2020 FALL SEMESTER

INTERNATIONAL STUDENT ENROLLMENT NOTICE
<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>May. 20</td>
<td>Admission announcement released (online and by email)</td>
</tr>
<tr>
<td>Jun. 15</td>
<td>Admission letters sent to applicants</td>
</tr>
<tr>
<td>Jun. 30</td>
<td>Deadline for admitted applicants to accept</td>
</tr>
<tr>
<td>Before July 31</td>
<td>Online accommodation contract sign-up</td>
</tr>
<tr>
<td>Before July 10</td>
<td>Frist 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 (~July. 10)</td>
</tr>
<tr>
<td>Before July 10</td>
<td>1st stage course selection online 第一階段線上選課 (July.07~ July. 10)</td>
</tr>
<tr>
<td>Before Aug. 24</td>
<td>2nd stage course selection online 第二階段線上選課 (Aug.14~Aug.24)</td>
</tr>
<tr>
<td>Aug. 28-29</td>
<td>Dormitory check-in 宿舍入住</td>
</tr>
<tr>
<td>Sep. 04</td>
<td>Orientation held by ISAD, OIA 國際處新生說明會</td>
</tr>
<tr>
<td>Sep. 07-12</td>
<td>Registration and Enrollment for new students by OIA 國際處新生報到註冊</td>
</tr>
<tr>
<td>Before Aug. 24</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 (Aug.14~Aug.24)</td>
</tr>
<tr>
<td>Sep. 07</td>
<td>School semester starts (Class begin) 開學</td>
</tr>
<tr>
<td>Before Aug. 28</td>
<td>1st stage payment 第一階段繳費 (Aug.16~Aug. 28)</td>
</tr>
<tr>
<td>Aug. 31-Sep. 02</td>
<td>English Placement Test for undergraduate 新生英語能力分級測驗檢定</td>
</tr>
<tr>
<td>Before Sep. 18</td>
<td>3rd stage course selection online 第三階段線上選課 (Sep.14~Sep.18)</td>
</tr>
<tr>
<td>Before Sep. 24</td>
<td>Adding or dropping courses under special circumstances (apply to the department office) 特殊因素加退選 (Sep.21~Sep.24)</td>
</tr>
<tr>
<td>Before Sep. 30</td>
<td>Discount period for health check at NCKU Hospital (Health check-up required. See section “New Student Health Check-up”) 成大新生健檢日期 (新生必做！) (Sep. 03~Sep. 30)</td>
</tr>
<tr>
<td>Before Sep. 28</td>
<td>Online course enrollment confirmation 線上選課結果確認 (Sep.24~Sep.28)</td>
</tr>
<tr>
<td>Before Nov 03</td>
<td>Second payment for tuition &amp; other fees 第二階段繳費 (Oct.18~Nov.03)</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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Enrollment

1. 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>September 4,</td>
<td>08:15 – 12:30</td>
</tr>
<tr>
<td>ISAD Enrollment</td>
<td>September 7-12,</td>
<td>13:00 – 17:00</td>
</tr>
<tr>
<td>Semester Begins</td>
<td>September 7</td>
<td></td>
</tr>
<tr>
<td>Enrollment (for other divisions)</td>
<td>September 7</td>
<td></td>
</tr>
</tbody>
</table>

2. Registration at International Student Affairs Division (ISAD)

ISAD online registrar form: [https://pse.is/QH62G](https://pse.is/QH62G)

After you getting VISA to Taiwan, you could start to fill in the online registrar form. Please be sure to complete the NCKU ISAD online registrar form and submit registrar documents to ISAD when you arrive. If you fail to finish any one of them, your registration of ISAD will be considered invalid.

Registration date and time: **September 7-12, from 13:00-17:00**

Registration location:

1F, Yun-Ping East Building, Kung-Fu Campus, International Student Affairs Division (ISAD) office

報到地點: 光復校區雲平大樓東棟1樓國際學生事務組會議室

3. Orientation for 2020 Fall semester international student

Link: [https://pse.is/QH62G](https://pse.is/QH62G)

All international students are requested to attend the orientation held by ISAD. Remember to sign up the application form before Aug. 15.

Date and time: **08:15AM-12:30PM on Friday, September 4, 2020**
Location: Multifunctional Creative Space, Room 5260, 2nd Floor, Administration Building of Dept. of Industrial Design, Kuang-Fu Campus.

地點：本校光復校區工業設計學系大成館2樓5260室-多功能創意教學空間

4. Basic data entry for new student

Link: [https://campus4.ncku.edu.tw/wwwmenu/program/net/checkin/netfreshman.html](https://campus4.ncku.edu.tw/wwwmenu/program/net/checkin/netfreshman.html)

Please remember to login above link and fill in the personal information, and please print our and hand in to Registrar Division when you enroll.
5. Registration required documents checklist

- Verified graduation diploma *1
- Passport
- Visa (with entry stamp)
- Admission letter
- International Degree Students Enrollment Procedure Sheet (Appendix 2)
- Registration Checklist at OIA for International Degree Students (Appendix 3)
- 2 head photo *2
- Basic data entry for new student*3
- Copy of Scholarship Certificate (if available)
- Insurance (Authenticated certificate of the insurance copies/ NHI card) (if available)
- Copies of the Alien Resident Certificate, ARC (if available)
- Copy of Taiwan Post Office Passbook (if available)

Note:

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

- All foreign issued diploma must be verified by Taiwan Embassy(ies), by Taiwan Overseas Representative Office(s), or by institutes authorized by Ministry of Foreign Affairs R.O.C. in the country or nearby country where the diploma was obtained. Compulsory documents, including the hardcopy of original diploma and the diploma verification are required at the time of enrollment procedure. Failure to submit the required compulsory documents during the enrollment procedure may result the cancellation of the admission.

- 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 declaration form for those who can’t provide the official diploma with verification stamps needs to be submitted on the registration day. The hardcopy of original diploma and the diploma verification are required 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)
https://www.boca.gov.tw/cp-140-467-29b1d-2.html

*3: Registrar division login link: https://campus4.ncku.edu.tw/wwwmenu/program/net/checkin/netfreshman.html
### On-Campus Accommodation Application Calendar

#### 作業事項及說明

<table>
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<tr>
<th>一、</th>
<th>簽署住宿契約</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>簽署時間: 2020 年 07 月 01 日 10 AM – 2020 年 07 月 31 日 10 AM (GMT+8)</td>
</tr>
</tbody>
</table>
※未於 07 月 31 日 10 AM(GMT+8)前至此指定網址簽署線上契約書，視同無校內住宿需求，不安排住宿床位。 |
※完成簽署後，請務必查詢您的契約狀況。 |
|   | ※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: nckuservice@prince.com.tw。 |

<table>
<thead>
<tr>
<th>二、</th>
<th>寄發成功申請住宿確認 EMAIL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>08 月 06 日 18:00(GMT+8) 前</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>三、</th>
<th>宿舍棟別安排開放查詢</th>
</tr>
</thead>
<tbody>
<tr>
<td>2020 年 08 月 14 日 18:00(GMT+8) 開放於住宿服務組英文首頁查詢。 <a href="http://housing.osa.ncku.edu.tw/bin/home.php?Lang=en">http://housing.osa.ncku.edu.tw/bin/home.php?Lang=en</a></td>
<td></td>
</tr>
</tbody>
</table>

#### Events & Instructions

<table>
<thead>
<tr>
<th>I.</th>
<th>Signing the Housing Contract Online</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Time: 10 AM, July 01, 2020 – 10 AM, July 31, 2020 (GMT+8)</td>
</tr>
</tbody>
</table>
※Applicants who fail to sign the housing contract via this designated link by 10 AM, July 31, (GMT+8), are regarded as giving up the privilege to apply for on-campus accommodation and will not be assigned a room. |
※Please make sure to check your contract status after signing the contract. |

<table>
<thead>
<tr>
<th>II.</th>
<th>Notification Email Sent to Students Who Have Signed the Designated Contract</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>By 18:00, August 06 (GMT+8).</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>III.</th>
<th>Dorm Building Arrangement Open for Inquiry</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Time: From 18:00 (GMT+8), August 14, 2020</td>
</tr>
</tbody>
</table>
### 四、住宿床位放棄及其計費方式

<table>
<thead>
<tr>
<th>序號</th>
<th>办理方式：</th>
<th>住宿服務組承辦人林小姐申請取消(<a href="mailto:ysluc@mail.ncku.edu.tw">ysluc@mail.ncku.edu.tw</a>)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Email 來信範例：</td>
<td>信件主旨: 取消住宿-RA8097023(學號)-霍大衛(姓名) 信件內文:   學號: RA8097023   姓名: 霍大衛   取消原因: 已於太子宿舍訂房</td>
</tr>
<tr>
<td>2.</td>
<td>辦理時間及計費方式：</td>
<td>(1) 申請後至 08月13日止: 尚未公告住宿安排,不須繳費。  (2) 08月14日-08月27日: 須繳交250元行政手續費。  (3) 08月28日起:除250元行政手續費外,另加計每日150元之短期住宿費至完成床位放棄相關手續止。</td>
</tr>
</tbody>
</table>

### 五、提前進住申請

<table>
<thead>
<tr>
<th>序號</th>
<th>申請系統開放時間:</th>
<th>08月14日 10 AM – 08月27日 09 AM (GMT+8)</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.</td>
<td>可提前入住日:</td>
<td>08月17日-08月27日。新生於08月28日 09 AM (GMT+8)起開放入住。</td>
</tr>
<tr>
<td>3.</td>
<td>計費方式:</td>
<td>(1) 150元/日。  (2) 提前入住期間電費另計。  (3) 須於進住日3個工作天前申請，逾期須繳交行政手續費(NT$250元)</td>
</tr>
<tr>
<td>4.</td>
<td>繳費地點:</td>
<td></td>
</tr>
</tbody>
</table>

### IV. Cancellation Policy & Charge Standard

<table>
<thead>
<tr>
<th>序號</th>
<th>如何取消您的申請:</th>
<th>请洽住宿服務組承辦人林小姐申請取消(<a href="mailto:ysluc@mail.ncku.edu.tw">ysluc@mail.ncku.edu.tw</a>)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Email template:</td>
<td>Subject: Accommodation Cancellation-RA8097023 (Std. No.)-David Hoffman(Name) Content:   Std. No.: RA8097023   Name: David Hoffman   Reason for cancellation: I have reserved a space in the Prince Dorm.</td>
</tr>
<tr>
<td>2.</td>
<td>收费标准:</td>
<td>(1) 8月13日前: 免费。  (2) 8月14-8月27日: 须缴纳250元行政手續費。  (3) 8月28日起: 除250元行政手續費外,另加計每日150元之短期住宿費至完成床位放棄相關手續止。</td>
</tr>
</tbody>
</table>

### V. Application for Early Check-in

<table>
<thead>
<tr>
<th>序號</th>
<th>申請系統開放時間:</th>
<th>10 AM, August 14 ~ 09 AM, August 27 (GMT+8)</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.</td>
<td>可提前入住日:</td>
<td>August 17-August 27. ※For incoming international students, student dormitories are open for check-in from 09 AM, August 28(GMT+8).  ※The check-in procedure varies by dorms. The applicant shall read and follow the instructions sent by the resident counselor via email carefully for details.</td>
</tr>
<tr>
<td>3.</td>
<td>計費方式:</td>
<td>(1) 150元/日。  (2) 提前入住期間電費另計。  (3) 須於進住日3個工作天前申請，逾期須繳交行政手續費(NT$250元)</td>
</tr>
<tr>
<td>4.</td>
<td>繳費地點:</td>
<td></td>
</tr>
</tbody>
</table>
六．開放入住時間及入住手續辦理地點

1. 時間:
   (1) **08 月 28 日-08 月 29 日**
       09:00-12:00、13:00-17:00 (GMT+8)
   (2) **08 月 31 日** 起上班日之 09:00-12:00、
       13:00-17:00 (GMT+8)

2. 地點: 各宿舍服務站

3. 所需物品:

VI. Time & Location for Check-in Procedures

1. Time:
   (1) **09:00-12:00 & 13:00-17:00 of August 28 ~ August 29 (GMT+8)**
   (2) **09:00-12:00 & 13:00-17:00 of working days from August 31 (GMT+8)**

2. Location: Dorm manager’s office.
3. **Items required:**
   1. Receipt for dorm fee payment,
   2. Admission letter or passport,
   3. One two-inch colored ID photo.

4. Please visit the following link to obtain detailed information on check-in service: [http://tinyurl.com/NCKU-dorm-check-in-calendar](http://tinyurl.com/NCKU-dorm-check-in-calendar) (Valid from August 14)

### VII. Dorm Fee Payment

1. **How to download your bill:** You may download your bill from the website of Bank of Taiwan: [https://school.bot.com.tw/twbank.net/index.aspx?pgid=3](https://school.bot.com.tw/twbank.net/index.aspx?pgid=3) from **August 14**.

   Please note that:
   1. The default value of the column "學生證字號" 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 Taiwan calendar.
   4. If you have difficulty downloading your bill, please contact Ms. Lin at [ysluc@mail.ncku.edu.tw](mailto:ysluc@mail.ncku.edu.tw).

2. **Time & methods for payment:**
   1. **August 14~ August 27:** Convenience stores, ATM transactions, and Bank of Taiwan.
   2. From **August 28:** ATM transactions and Bank of Taiwan. Convenience stores can NOT process overdue bills.
### VIII. Registration for Dorm Internet

<table>
<thead>
<tr>
<th>八、宿網登錄時間、方式</th>
<th>After the check-in procedure is completed, you may register with your NCKU student ID No. Register here: <a href="http://dorm.cc.ncku.edu.tw/">http://dorm.cc.ncku.edu.tw/</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>進住後確認寢室即可以“一般住宿”身分進行登錄。</td>
<td>登錄網址: <a href="http://dorm.cc.ncku.edu.tw/">http://dorm.cc.ncku.edu.tw/</a></td>
</tr>
</tbody>
</table>

**註: 本表所列各項時程如有異動，以本組公告為準。**
**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 Classes 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 new students have first priority. Students from Hong Kong, Macau, and the People’s Republic of China are not eligible for these courses.
3. 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 for courses in 2020 Semester must be processed through online registration →
   (1) For new students (had never taken CIDS course before): https://reurl.cc/kdpr3r
   (2) For continuing students (had taken CIDS course before): https://reurl.cc/pdpvkx
2. Deadline for 1st stage for CIDS application (continuing and new students): **2020/8/3**
   Available date for 2nd stage for CIDS application (for new students only): **2020/8/8– 2020/9/1**

3. Students who have received Chinese language training before:
   → The online placement test shall be taken before the deadline.

4. 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.

5. Confirmation email will be sent once your application is received.

6. 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.

7. 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.

8. For further information about the application procedure, please link to the online registration website. During the period of enrollment under special circumstances (9/21~9/24 (12:00 p.m.)), students who have to take a placement test and are not junior/senior undergraduate students will need to enroll their class before 9/24. Late application (after 12:00 p.m., 9/23) of these students will not be accepted.

https://course.ncku.edu.tw/index.php?c=portal
I AM

Bachelor  M.A./Ph.D.  Exchange Students

Fill out online Application Form

Beginner  Take the placement test  I have learned Chinese before

Application process succeed

Check my Chinese Level on NCKU Course Enrollment System Announcement

Register Course via my Online Course Enrollment System during registration period

IMPORTANT!!

Change Class  Cancel Class

Please follow NCKU Course Enrollment Regulation
Course Information

CIDS is designed for students who have not studied Chinese, or who have limited Chinese communication abilities.

<table>
<thead>
<tr>
<th>Levels Provided for 2020 Autumn Semester</th>
<th>Level 1 (Beginner)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Level 2 (Basic)</td>
</tr>
<tr>
<td></td>
<td>Level 3-4 (Novice)</td>
</tr>
<tr>
<td></td>
<td>Level 5-6 (Intermediate)</td>
</tr>
<tr>
<td></td>
<td>Level 7-8 (High-intermediate)</td>
</tr>
</tbody>
</table>

| Students No./Class          | 17 |
| Academic Credits            | 2/per semester (Undergraduate Students) |
| Class Duration              | 2 hours/week, 18 weeks |

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 university.

3. Only international undergraduate students are qualified for the credit waiver. University-level exchange students are not qualified for the credit waiver.

4. Students must complete the courses and follow the NCKU Course Enrollment regulations before they get the credit waiver.

5. NCKU enacts the following Notes in accordance with Item 2, Article 1 of NCKU General Education Course Enrollment Guidelines.
CIDS Schedule for 2020 Fall Semester

1st Stage of Online Application Deadline
To register class successfully, you have to complete, submit application form, and send out the answer sheet of placement test (if needed) before the deadline. Confirmation email will be sent once your application is received.
* Students who have learned Chinese before should take the online placement test.

Aug. 3

2nd Stage of Online Application
For new students only
Aug. 8

Check Your Chinese Level
Check your Chinese level on the NCKU Course Enrollment System Announcement.
https://course.ncku.edu.tw/index.php?r=portal

Aug. 12

2nd Stage of Online Application Deadline
For new students only
Sep. 1

To register class successfully, you have to complete, submit application form, and send out the answer sheet of placement test (if needed) before the deadline. Confirmation email will be sent once your application is received.
* Students who have learned Chinese before should take the online placement test.

Sep. 7

CIDS Begins

Sep. 14 to Sep. 18

NCKU Course Enrollment Period
https://course.ncku.edu.tw/index.php?r=portal
Please register course on NCKU Course Enrollment System during this period.
Dept. Code: AH
Add class with Dept. Code & Serial No.

Sep. 21 to Sep. 24 (12:00 p.m.)

Adding or Dropping Course Procedure
Adding or dropping course under special circumstances (apply at the CIC Office)
Only students who meet some requirements can add course on September 21.

NCKU Chinese Language Center
2020.05.25
# English Placement Test

## English Placement Test for New Students of 2020 School Year

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/eagleclassify](http://eagle.english.ncku.edu.tw/eagleclassify)). The system is open from August 17(Monday), to 12:00 (noon), September 2, 2020. **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 3, 2020** on the Course Election System.

5. Students should fill in the course wishes starting from **9:00 AM, September 4, to 5:00 PM, September 5, 2020**. The drawing results will be announced on **September 6, 2020**.

6. Information about the Placement Test:
   (1) Registration: August 17 to August 23, 2020.
   (2) Registration site: English Placement System
      [http://eagle.english.ncku.edu.tw/eagleclassify](http://eagle.english.ncku.edu.tw/eagleclassify)
   (3) Test period: August 29, 30, 31 and September 1, 2020. 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 Kung Campus).
   (5) 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](http://eagle.english.ncku.edu.tw/eagleclassify)
   (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.

If you have any other inquiries, please contact the Health Center: 886-6-2757575 #50430

New Student Health Examination

1. Discount Period: **Sep. 3- Sep. 30, 2020**
2. Time: Monday-Friday, Morning: 09:30AM-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 Resident VISA Holder</th>
<th>For Visitor VISA 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>
</tbody>
</table>

**Step**

- **Step 1**: Login online pre-registration system for an appointment. Online pre-registration system: [https://service.hosp.ncku.edu.tw/Tandem/DeptUI.aspx?Lang=E](https://service.hosp.ncku.edu.tw/Tandem/DeptUI.aspx?Lang=E)
  - Do not accept on-site registration for any excuses.

- **Step 2**: Go to NCKU hospital on the designated date
  - Registration document: Admission letter, Passport, Fee
- **Step 3**: Hand in **Required documents** at Counter of Physical Examination Center on 2nd floor

**Step 1**: Go to the Health center to get discount coupon. **Directly go to the hospital for on-site registration.**
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

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

2. Choose “Appointment by a Clinic”.

3. Fill in Student ID numbers or ARC numbers, and Last name.

National Cheng Kung University Hospital

Appointment By a Clinic | Appointment By a Physician | Integrated Services By Clinics

User confirmation

Please enter the following information:

- User Account (ID, Residence No., or Student ID)
- Last Name

Student ID
Only Last name (No space)
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.
NCKU Notice of Course Enrollment

In accordance with the NCKU calendar for the 2020-21 academic year and related enrollment regulations, this notice of course enrollment, coded as (109) Jiao-Zhu-Zi No. 021, was issued by the Office of Academic Affairs on April 22, 2020 to provide registration instructions for course enrollment for the fall semester of 2020.

Registration and Enrollment Instructions:
I. The NCKU Course Information and Course Enrollment System (NCIACES) is equipped with a pre-registration function. Please make best use of the function for course enrollment according to the operations manual (http://reg.acad.ncku.edu.tw/var/file/41/1041/img/2680/choose_re.htm). This function is optional. Use it or not, your rights to course registration during the course enrollment period will not be affected.

II. Students are allowed to use the pre-registration function scheduled to be open during each stage of course enrollment from the confirmation stage of required course enrollments (administered by the Division of the Registrar) for undergraduate programs to the end of the third stage of course enrollment. In consideration of internet traffic and potential course changes, the pre-registration function is programmed to list courses regardless of course-designated restrictions or prerequisites. The system will not screen pre-registered courses in terms of enrollment-related setups until the stage of online enrollment for course addition. Accordingly, the pre-registered course list will not be automatically imported into your final course enrollment list.

III. 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 (Code)</th>
<th>Designated students</th>
<th>Maximum no. of courses</th>
</tr>
</thead>
</table>
| General Education (A9) | Undergraduate students                   | 1. Students are required to register online for preferred courses for computer-selected enrollment.  
2. Each student is allowed to register for a maximum of 3 courses (not including a course of Exploring Tainan) no later than the 2nd stage.  
3. Students are allowed to enter the number of courses they intend to be enrolled in when they register online for preferred courses for computer-select enrollment during the third stage of course enrollment.  
4. A Chinese course of Exploring Tainan (A9 574, 576) is not listed as an option for online registration. Students are enrolled in advance by the Division of the Registrar into this course, and they shall choose their routes on the Route Selection System. Foreign students intending to enroll in an English-taught course of Exploring Tainan (A9 575, 577) shall register online. |
IV. 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 (7/16) and before the end of the 3rd stage (9/24), which shall be approved by the relevant offices and processed by the Division of the Registrar.

V. Students who wish to drop or withdraw from any flexible intensive course shall submit an application with a written report (free format), which shall be approved and processed by the academic unit 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 the academic units (departments, graduate institutes, and colleges) before the end of the course.

VI. 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. Please check out enrollment-related regulations, including rules for computer-selected course enrollment in General Education, on the website of NCIACES. Registration by designated students in every stage of course enrollment is regulated, as shown in the NCKU Course Enrollment Schedule for Fall Semester, 2020 attached below this notice.

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 on the website of the Division of the Registrar at http://reg.acad.ncku.edu.tw/var/file/41/1041/img/2680/choose_cont.htm.
(2) Contact information for offices in charge of course enrollment is available on the website of the Division of the Registrar at http://reg.acad.ncku.edu.tw/var/file/41/1041/img/2680/choose_cont.htm:

<table>
<thead>
<tr>
<th>Office (Course)</th>
<th>Ext.</th>
<th>Office (Course)</th>
<th>Ext.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Center for General Education (A9 GE)</td>
<td>50212 - 50215</td>
<td>Foreign Language Center (A1 English, A2 Second Foreign Language)</td>
<td>52273</td>
</tr>
<tr>
<td>Dept. of Chinese Literature (A7 GE)</td>
<td>52151</td>
<td>Physical Education Office (A2 Physical Education)</td>
<td>81818</td>
</tr>
<tr>
<td>Military Training Office (A3 Training)</td>
<td>50722</td>
<td>AH Chinese Language Center</td>
<td>52040</td>
</tr>
</tbody>
</table>

Extension numbers to department/institute/program offices for course enrollment are available on their websites.

Information about route selection for the course of Exploring Tainan is available on the website of the Division of Registrar at http://reg.acad.ncku.edu.tw/p/412-1041-17043.php?Lang=zh-tw. For more information, please contact the College of Lib Arts at ext. 52012.

[Attachment] NCKU Course Enrollment Schedule for Fall Semester, 2020

<table>
<thead>
<tr>
<th>Duration</th>
<th>June 24 to July 6</th>
</tr>
</thead>
<tbody>
<tr>
<td>Designated Students</td>
<td>All students (except undergraduate freshman students of 2020)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Please check out enrollment-related regulations and rules for computer-selected course enrollment in General Education on website of the NCKU Course Information and Course Enrollment System (NCIACES). Please check out information about curriculum at the NCKU Course Catalog.</td>
</tr>
<tr>
<td>2. For 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 Computer and</td>
</tr>
</tbody>
</table>
3. Undergraduate students (including re-enrolled student and exchange students) are enrolled in advance by the Division of the Registrar in the major program-designated required courses. They should log into the course enrollment system to confirm the required course enrollments in “My Course Enrollment Schedule.”

<table>
<thead>
<tr>
<th>Operation</th>
<th>Please log into the course enrollment system on the website of NCIACES at <a href="https://course.ncku.edu.tw/">https://course.ncku.edu.tw/</a> to confirm your program-designated required course enrollments in “My Course Schedule.”</th>
</tr>
</thead>
</table>

### Online Pre-registration Function in Operation for the 1st Stage of Course Enrollment

<table>
<thead>
<tr>
<th>Duration</th>
<th>9am, June 24 to 5pm, July 15</th>
</tr>
</thead>
</table>
| Notes    | 1. Continuing students are allowed to use the pre-registration function on the course enrollment system to plan for the following stage of course enrollment.  
2. Students are allowed to check out their program-designated required courses and pre-registered courses in their personal pre-registered course list.  
3. The pre-registration function is closed at 17:00 on July 15, with a list of failed course enrollments, which will be shown on the Course Enrollments Pending System afterward. |

<table>
<thead>
<tr>
<th>Operation</th>
<th>Please log into the course enrollment system on the website of NCIACES at <a href="https://course.ncku.edu.tw/">https://course.ncku.edu.tw/</a> to use the function.</th>
</tr>
</thead>
</table>

### 1st Stage of Course Enrollment: Preliminary Enrollment

<table>
<thead>
<tr>
<th>Duration</th>
<th>9:00, July 7 to 17:00, July 10</th>
</tr>
</thead>
</table>
| Designated Students | 1. All continuing students (including re-enrolling students) in undergraduate programs  
2. New graduate students of 2020, extra-territorial students, and new exchange students |
| Notes | General Instructions on Course Enrollment:  
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 the 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 the 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. Transfer students (including those returning from Hong Kong) are allowed to register for courses designated for other 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 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. Multi-Disciplinary Studies Program students are allowed to register for courses offered by other departments for the same class level without enrollment requisites.

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 701-702).

Instructions on First Registration for Preferred Courses for Computer-Selected Enrollment:

1. First registration for preferred courses for computer-selected enrollment (with a maximum of one course selected for each of the following categories, which will be announced on the homepage of NCIACES before 12:00 on July 14) is regulated as follows:
   (1) Undergraduate students only:
      (1-1) General Education (A9): The course of Exploring Tainan is not listed as an option for online registration of GE courses in the first stage. Students will be enrolled in advance by the Division of the Registrar into this course, as specified in Note 1-(3) for freshman students in the second stage of course enrollment.
      (1-2) Physical Education (A2): Students who have completed 4 PE course credits (excluding outstanding student-athletes and students admitted through PE screening and review exams) are not allowed to register for preferred courses for computer-selected enrollment until the second stage to ensure a higher rate of course enrollment for those who have not completed required PE courses in this stage. A rate of 80% for freshman and sophomore students and 20% for juniors and seniors.

   (2) All students:
      Second Foreign Language (A1, serial numbers 501~700): A rate of 85% is programmed for continuing students registering for courses on level (I) (e.g., 34 students will be selected for Japanese (I) with an enrollment quota of 40) and 15% for freshman students. A rate of 100% is programmed for continuing students registering for courses on higher levels.

2. English module courses (A1, serial numbers 101~500) for undergraduate students:
   Online registration for preferred courses for computer-selected enrollment is scheduled for the third stage of course enrollment.

3. General Chinese (A7):
   Online registration for preferred courses for computer-selected enrollment is scheduled for the second stage of course enrollment when freshman students are allowed to register.

Instructions on Second Registration for Preferred GE Courses for Computer-Selected Enrollment

<table>
<thead>
<tr>
<th>Duration</th>
<th>9:00 to 17:00, July 15</th>
</tr>
</thead>
<tbody>
<tr>
<td>Designated Students</td>
<td>Undergraduate students</td>
</tr>
<tr>
<td>Notes</td>
<td>Undergraduate students are allowed to complete their second registration for their preferred courses in the category of General Education (A9) for computer-selected</td>
</tr>
</tbody>
</table>
course enrollment. A maximum of one course will be selected and announced before 12:00pm on July 17.

Operation Please log into the course enrollment system on the website of NCIACES at https://course.ncku.edu.tw/ to register.

Online Pre-registration Function in Operation for the 2nd Stage of Course Enrollment

<table>
<thead>
<tr>
<th>Duration</th>
<th>9:00 August 14 to 17:00, August 24</th>
</tr>
</thead>
</table>

Notes

1. Freshman students please check out enrollment-related regulations and rules for computer-selected course enrollment in General Education on website of the NCKU Course Information and Course Enrollment System (NCIACES). Please check out information about curriculum at the NCKU Course Catalog.
2. Students are allowed to use the pre-registration function on the course enrollment system to plan for the following stage of course enrollment.
3. Students are allowed to check out their program-designated required courses and pre-registered courses in their personal pre-registered course list.
4. The pre-registration function is closed at 17:00 on August 24, with a list of failed course enrollments, which will be shown on the Course Enrollments Pending System afterward.

Operation Please log into the course enrollment system on the website of NCIACES at https://course.ncku.edu.tw/ to use the function.

2nd Stage of Course Enrollment

Designated Course Registration Schedule by Class and Program

<table>
<thead>
<tr>
<th>Designated Students</th>
<th>Senior students and deferred students</th>
<th>9:00–12:00, 8/17</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Junior students</td>
<td>13:00–17:00, 8/17</td>
</tr>
<tr>
<td></td>
<td>Sophomore students</td>
<td>9:00–12:00, 8/18</td>
</tr>
<tr>
<td></td>
<td>All graduate students</td>
<td>13:00–17:00, 8/18</td>
</tr>
<tr>
<td>Notes</td>
<td>1. All continuing students</td>
<td>9:00, 8/19 ~ 17:00, 8/24</td>
</tr>
<tr>
<td></td>
<td>2. New graduate students of 2020</td>
<td>9:00, 8/19 ~ 17:00, 8/24</td>
</tr>
</tbody>
</table>

Notes

Instructions on General Course Enrollment:
1. Except courses coded A7, A9, and A1 501-700, students are allowed to register for courses within the enrollment quota on the course enrollment system on the website of NCIACES at https://course.ncku.edu.tw/.
2. Please register for courses according to the designated schedule for this stage.
3. Intercollegiate transfer students officially admitted in the fall semester of 2020 are enrolled in advance in program-designated required courses. Those who have completed their admission procedures are allowed to register for courses according to the designated schedule for this stage. All of them will be enrolled in a flexible intensive course of Exploring Tainan with one credit.
4. Re-admitted undergraduate freshman students are allowed to register for general courses and preferred courses for computer-selected enrollment, starting from August 19. They are also allowed to register for courses at their department office in the first week of school.
5. Registration for freshman courses/Education Program courses (A4) shall not be allowed until August 20 when freshman students are allowed to register.

Instructions on Registration for Preferred Courses for Computer-Selected Enrollment:
1. Registration for preferred courses in the categories of General Chinese (A7), General Education (A9) and Second Foreign Languages (A1 501-700) for computer-selected enrollment will result in a maximum of one course selected for each category, which will be announced on the homepage of NCIACES before 17:00 on August 26 and imported into My Course Enrollment Schedule.
2. Registration for preferred courses in the category of English Module Program (A1, serial numbers 101-500) for computer-selected enrollment is scheduled for
<table>
<thead>
<tr>
<th>Operation</th>
<th>Please log into the course enrollment system on the website of NCIACES at <a href="https://course.ncku.edu.tw/">https://course.ncku.edu.tw/</a> to register for courses.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Designated Application Form</td>
<td>Course overload or underload request form</td>
</tr>
<tr>
<td><strong>Course Registration by Freshman Students</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Duration</strong></td>
<td>9:00, August 22 to 17:00, August 24</td>
</tr>
<tr>
<td><strong>Designated Students</strong></td>
<td>Freshman students of 2020 (including extra-territorial/overseas freshman students)</td>
</tr>
<tr>
<td><strong>Notes</strong></td>
<td>Instructions on General Course Enrollment:</td>
</tr>
<tr>
<td></td>
<td>1. Freshman students are enrolled in advance by the Division of the Registrar in the department-designated courses (including the Physical Education (A2) course) for the first year of their major program.</td>
</tr>
<tr>
<td></td>
<td>(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 the Registrar in the course of <em>Calculus</em>. They are advised to personally confirm this course enrollment.</td>
</tr>
<tr>
<td></td>
<td>(2) Only freshman students from the College of Medicine are allowed to register for the course of Communication, Compassion and Global Perspectives (Serial No.: I5 14) as an elective course. They should personally register for the course.</td>
</tr>
<tr>
<td></td>
<td>(3) Freshman students admitted in the fall semester of 2020 shall be enrolled in advance by the Division of the Registrar in the course of Exploring Tainan (Serial No.: A9 576) <strong>in two batches</strong> to attend classes in the fall semester (those whose student ID contains an eighth-digit odd number) or the spring semester. Reenrolling students and students who are required to repeat the course shall also be enrolled in advance by the Division of the Registrar in the course. For further information, please check with the office responsible for course enrollment.</td>
</tr>
<tr>
<td></td>
<td>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.</td>
</tr>
<tr>
<td></td>
<td>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 the Registrar in a required-course group/class are only allowed to cancel the assigned enrollment.</td>
</tr>
<tr>
<td></td>
<td>4. Registration for courses in other programs by freshman students is scheduled for the third stage of online course enrollment.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Instructions on Registration for Preferred Courses for Computer-Selected Enrollment:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Students are allowed to use the pre-registration function at the link of Course Enquiry to register for preferred courses in the categories of General Education (A9, required), General Chinese (A7, required), Military Training (A3, elective),</td>
<td></td>
</tr>
</tbody>
</table>
and Second Foreign Language (A1, elective, a selection rate of 15% isprogramed for freshman students registering for courses on level (I) for computer-selected enrollment during this stage, with a maximum of one course selected for each category. The results will be publicized on the homepage of NCIACES before 17:00 on August 26.

2. 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.

| Online Pre-registration Function in Operation for the 3rd Stage of Course Enrollment |
|----------------------------------------|---------------------------------|
| Duration | 9:00 August 28 to 17:00, September 18 |
| Notes | 1. Students are allowed to use the pre-registration function on the course enrollment system to plan for the following stage of course enrollment.  
   2. Students are allowed to check out their program-designated required courses and pre-registered courses in their personal pre-registered course list.  
   3. The pre-registration function is closed at 17:00 on September 18, with a list of failed course enrollments, which will be shown on the Course Enrollments Pending System afterward. |

| Operation | Please log into the course enrollment system on the website of NCIACES at https://course.ncku.edu.tw/index.php?e=auth to use the function. |

### 3rd Stage of Course Enrollment

#### English Module Program Course Enrollment

| Duration | 9:00, September 4 to 17:00, September 5 |
| Designated Students | Undergraduate students (except FLLD students) |
| Notes | 1. The class placement list of freshman students of 2020 for English Module Program is scheduled to be published on the website of NCKU Course Information and Course Enrollment System by 17:00 September 3. 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 Foreign Language Center, scheduled for September 7 to 8.  
   2. Students are required to register for preferred courses in the category of English Module Program, starting from 9:00 on September 4. The registration results will be published (on the personal course enrollment checklist) before 17:00 on September 6.  
   3. 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 8. Those who fail to do so will not be allowed to register until the following semester. Students admitted before the 2014-15 academic year are not subject to the class placement list. |

| Operation | Please log into the course enrollment system on the website of NCIACES at https://course.ncku.edu.tw/ to register for courses. |

#### Department/Institute/Program Office Course Enrollment

| Duration | 9:00, September 7 to 17:00, September 11 |
| Designated Students | New transfer students, non-freshman students on joint degree programs, reenrolling students and deferred students for the 2020-21 academic year; graduate students |
admitted after the second stage of course enrollment; students not eligible for online registration; and FLLD students

<table>
<thead>
<tr>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Please complete course enrollment through the department/institute/program offering the course that is being applied for.</td>
</tr>
<tr>
<td>2. Registration for General Education courses is open exclusively to reenrolling students, deferred students, and transfer students without a GE course enrollment. They shall register with the Center for General Education.</td>
</tr>
<tr>
<td>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.</td>
</tr>
<tr>
<td>4. FLLD students are allowed to register with the Foreign Language Center for English courses (A1) in Module III.</td>
</tr>
<tr>
<td>5. 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 Foreign Language Center according to relevant regulations during the period from 9:00, September 21 to 12:00, September 24.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Operation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Students are required to complete course enrollment with designated application forms (course addition request form, or course overload or underload request form) through the office of the department/institute/program offering the course that is being applied for. A course underload request requires no approval from the instructor.</td>
</tr>
</tbody>
</table>

## Online Course Enrollment

<table>
<thead>
<tr>
<th>Duration</th>
<th>9:00, September 14 to 17:00, September 18</th>
</tr>
</thead>
<tbody>
<tr>
<td>Designated Students</td>
<td>All students</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Instructions on General Course Enrolment:</td>
</tr>
<tr>
<td>1. All courses, except General Education courses (A9), are open for students to add or drop during this period.</td>
</tr>
<tr>
<td>2. 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>
</tr>
</tbody>
</table>

Instructions on Registration for Preferred Courses for Computer-Selected Enrollment:

<table>
<thead>
<tr>
<th>Operation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Please log into the course enrollment system on the website of NCIACES at <a href="http://course.ncku.edu.tw/">http://course.ncku.edu.tw/</a> to register for courses.</td>
</tr>
</tbody>
</table>

## Course Enrollment Under Special Circumstances

<table>
<thead>
<tr>
<th>Duration</th>
<th>9:00, September 21 to 12:00 September 24</th>
</tr>
</thead>
<tbody>
<tr>
<td>Designated Students</td>
<td>Students who are required to complete course enrollment under special circumstances (course cancelation, instructor change, schedule change, graduation requirement, or minimum course enrollment requirement)</td>
</tr>
</tbody>
</table>
### Notes

1. Students are required to complete course enrollment with a course addition request form through the office of the department/institute/program offering the course that is being applied for in accordance with classroom capacity and related regulations.

2. 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 Writing on the course enrollment checklist.

### Operation

Students are required to complete course enrollment with designated application forms (course addition request form, or course overload or underload request form) through the office of the department/institute/program offering the course that is being applied for. A course underload request requires no approval from the instructor.

### Stage of Course Enrollment Confirmation

<table>
<thead>
<tr>
<th>Duration</th>
<th>13:00, September 24 to 17:00, September 28</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. No refund will be made for course withdrawals.

3. Under special circumstances, students shall submit a written report (free format), which shall be approved by course instructors, department chair, and director of the Division of the Registrar, to process related course enrolments at the Division of the Registrar.

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 the Registrar.

#### Operation

1. Please log into the course enrollment system on the website of NCIACES at [https://course.ncku.edu.tw/](https://course.ncku.edu.tw/) to confirm your course enrollments. Undergraduate students who are short of credits for Comprehensive General Education courses are required to print out and complete an application form for related course enrollment, which shall be processed by the Division of the Registrar.

2. Students shall submit a written report (free format) or a course underload request form to apply for course underload.

### Stage of Course Withdrawal

<table>
<thead>
<tr>
<th>Deadline</th>
<th>13:00, September 21 to 17:00, December 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Designated Students</td>
<td>Those who decide to withdraw from courses (in accordance with the maximum and minimum requirements of course credits)</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/program 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 the Registrar.
3. Course withdrawal will be indicated on the student’s transcript, and no refund will be made.

| Operation | 1. Please log into the course enrollment system on the website of NCIACES at [https://course.ncku.edu.tw/](https://course.ncku.edu.tw/) to withdraw from courses.  
2. Those enrolled in courses below the required minimum number of credits shall submit a course underload request to apply for course withdrawal, which shall be approved and processed by the Division of the Registrar. |
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, 2020**. 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 31, 2020** 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 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.
   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 16: reimbursement of 2/3 of tuition fee.**
   **Before November 27: reimbursement of 1/3 of tuition fee.**
   **After December 31 (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>1st stage payment</th>
<th>Aug. 16 - Aug. 28</th>
<th>Mandatory Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>2nd stage payment</td>
<td>Oct. 18 – Nov. 3</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 [https://school.bot.com.tw/twbank.net/index.aspx?pgid=3](https://school.bot.com.tw/twbank.net/index.aspx?pgid=3)

- 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: Its optional. DO NOT FILL IN, or please enter your birthday in Taiwan Year. (yyymmdd)
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)
### International Degree Students Enrollment Procedure Sheet

**For Fall Semester 2020**

<table>
<thead>
<tr>
<th>No</th>
<th>Place</th>
<th>Event</th>
<th>Signature / Stamp</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Any</td>
<td><strong>Registration</strong> (報到) -1</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Any</td>
<td><strong>Registration</strong> (報到) -2</td>
<td></td>
</tr>
</tbody>
</table>

#### International Student Affairs Division, Office of International Affairs

- **Date:** Sep.7 ~ Sep. 11
- **Location:** ISAD Office,

(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)
   - NCKU Declaration of Insurance online (ISMI)
   - Authenticated oversea Insurance documents
   - National Health Insurance records (for Working visa or NHI card holder) & Certificate of Alien Residence in R.O.C. (居留證明)

(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)

#### Office of Your Department/Institute (各學系/所 辦公室)

- **Date:** Sep. 7

(1) Copy of the admission letter

(2) NCKU Student Information (新生基本資料)

(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>&lt;br&gt;（繳交相關學費或其他費用）</td>
<td>Date: <strong>Sep. 7</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</strong>&lt;br&gt;（報到）-2</td>
<td>Date: <strong>Sep. 7</strong>&lt;br&gt;</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>

**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</th>
<th>應收項目</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Copy of Passport identification page(s), 護照身分頁影本</td>
</tr>
<tr>
<td>2.</td>
<td>Copy of Visa page 台灣簽證影本</td>
</tr>
<tr>
<td></td>
<td>簽證類別 □停留簽證（Visitor Visa） □居留簽證（Resident Visa）</td>
</tr>
<tr>
<td>3.</td>
<td>Verified graduation diploma (original &amp; copy) 經外館驗證之畢業證書</td>
</tr>
<tr>
<td></td>
<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.</td>
<td>Insurance: 保險狀況</td>
</tr>
<tr>
<td></td>
<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></td>
<td>□ I have my own oversea 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></td>
<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明</td>
</tr>
<tr>
<td>5.</td>
<td>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.</td>
<td>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.</td>
<td>Copy of scholarship 獎學金證明文件</td>
</tr>
<tr>
<td></td>
<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></td>
<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></td>
<td>□ Copy of NCKU Scholarship Certificate 成功大學獎學金影本</td>
</tr>
<tr>
<td>8.</td>
<td>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: __________________________
Personal Documents for Studying in Taiwan

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 Oct. 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>

<table>
<thead>
<tr>
<th>Copy of the post office bank account passbook</th>
</tr>
</thead>
<tbody>
<tr>
<td>郵局帳戶影本</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Advisor’s name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advisor’s contact information</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Phone number</th>
<th>Email</th>
</tr>
</thead>
</table>
Declaration of Insurance
(You will sign this on registration day)

I enrolled at NCKU in 2020 Fall semester; hereby declare that I will join the International Student Medical Insurance (ISMI) arranged by NCKU. 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) 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建保證明？

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

國家成功大學保險切結書

本人為109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，願意參加學校提供之國際學生醫療保險(ISMI)及支付保險費用。在入臺後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 2020 Fall semester; hereby declare that I will join the International Student Medical Insurance (ISMI) arranged by NCKU. 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) 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建保證明？

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 2020 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.

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國立成功大學之相關法則聲明書

本人於109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。如在台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109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 2020 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

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)

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

(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。若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
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