How to download your bill:

You may download your bill from the website of Bank of Taiwan:


Please note that:

1. The default value of the column “身分證字號” for incoming students in the first semester is their student ID No. If the student ID No. does not work, please try either the passport No. or ARC No.
2. Date of birth shall be transferred to a 7-digit number of the Republic of China calendar.
4. If you have difficulty downloading your bill, please contact Ms. Lin. (+886-6-2757575#86357, ysluc@mail.ncku.edu.tw)

### 2. Time & methods for payment:

1. **August 15 ~ August 29**: You may pay via convenience stores, ATM transaction, and Bank of Taiwan.
2. From **August 30**: You may pay via ATM transaction and Bank of Taiwan. Convenience stores can NOT process overdue bills.

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### VIII. Registration for Dorm Internet

After the check-in procedure is completed, you may register with your NCKU student ID No.


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**Note:** This application calendar is subject to change.
Chinese Class for International students (CIDS)

The Office of International Affairs (OIA), the parent of ISAD, funds and provides free Chinese language course at the NCKU Chinese Language Center (CLC) for our enrolled international students.

Who is Eligible to Apply
1. Chinese Class for International Degree Students (CIDS) are provided free for two semesters (only). Students are strongly encouraged to take Chinese classes within their first academic year.
2. International degree students and certain exchange students are eligible for CIDS courses. Seating is limited, and newly-arriving students have first priority. Students from Hong Kong, Macau, and the People’s Republic of China are not eligible for these courses.
3. Students who have taken a leave of absence from their studies during the first academic year must apply for the course upon returning to be considered eligible. However, priority will be given to first year international students as described above.
4. The number of accepted students is limited and dependent upon actual conditions every academic year, including the total number of the eligible international students and available funds. Application is on a first-come first-served basis.

How to Apply
1. The application must be processed through online registration→[https://reurl.cc/Vl1YN](https://reurl.cc/Vl1YN)
   - Deadline for 1st stage for CIDS application: **2019.08.03**
   - Available date for 2nd stage for CIDS application: **2019.08.06– 2019.09.06**
2. Students who have more than six months of Chinese language training:
   → The online placement test shall be taken before the deadline.
3. Students who do not take the placement test
   → CLC has sole authority to determine whether you will participate in a course at the Center, waive the requirement, and/or assign you to the appropriate class level.
4. Confirmation email will be sent once your application is received.
5. Before NCKU course enrollment period, the CLC will announce the lists of the accepted students (including the assigned class level) via NCKU Course Enrollment System Announcement. (http://course.ncku.edu.tw/course/signin.php)
6. After you received the email and checked your Chinese level from NCKU Course Enrollment System Announcement, please register CIDS course during online course enrollment period.
7. For further information about the application procedure, please link to the online registration website
Course Information

CIDS is designed for students who have not studied Chinese, or who have limited Chinese communication abilities. Level 1 and 2 are intensive courses, 4 hours, 2 days per week (2 hours/day during day time, i.e. 08:00-17:00, and 2 hours/day during evening, i.e. 17:00-19:00). The courses of these two levels will be completed 9 weeks into the semester. Other levels are 2 hours, one day per week, throughout the whole semester (18 weeks).

<table>
<thead>
<tr>
<th>Levels Provided</th>
<th>Level 1 (Beginner)</th>
<th>Level 2 (Basic)</th>
<th>Level 3-4 (Novice)</th>
<th>Level 5-6 (Intermediate)</th>
<th>Level 7-8 (High-intermediate)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Students No./Class</td>
<td>17</td>
<td>17</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Academic Credits</td>
<td>2 (Undergraduate Students)</td>
<td>2 (Undergraduate Students)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Class Duration</td>
<td>4 hours/week, 9 weeks</td>
<td>2 hours/week, 18 weeks</td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

Credit-waiver for “Basic Chinese” (for Undergraduate Students)

1. Foreign Undergraduate students (not including students from Hong Kong, Macau, and the People’s Republic of China) are allowed to take “Chinese Course for NCKU International Degree Students (CIDS)” in Chinese Language Center and the credits can substitute “Basic Chinese Course”.

2. This course may count as Chinese language credits (two credits per semester). International undergraduate students are required to fulfill these credits during their period of study at the
3. Only international undergraduate students are qualified for the credit waiver. University-level exchange students are not qualified for the credit waiver.

4. Students who apply for the credit-waiver must complete the courses and follow the NCKU Course Enrollment regulations.

5. NCKU enacts the following Notes in accordance with Item 2, Article 1 of NCKU General Education Course Enrollment Guidelines
Required English Courses for **Undergraduate Students**

1. All first-year students should take the placement test in order to be placed in the corresponding English module courses, except for:
   (1) Students with the certificates of English proficiency with CEFR alignment;
   (2) Students who are eligible to apply for English course exemption;
   (3) FLLD students; or
   (4) Transferred, exchange, or re-admitted students.

2. Students with CEFR proficiency certificates should directly register for a corresponding module from the English Placement System with the required document uploaded (http://eagle.english.ncku.edu.tw/eagleclassfiv). The system is open from August 19(Monday), to 12:00 (noon), September 4, 2019. **Late submission will not be accepted in any circumstance.**

3. Transferred, exchange, and re-admitted students should directly elect the course according to their proficiency levels from the official course election site.

4. The English course module results will be announced on September 5, 2019 on the Course Election System.

5. Students should fill in the course wishes starting from 9:00 AM, September 6, to 5:00 PM, September 7, 2019. The drawing results will be announced on September 8, 2019.

6. Information about the Placement Test:
   (1) Registration: **August 19 to August 25, 2019.**
   (2) Registration site: English Placement System
      [http://eagle.english.ncku.edu.tw/eagleclassfiv](http://eagle.english.ncku.edu.tw/eagleclassfiv)
   (3) Test period: August 31 and September 1, 2, 3, 2019. The actual testing times will be announced on the registration system site.
   (4) Test venue: The lab classrooms at the Computer and Network Center of the University (Cheng
The test: “Oxford Online Placement Test” (OOPT) is a computer adaptive proficiency test assessing the test takers’ abilities in listening, reading, and English usage. The students may bring their own earphones for the test.

(6) The students must carry a valid personal identification when taking the test.
   a. ROC (Taiwan) Resident Certificate and Passport
   b. Basic Data Entry for New Student (website)

(7) The test results can be used for credit exemptions or graduation requirement.

7. Students should either take the placement test or register for the module with an existing proficiency certificate. Using both may result in conflicts of course election.

8. Students who miss the test, and do not possess valid certificates of English proficiency, should take a standardized test, such as GEPT, TOEIC, TOFEL, IELTS, on their own expenses in order to register in the required module courses to fulfill the graduation requirement.
Health Examination

All new students are REQUIRED to have a health check-up for university enrollment. Students who fail to do the health check-up could be deprived of student status. The health items checked for the enrollment process are different from those for obtaining the visa. ONLY the health report issued by the hospital in Taiwan is acceptable by the Ministry of Education and the school. If you do NOT have the measles and rubella vaccination certificates with you in Taiwan, you must take three-in-one vaccine (measles, rubella and parotitis) at the NCKU hospital or a private clinic and be charged for extra fees.

New Student Health Examination

1. Discount Period: **August 30 to September 30, 2019**
2. Time: Monday-Friday, Morning: 09:00AM-12:00PM, Afternoon: 13:30PM-16:30PM
3. Location: NCKU Hospital (New Outpatient Building ➔ Referral Center on 1st Floor for registration ➔ Physical Examination Center on 2nd Floor)

<table>
<thead>
<tr>
<th>Health check up Type</th>
<th>For <strong>Resident VISA</strong> Holder</th>
<th>For <strong>Visitor VISA</strong> Holder</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fee</td>
<td>NTD 850 (discount) / NTD 1200 (Original price)</td>
<td>NTD 1,300 (Discount) / NTD 1680 (Original price)</td>
</tr>
<tr>
<td>Step 1: Login online pre-registration system for an appointment. Online pre-registration system: <a href="https://service.hosp.ncku.edu.tw/Tandem/DeptUI.aspx?Lang=E">https://service.hosp.ncku.edu.tw/Tandem/DeptUI.aspx?Lang=E</a> Do not accept on-site registration for any excuses.</td>
<td>Step 1: Come to ISAD office and confirm your status, then go to the Health center to get discount coupon. <strong>Directly go to the hospital for on-site registration.</strong></td>
<td></td>
</tr>
<tr>
<td>Step 2: Go to NCKU hospital on the designated date Registration document: Admission letter, Passport, Fee</td>
<td>Step 3: Hand in <strong>Required documents</strong> at Counter of Physical Examination Center on 2nd floor</td>
<td></td>
</tr>
</tbody>
</table>

For **Resident VISA** Holder

<table>
<thead>
<tr>
<th>Health check up Type</th>
<th>Fee</th>
<th>Step</th>
</tr>
</thead>
<tbody>
<tr>
<td>Step 2: Go to NCKU hospital on the designated date Registration document: Admission letter, Passport, Fee</td>
<td></td>
<td>Step 3: Hand in <strong>Required documents</strong> at Counter of Physical Examination Center on 2nd floor</td>
</tr>
</tbody>
</table>

For **Visitor VISA** Holder

<table>
<thead>
<tr>
<th>Health check up Type</th>
<th>Fee</th>
<th>Step</th>
</tr>
</thead>
<tbody>
<tr>
<td>Health checkup clinic</td>
<td>NTD 1,300 (Discount) / NTD 1680 (Original price)</td>
<td>Step 1: Come to ISAD office and confirm your status, then go to the Health center to get discount coupon. <strong>Directly go to the hospital for on-site registration.</strong></td>
</tr>
<tr>
<td>Step 2: Go to NCKU hospital on the designated date Registration document: Admission letter, Passport, Fee</td>
<td></td>
<td>Step 3: Hand in <strong>Required documents</strong> at Counter of Physical Examination Center on 2nd floor</td>
</tr>
</tbody>
</table>
Required documents:

- Admission letter
- Passport (or ARC)
- Fee
- First Visit Registration Form (初診申請單)
- NCKU for Freshman Physical Examination Consent for Release of Information (校部新生體檢資料蒐集同意書)

Pre-registration procedures

**Website:** [https://www.hosp.ncku.edu.tw/nckm/english/index.aspx](https://www.hosp.ncku.edu.tw/nckm/english/index.aspx)

1. Choose “Pre-registration”, and click “Internet Pre-registration system”.

2. Choose “Appointment by a Physician”.

---

**Directions**

- **Appointment by a Clinic**: You may select a department and view all the available clinics.
- **Appointment by a Physician**: You may select a physician specialty and view all the physicians.
- **Check Appointment**: You may view the appointment you have already made.
- **Check Appointment Status**: To save your time, you may check the progress of clinics for today.
- **Check Clinic Status**:

**To cancel appointment**

- Morning clinic: Please do it before 07:45 am
- Afternoon clinic: Please do it before 12:00 pm
- Night clinic: Please do it before 04:30 pm
3. Choose “NCKU Freshman Health Examination’s doctor”.

4. Fill in Student ID numbers or ARC numbers, and Last name.
**Note:**

- Do not eat and drink for 12 hours before you do the health check. If you are really thirsty, then you can have some water, but don’t have any drinks with sugar.
- Please wear loose and comfortable clothing on the designated date.
- For students on prescribed lenses, please bring the lenses on the day of the exam so that post-treatment eyesight can be tested.
- Once you finish the whole procedure, the hospital will send the report to you around 1 month.
- Please inform the front desk about what kind of health check you would need to do.
- If you do not do the health check-up before due date (available date), you won’t have discount price.
- If you are an ARC holder, you still need to do the health check-up for new students.
Course Enrollment

Registration and Enrollment Instructions:

I. New transfer students for the 2019-20 academic year are allowed to complete their online registration for preferred courses in the category of General Education for computer-selected course enrollment from August 22 to 26.

II. The maximum number of courses that can be applied for via online registration designated for the second and third stages of course enrollment, is shown in the following table for various categories:

<table>
<thead>
<tr>
<th>Category</th>
<th>Code</th>
<th>Maximum no. of courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Education</td>
<td>A9</td>
<td>3 (no later than the 2nd stage) (not including the course of Stepping Through Tainan's Past) according to rules of enrollment for the 3rd stage</td>
</tr>
<tr>
<td>Physical Education</td>
<td>A2</td>
<td>1</td>
</tr>
<tr>
<td>English Module Program</td>
<td>A1, serial numbers 101~500</td>
<td>1</td>
</tr>
<tr>
<td>Second Foreign Language</td>
<td>A1, serial numbers 501~700</td>
<td>1</td>
</tr>
</tbody>
</table>

III. Under special circumstances (such as minor study, double-major study or the Educational Program), students who need to take courses over or below the required number of credits and are not allowed to register online for course enrollment should complete and submit a course overload or underload request form with a copy of transcript after the end of the 1st stage (7/12) and before the end of the 3rd stage (9/25), which shall be approved by the relevant offices and processed by the Division of Registrar.

IV. Students who wish to drop or withdraw from any flexible intensive course shall submit an application with a written report, which shall be approved and processed by the department offering the course. It is not recommended that students drop the course after the start of the course. Under special circumstances, applications for course withdrawal may be processed at the discretion of academic units (departments, graduate institutes, and colleges) before the end of the course.

V. Students should keep a file/copy of registration records at every stage of course enrollment, and shall make confirmation online as designated by the Office of Academic Affairs.

VII. Registration by designated students in every stage of course enrollment is regulated as follows:

<table>
<thead>
<tr>
<th>Pre-registration of Required Courses for Undergraduate Programs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Duration</td>
</tr>
<tr>
<td>Students</td>
</tr>
<tr>
<td>Notes 1. Please check out information about curriculum at the NCKU Course Catalog and related regulations for course enrollment at the website of your department.</td>
</tr>
<tr>
<td>Notes 2. Please check out rules for computer-selected course enrollment in General Education at the Course Enrollment System.</td>
</tr>
<tr>
<td>Notes 3. Undergraduate students are enrolled in advance by the Division of Registrar’s in the major program-designated required courses. They are allowed to log into the course enrollment system to check the pre-registered course enrollment, starting from Jun 25.</td>
</tr>
</tbody>
</table>
| Notes 4. For all continuing students, please ensure you can log into the system before the 1st Stage of Course Enrollment. If you fail to log into the system with your password, please contact the Cheng Kung Portal Consulting Services on the 1st floor of the
**1st Stage of Course Enrollment**

<table>
<thead>
<tr>
<th>Duration</th>
<th>9am, July 5 to 5 pm, July 9</th>
</tr>
</thead>
</table>
| Designated Students | 1. All continuing students  
2. New graduate students of 2019 (including extra-territorial students at NCKU)  
3. New exchange students |

**Notes**

1. All continuing students, except those from the Department of Medicine in the fifth year of study, in the undergraduate programs are enrolled by the Division of Registrar in the department-designated required courses for their major program. All continuing students are only allowed to register for courses designated for their own class/class category and for preferred courses for computer-selected enrollment. No quota limit is set to each course enrollment during this stage.

2. Undergraduate students are only allowed to register for courses designated for their own class. Those who have been enrolled in advance by the Division of Registrar in a required-course group/class are only allowed to cancel the assigned enrollment. Any change in registration with regard to the assigned enrollment shall be completed during the second stage.

3. Graduate students are only allowed to register for courses designated for their own graduate program during this stage. They shall be allowed to register for courses designated for other graduate programs during the second stage.

4. If a course is conditionally set up with “no registration allowed during the first stage” in the course catalog system, it shall not be open to registration until the second stage.

5. Continuing transfer students are allowed to register for courses designated for other, higher levels in the same-category class under their major program. They are not allowed to register for any courses designated for another category of classes at any level, or any courses designated for the first semester of the freshman year.

6. Students in double major/minor programs are allowed to register for courses designated of other, higher levels for their second major/minor program. They are not allowed to register for any courses designated for the first semester of the freshman year.

7. Registration for preferred courses for computer-selected enrollment (with a maximum of one course selected for each of the following categories, the results of which will be announced before 13:00 on July 11) is regulated as follows:
   
   (1) General Education (A9) and Physical Education (A2) by undergraduate students.  
   (The course of Stepping Through Tainan's Past is not listed as an option for online registration of GE courses in the first stage. Students will be enrolled in advance by the Registrar’s Division into this course, as specified in Note 1-(3) for freshman students in the second stage of course enrollment.)

   (2) Second Foreign Language (A1, serial numbers 501~700) by all students

8. Registration for Remedial English courses (coded A3, A4, A5, A6, AA and AH) and online English courses for graduate students is scheduled for the second stage (from A1 701).
9. Registration for preferred courses in the category of English Module Program (A1, serial numbers 101~500) for computer-selected enrollment is scheduled for the third stage.

<table>
<thead>
<tr>
<th>Registration</th>
<th>Online Course Enrollment System</th>
</tr>
</thead>
<tbody>
<tr>
<td>Duration</td>
<td>9am to 5pm, July 12</td>
</tr>
</tbody>
</table>
| Designated Students | 1. All continuing undergraduate students  
| | 2. New exchange students (undergraduate) |
| Notes        | All continuing undergraduates and new exchange students (undergraduate) are allowed to complete their second registration for their preferred courses in the category of General Education (A9) for computer-selected course enrollment. (A maximum of one course will be selected, the results will be announced before 17:00 on July 15). |

<table>
<thead>
<tr>
<th>Registration</th>
<th>Online Course Enrollment System</th>
</tr>
</thead>
<tbody>
<tr>
<td>2nd Stage of Course Enrollment</td>
<td></td>
</tr>
<tr>
<td>Duration</td>
<td>9am, August 19 to 5pm, August 26</td>
</tr>
</tbody>
</table>
| Designated Students | Senior students and deferred students 8/19 9:00~12:00  
| | Junior students 8/19 13:00~17:00  
| | Sophomore students 8/20 9:00~12:00  
| | All graduate students 8/20 13:00~17:00  
| | 1. All continuing students 8/21 9:00~  
| | 2. New graduate students of 2019 8/26 17:00  |
| Notes        | 1. All students are allowed to cancel enrolled courses and/or enroll in new courses.  
| | 2. Please refer to the designated schedule to register for courses during the period from August 19 to 20.  
| | 3. Registration for any repeated freshman courses/Education Program courses (A4) shall not be allowed until August 22.  
| | 4. Registration for any repeated courses in the categories of General Chinese (A7) shall not be allowed until the third stage of enrollment.  
| | 5. Registration for preferred courses in the category of English Module Program (A1, serial numbers 101~500) for computer-selected enrollment is scheduled for the |
| | 1. Freshman students are enrolled in advance by the Division of Registrar in the department-designated courses (including the Physical Education (A2) course) for the first year of their major program.  
| | (1) Freshman students from the five departments of Economics, Psychology, Transportation and Communication Management Science, Industrial and Information Management, and Business Administration are enrolled in advance by the Division of Registrar in the course of Calculus. They are advised to personally confirm this course enrollment.  
| | (2) Freshman students from the College of Medicine are required to register for the course of |
third stage.

6. Undergraduate returning freshman students are allowed to register online for course enrollment, starting from August 21.

Communication, Compassion and Global Perspectives (Serial No.: 15014).

(3) Freshman students admitted since the fall semester of 2019 shall be enrolled in advance by the Division of Registrar in the course of Stepping Through Tainan's Past (Serial No.: A9 574) in two batches to attend classes in the fall semester or the spring semester. Returning students and students who are required to repeat the course shall also be enrolled in advance by the Division of Registrar in the course.

2. Undergraduate freshman students shall enroll in all required courses in the first-year curriculum of their program. Any such required-course enrollment in other programs under exceptional circumstances shall be approved by the Vice President for Academic Affairs. If a course is conditionally set up with “no registration allowed during the first stage” in the course catalog system, students shall register to enroll in the course in this stage.

3. Undergraduate freshman students are only allowed to register for courses designated for their own class. Those who have been enrolled in advance by the Division of Registrar in a required-course group/class are only allowed to cancel the assigned enrollment.

4. Undergraduate freshman students are required to register for preferred courses for computer-selected enrollment during this stage, with a maximum of one course selected for each of the following categories as follows: General Education (A9), General Chinese (A7) and Military Training (A3). The results will be publicized on the webpage of the Division of Registrar before 17:00 on August 28.

5. Registration for Educational Program courses by all students is scheduled for
this period, starting from August 22.
6. Registration for preferred courses in
the category of English Module
Program (A1, serial numbers 101~500)
for computer-selected enrollment is
scheduled for the third stage.
7. Registration for courses in other
programs by freshman students is
scheduled for the third stage of online
course enrollment.

<table>
<thead>
<tr>
<th>Registration</th>
<th>Online Course Enrollment System</th>
<th>Online Course Enrollment System</th>
</tr>
</thead>
<tbody>
<tr>
<td>Designated Application Form</td>
<td>Course overload or underload request form</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>3rd Stage of Course Enrollment</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Duration</strong></td>
</tr>
<tr>
<td><strong>Designated Students</strong></td>
</tr>
</tbody>
</table>

| Notes | 1. The class placement list of freshman students of 2019 for English Module Program is scheduled to be published on the course enrollment system by 5pm September 5 | 1. Please complete course enrollment through the department in charge of the course that is being applied for. | 1. All courses, except General Education courses (A9), are open for students to add or drop during this period. | 1. Please complete course enrollment through the department in charge of the course that is being applied for. | 2. Applications will be processed for those whose |
Accordingly, students are required to register for an English module course. Those who have received a CEFR certificate of higher-level English proficiency and who plan to take a higher-level English module course are required to complete their registration with the Eagle Project Office, scheduled for 9/9-9/12.

2. Students are required to register for preferred courses in the category of English Module Program, starting 9am September 6. The registration results will be published (on the personal course enrollment checklist) before 17:00 on September 8.

3. Graduate students who have completed their minimum course credit requirement for graduation and who have not enrolled in any course may apply for a note of Thesis/Dissertation on Writing on the course enrollment checklist.

<table>
<thead>
<tr>
<th>2. Students are required to register for preferred courses in the category of English Module Program, starting 9am September 6. The registration results will be published (on the personal course enrollment checklist) before 17:00 on September 8.</th>
<th>3. Those who are not allowed to register online for specific courses with a prerequisite course requirement shall register for the courses upon approval of the department offering the courses.</th>
<th>4. FLLD students are allowed to register with the NCKU Eagle Project Office for English courses in Module III.</th>
</tr>
</thead>
<tbody>
<tr>
<td>3. Should the English Proficiency students and deferred students.</td>
<td>3. Students to drop during this period. Those who intend to add a General Education course shall register for computer-selected enrollment (Registration is allowed even if the quota is full. However, registration will be invalid if a class scheduling conflict arises). Students can fill in the number of intended courses to be selected, the results of which will be announced before 17:00 on September 21. Students are not allowed to drop a General Education course if they have been enrolled by computer selection. However, they may withdraw course enrollment applications fail to meet the related credit or graduation requirements due to any course changes or other special factors.</td>
<td>3. Students who are not eligible for online registration and who plan to register for an English module course (A1, serial number 101-500) shall complete their registration with the NCKU Eagle Project Office according to relevant regulations during the period from 9:00, September 23 to 17:00, September 26.</td>
</tr>
<tr>
<td>Placement Test be postponed to September 4 or 5 under force-majeure circumstances, online registration for preferred English courses will be rescheduled for the period of 9 am September 7 to midday September 8, while the registration results will be published before 8:00 am on September 8.</td>
<td>from the course, which will be indicated on their transcripts. 3. Those who drop any enrolled course (棄選, defined and noted as dropping a course) before the end of this stage are not required to pay for its credit fees. Afterwards, students who withdraw from any course (退選, defined and noted as a course withdrawal) are required to pay for its credit fees.</td>
<td></td>
</tr>
<tr>
<td>---</td>
<td>---</td>
<td></td>
</tr>
<tr>
<td>4. Students are not allowed to enroll in two or more English module courses with the same title. 5. Registration for an English Module Program by continuing students shall be completed by September 11. Those who fail to do so will not be allowed to register until the following semester. Students admitted before the 2014-15</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### Course Enrollment Confirmation

<table>
<thead>
<tr>
<th>Duration</th>
<th>September 26 to September 30</th>
</tr>
</thead>
<tbody>
<tr>
<td>Designated Students</td>
<td>All students</td>
</tr>
</tbody>
</table>

#### Notes

1. All students are required to review and conduct a final confirmation about their course selection online during this period. No course adjustment may be made at a later date.
2. Should there be more courses than are required, students shall withdraw from them online.
3. Under special circumstances, students shall submit a written report, which shall be approved by course instructors, department chair, and director of the Registrar’s Division, to process related course enrolments at the Registrar’s Division.
4. Those who take courses below the required minimum number of credits and who decide not to add courses shall complete and submit a course underload request form, which shall be approved and processed by the Division of Registrar.

### Course Withdrawal

<table>
<thead>
<tr>
<th>Deadline</th>
<th>9am, September 26 to 5pm, December 6</th>
</tr>
</thead>
<tbody>
<tr>
<td>Designated Students</td>
<td>Those who decide to withdraw from courses</td>
</tr>
</tbody>
</table>

#### Notes

1. All withdrawals except those for flexible intensive courses shall be processed online. Withdrawal from a flexible intensive course shall be processed by the office of the department offering the course.
2. Students who need to take courses below the required minimum number of credits under special circumstances are required to complete and submit a course underload request form for related course withdrawals, which shall be approved and processed by the Division of Registrar.
3. Course withdrawal will be indicated on the student’s transcript, and no refund will be made.

### Registration

<table>
<thead>
<tr>
<th>Online Department Office</th>
</tr>
</thead>
<tbody>
<tr>
<td>Online</td>
</tr>
</tbody>
</table>

### Designated Application Form

<table>
<thead>
<tr>
<th>Course addition request form</th>
<th>Course overload or underload request form</th>
</tr>
</thead>
</table>

### Application Form for Overdue Course Enrollment

<table>
<thead>
<tr>
<th>Application Form for Overdue Course Enrollment</th>
</tr>
</thead>
</table>

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VIII. Notes:
(1) The rules for Computer-Selected Course Enrollment (applicable to every stage of preferred course enrollment for the A9 category of General Education) are available at the website of the Division of Registrar (Division Website → Online Service → Course Enrollment System → Information → Regulations & Note).

(2) Contact information for offices in charge of course enrollment is available on the website of the Division of Registrar (Division Website → Online Service → Course Enrollment System → Contact Information) at [http://reg.acad.ncku.edu.tw/var/file/41/1041/img/2680/choose_cont.htm](http://reg.acad.ncku.edu.tw/var/file/41/1041/img/2680/choose_cont.htm) :

- A9 General Education: 50212, 50215;
- A1 English;
- A1 Second Foreign Language (Foreign Language Center): 52273;
- A7 General Chinese (Dept. of Chinese Literature): 52151;
- A2 Physical Education (Physical Education Office): 50405;
- A3 Military Training (Military Training Office): 50722;
- AH Chinese Language Center: 52040.


For more information, please contact the College of Liberal Arts at ext. 52012.

*This English version was translated from the original Chinese text. In the event of any discrepancy, the Chinese will take precedence.*
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 30, 2019**. 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 deferent 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 30, 2019** 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.
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 August 28, 2019.

   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 18: reimbursement of 2/3 of tuition fee.
   Before November 29: reimbursement of 1/3 of tuition fee.
   After January 03 (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.
Payment Procedure

<table>
<thead>
<tr>
<th></th>
<th>1st stage payment</th>
<th>2nd stage payment</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Aug.16~Aug.28</td>
<td>Oct.18~Nov.03</td>
<td>Mandatory Fee</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Tuition and Other Fees</td>
</tr>
</tbody>
</table>

1. Login to the Bank of Taiwan website and download the bill.
2. Pay the bill at Convenience store/ATM machine/the Bank of Taiwan.
   (If you pay at the convenience store, you will be charged for NTD 10 process fee)
3. If you miss the payment due date, please present your bill and complete payment by cash at the Casher Division.

**Step 1: Login to the Bank of Taiwan website**
- 身分證字號: please fill in your Passport/ARC/Student ID number
- 學號: please fill in your Student ID number
- 出生年月日 Birth of Date (yyyymmdd): please enter your birthdate in Taiwan Year.
  ex. 1980/01/01→0790101  (079=1980-1911)
Step 2: Click “確認登入”

Step 3: Click “查詢”

Step 4: Click to download your bill and Print it out.

Step 5: Pay the bill at Convenience store/ATM machine/the Bank of Taiwan
(If you pay at the convenience store, you will be charged for NTD 10 process fee)
<table>
<thead>
<tr>
<th>No</th>
<th>Place</th>
<th>Event</th>
<th>Signature / Stamp</th>
</tr>
</thead>
</table>
| **Registration (報到) -1** | Date: **September 6, 2019 (13:00-17:00)**  
Location: 3F, Building of Information Technology, Cheng Kung Campus | | |
| | College of Engineering | Room 75301 | |
| | Other Colleges | Room 75309 | |
| **International Student Affairs Division, Office of International Affairs** | (1) Copy of the highest diploma verified by the Taiwan ROC embassy (English/Chinese version)  
(2) Copy of your passport identification page(s) and the Taiwan (ROC) visa page  
(3) Copy of the admission letter  
(4) One 2-inch photo  
(5) Insurance documents: (either A, B, or C)  
A. NCKU Declaration of Insurance online (ISMI)  
B. Authenticated oversea Insurance documents  
C. National Health Insurance records (for Working visa or NHI card holder) & Certificate of Alien Residence in R.O.C.  
(6) Copies of both sides of your Alien Resident Certificate (if available)  
(7) Copies of Taiwan Scholarship Certificate or other Scholarships’ certificate  
(8) Copy of Taiwan Post office passbook (if available) | | |
| **Registration (報到) -2** | Date: **September 9, 2019**  
(1) Copy of the admission letter  
(2) NCKU Student Information (printed by login [http://140.116.165.4/wwwmenu/program/net/checkin/netfreshman.html](http://140.116.165.4/wwwmenu/program/net/checkin/netfreshman.html))  
(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) | | |
<table>
<thead>
<tr>
<th>No</th>
<th>Place</th>
<th>Event</th>
<th>Signature / Stamp</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td><strong>Tuition Fee and Other Fees Payment</strong></td>
<td>Date: <strong>September 9, 2019</strong>&lt;br&gt;Pay it by cash and get the stamp from Cashier’s office on this sheet.</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Cashier’s Division</strong>&lt;br&gt;(1st floor of Yunping Administration Building West wing 雲平大樓西棟一樓)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td><strong>Registration (報到)</strong>&lt;br&gt;-2</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Registrar Division</strong>&lt;br&gt;(1st floor of Yunping Administration Building West wing 雲平大樓西棟一樓)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Registration (報到)**<br>-2

1. NCKU Student Information (need to be printed by login: [http://140.116.165.4/wwwmenu/program/net/checkin/netfres hman.html](http://140.116.165.4/wwwmenu/program/net/checkin/netfres hman.html)) 新生基本資料 (登錄網站後印出) see instruction handout
2. “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
3. Copy of the admission letter 錄取通知信影本
4. Copy of your passport identification page(s) and the Taiwan (ROC) visa page 護照及簽證頁影本
5. Copies of both sides of your Alien Resident Certificate (if available)

**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 study 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。)
Registration Checklist at OIA for International Degree Students

國際處外國學生報到程序確認清單

<table>
<thead>
<tr>
<th>Item 應收項目</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Copy of Passport identification page(s), 護照身分頁影本</td>
</tr>
<tr>
<td>2. Copy of Visa page 台灣簽證頁影本</td>
</tr>
<tr>
<td>簽證類別 □ 停留簽證（Visitor Visa） □ 居留簽證（Resident Visa）</td>
</tr>
<tr>
<td>3. Verified graduation diploma (original &amp; copy) 經外館驗證之畢業證書</td>
</tr>
<tr>
<td>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</td>
</tr>
<tr>
<td>4.  Insurance: 保障狀況</td>
</tr>
<tr>
<td>□ I do not have the required health insurance, so will join the International Student Medical Insurance (ISMI). 我自己沒有買保險，所以會加入外國學生醫療保險。</td>
</tr>
<tr>
<td>□ I have my own overseas insurance and submit the authenticated certificate of the insurance when I enroll. Validity: __________ 我自己有保險，且於報到時繳交驗證之保險證明（效期 6 個月以上）。</td>
</tr>
<tr>
<td>□ I already join NHI and submit the copies of NHI card or other certificate 台灣健保卡影本及加保證</td>
</tr>
<tr>
<td>5. One 2-inch photos 1 張兩吋照片 (Please fix it to this page/請黏貼在此頁)</td>
</tr>
<tr>
<td>6. Copies of both sides of the Alien Resident Certificate (if available) 居留證正反面影本 (如果有)</td>
</tr>
<tr>
<td>7. Copy of scholarship 獎學金證明文件</td>
</tr>
<tr>
<td>□ Copy of Taiwan Scholarship Certificate (if available): MOFA or MOE 台灣獎學金證明書影本</td>
</tr>
<tr>
<td>□ Copy of another government’s scholarship, such as ICDF scholarship, DIKTI scholarship, Aceh Scholarship or VEST Scholarship (if available) 其他政府獎學金證明書影本</td>
</tr>
<tr>
<td>□ Copy of NCKU Scholarship Certificate 成功大學獎學金影本</td>
</tr>
<tr>
<td>8. Copy of Taiwan Post Office Passbook (if available) 臺灣郵局存簿影本 (如果有)</td>
</tr>
</tbody>
</table>

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: __________________________
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.)*

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。

<table>
<thead>
<tr>
<th>Copy of ARC (front side)</th>
<th>Copy of ARC (back side)</th>
</tr>
</thead>
<tbody>
<tr>
<td>居留證影本(正面)</td>
<td>居留證影本(反面)</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Advisor’s name</th>
<th>Phone number</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>指導教授/導師姓名</td>
<td>指導教授/導師聯絡方式</td>
<td>Phone number:</td>
</tr>
</tbody>
</table>
Declaration of Insurance

(You will sign this on registration day)

I enrolled at NCKU in 2019 Fall semester; hereby declare that I will join the International Student Medical Insurance (ISMl) arranged by NCKU and pay NTD 3,500 for 7 months insurance from February to August, 2019. 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 (ISMl) 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)。

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”。

Appendix 5
Acknowledgment of Regulations and Accepting NCKU Regulations

(You will sign this on registration day)

I am enrolled at NCKU for the 2019 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.

Appendix 6

國立成功大學之相關法則聲明書

本人於108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

（You will sign this on registration day）

本人於 108 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 2019 Spring 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

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: ________________
Personal Data Collection Agreement

個人資料蒐集同意書

(You will sign this on registration day)

国立成功大學（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.

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.

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。

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.

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利，本校於修改規範時，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.
Office of International Affairs
International Student Affairs Division
Website: [http://isad.oia.ncku.edu.tw/?Lang=en](http://isad.oia.ncku.edu.tw/?Lang=en)
Email: em50990@email.ncku.edu.tw
Tel: +886-6-208-5608
Fax: +886-6-276-6430
Facebook: [https://www.facebook.com/funatncku/](https://www.facebook.com/funatncku/)

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