2020 SPRING SEMESTER

INTERNATIONAL STUDENT ENROLLMENT NOTICE
### Schedule for New Students

**Spring Semester 2020 /108 學年度第二學期秋季班新生行事曆**

<table>
<thead>
<tr>
<th>Date</th>
<th>2019-2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nov. 20</td>
<td>Admission announcement released (online and by email) 放榜</td>
</tr>
<tr>
<td>Dec. 3</td>
<td>Admission letters sent to applicants 寄送錄取通知</td>
</tr>
<tr>
<td>Dec. 20</td>
<td>Deadline for admitted applicants to accept 學生回覆就讀意願期限</td>
</tr>
<tr>
<td>Before Jan. 07</td>
<td>Online accommodation contract sign-up 線上簽訂宿舍契約書  (Dec.10~Jan.07)</td>
</tr>
<tr>
<td>Before Jan. 17</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 (~Jan.17)</td>
</tr>
<tr>
<td>Before Jan. 17</td>
<td>1st stage course selection online 第一階段線上選課 (Jan.13~Jan.17)</td>
</tr>
<tr>
<td>Before Feb. 07</td>
<td>2nd stage course selection online 第二階段線上選課 (Feb.03~Feb.07)</td>
</tr>
<tr>
<td>Feb. 14-15</td>
<td>Dormitory check-in 宿舍入住</td>
</tr>
<tr>
<td>Feb. 15</td>
<td>Orientation held by ISAD, OIA 國際處新生說明會</td>
</tr>
<tr>
<td>Feb. 15</td>
<td>Registration and Enrollment for new students by OIA 國際處新生報到</td>
</tr>
<tr>
<td>Before Feb. 13</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 (Jan.22~Feb.13)</td>
</tr>
<tr>
<td>Feb. 17</td>
<td><strong>School semester starts (Class begin)</strong> 開學</td>
</tr>
<tr>
<td>Before Feb. 17</td>
<td>1st stage payment 第一階段繳費 (Jan.31~Feb. 17)</td>
</tr>
<tr>
<td>Feb. 20</td>
<td>English Placement Test for undergraduate 新生英語能力分級測驗檢定</td>
</tr>
<tr>
<td>Before Feb. 27</td>
<td>3rd stage course selection online 第三階段線上選課 (Feb.24~Feb.27)</td>
</tr>
<tr>
<td>Before Mar. 04</td>
<td>Adding or dropping courses under special circumstances (apply to the department office) 特殊因素加退選 (Mar.02~Mar.04)</td>
</tr>
<tr>
<td>Before Feb. 27</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！) (Feb. 03~Feb.27)</td>
</tr>
<tr>
<td>Before Mar. 09</td>
<td>Online course enrollment confirmation 線上選課結果確認 (Mar.05-Mar.09)</td>
</tr>
<tr>
<td>Before May 03</td>
<td>Second payment for tuition &amp; other fees 第二階段繳費 (Apr.17~May.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

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>Procedure</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>ISAD Orientation</td>
<td>February 15, 08:30 – 12:00</td>
</tr>
<tr>
<td>ISAD Enrollment</td>
<td>February 15, 13:00 – 17:00</td>
</tr>
<tr>
<td>Semester Begins</td>
<td>February 17</td>
</tr>
<tr>
<td>Enrollment (for other divisions)</td>
<td>February 17</td>
</tr>
</tbody>
</table>

Registration at International Student Affairs Division, Office of International Affairs


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:** February 15, 2020, Saturday, from 13:00-17:00

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

Orientation for 2020 Spring semester international student

**Link:** [https://goo.gl/bWrwv2](https://goo.gl/bWrwv2)

All international students are requested to attend the orientation held by ISAD. Remember to sign up the application form before September 6th, 2020.

**Orientation Date and time:** February 15, 2020, Saturday, from 8:30 to 12:00.

**Orientation Location:** Cheng-Kung Campus, Information Technology Building B1 floor, Ge-Chi Conference Room, (CK12) 地點：成功校區資訊大樓地下 1 樓格致廳

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.
Registration and Enrollment

Required documents Checklist:

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

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)

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
## Events & Instructions

### I. Signing the Housing Contract Online

1. **Time:** 10 AM, December 10, 2019 – 10 AM, January 07, 2020 (GMT+8)

2. **System:**
   

3. **After signing the contract, please check your contract status here:**
   

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### II. Notification Email Sent to Students Who Have Signed the Contract

Students who have signed the contract and secure their space will receive a notification email as reminder by 18:00, January 14, 2020 (GMT+8).

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### III. Dorm Building Arrangement

Time: From January 21, 2020


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### IV. Cancellation Policy & Charge

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1. **辦理方式**: 請 EMAIL 或電洽住宿服務組承辦人林小姐申請取消 
   TEL: 886-6-2757575#86357  
   Email Address: ysluc@mail.ncku.edu.tw  
   来信範例:  
   信件主旨: 取消住宿-RA8087023(學號)-霍大衛(姓名) 
   信件內文:  
   ➢ 學號: RA8087023  
   ➢ 姓名: 霍大衛  
   ➢ 取消原因: 已於太子宿舍訂房

2. **辦理時間及計費方式**:  
   (1) 申請後至 **01 月 20 日** 止: 尚未公告住宿安排，不須繳費。  
   (2) **01 月 21 日-02 月 13 日**: 須繳交 250 元行政手續費。  
   (3) **02 月 14 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。

### 五、提前進住申請

1. **申請系統開放時間**: **02 月 03 日 10:00AM ~ 02 月 13 日 09:00AM** (GMT+8)  
2. **申請網址**:  
   http://dorm.osa.ncku.edu.tw/index_overseas.php  
3. **可提前入住日**: **02 月 12 日-02 月 13 日**，(新生於 **02 月 14 日** 09 AM(GMT+8) 起開放入住)  
   ※ 各舍辦理方式略有差異，請詳閱宿舍輔導員 EMAIL 寄發之通知信件，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 個工作天前申請，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

### V. Application for Early Check-in

1. **Application available**: **10:00AM, February 03 ~ 09:00AM, February 13** (GMT+8)  
2. **Application system**:  
   http://dorm.osa.ncku.edu.tw/index_overseas.php  
3. **Dates open for early check-in**: **February 12-February 13**. (For incoming international students, student dormitories are open for check-in from 09 AM, **February 14**(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 detailed information.  
4. **Charge standard**:  
   (1) NT$150 per day.  
   (2) Electricity will be charged separately.  
   (3) The application shall be done 3 working days
6. Charge Standard for Cancellation:
   (1) Before the applicant is informed of the arrangement: Free of charge.
   (2) Once the applicant is informed of the arrangement: A handling fee of NT$ 250 will be charged.
   (3) Starting from the appointed date of check-in: NT$ 150 per 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 apply in advance and their applications are valid only when approved by the resident counselors.
   (2) Those who fail to do so shall be responsible for their accommodation arrangement during their early arrival.

六、開放入住時間＆入住手續辦理地點

<table>
<thead>
<tr>
<th>Time &amp; Location for Check-in Procedures</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1. Time:</strong></td>
</tr>
<tr>
<td>(1) 09:00-12:00 &amp; 13:00-17:00 of February 14 ~ February 15</td>
</tr>
<tr>
<td>(2) 09:00-12:00 &amp; 13:00-17:00 of working days from February 17</td>
</tr>
<tr>
<td><strong>2. Location:</strong> Dorm manager's office.</td>
</tr>
<tr>
<td><strong>3. Items required:</strong></td>
</tr>
<tr>
<td>(1) Receipt for dorm fee payment</td>
</tr>
<tr>
<td>(2) Admission letter or passport</td>
</tr>
<tr>
<td>(3) One two-inch colored ID photo</td>
</tr>
<tr>
<td><strong>4. Please visit the following link to obtain detailed information on check-in service:</strong></td>
</tr>
</tbody>
</table>
### VII. Dorm Fee Payment


   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.
   - (3) Instruction: [http://tinyurl.com/print-ur-dorm-fee-bill](http://tinyurl.com/print-ur-dorm-fee-bill)
   - (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) **January 21 ~ February 13:** You may pay via convenience stores, ATM transaction, and Bank of Taiwan.
   - (2) **From February 14:** You may pay via ATM transaction and Bank of Taiwan. Convenience stores can NOT process overdue bills.

### VIII. Registration for Dorm Internet

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

Register here: [http://dorm.cc.ncku.edu.tw/](http://dorm.cc.ncku.edu.tw/)

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**注：**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 Spring Semester must be processed through online registration →
   1. For new students (had never taken CIDS course before): https://reurl.cc/vnL4Q1
   2. For continuing students (had taken CIDS course before): https://reurl.cc/pDKRnd

2. For continuing students (had taken CIDS course before): https://reurl.cc/pDKRnd
   2. Deadline for 1st stage for CIDS application (continuing and new students): 2020/1/17
      Available date for 2nd stage for CIDS application (for new students only): 2020/1/22– 2020/2/13
   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. (http://course.ncku.edu.tw/course/signin.php)
   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.

9. Students who have to complete course enrollment under special circumstances (2020/3/2~2020/3/4) will have to take the placement test together if they have learned Chinese before. The place and time of taking the test will be announced by CLC office on 2020/3/2. If students fail to take the test, their grade of attendance will be deducted in the 2020 Spring Semester.
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 Spring 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 (Intermediate)</td>
</tr>
<tr>
<td></td>
<td>Level 7 (High-intermediate)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Students No./Class</th>
<th>21</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Credits</td>
<td>2/per semester (Undergraduate Students)</td>
</tr>
<tr>
<td>Class Duration</td>
<td>2 hours/week, 18 weeks</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 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 Spring 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 this deadline. Confirmation email will be sent once your application is received.

* Students who have learned Chinese before should take the online placement test.

2nd Stage of Online Application Deadline

For new students only

Check Your Chinese Level

Check your Chinese level on the NCKU Course Enrollment System Announcement.

2nd Stage of Online Application Deadline

For new students only

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

NCKU Course Enrollment Period

Please register course on NCKU Course Enrollment System during this period.

Category: Others
Dept. Code: AH
Add class with Dept. Code & Serial No.

CIDS Begins

Feb. 21

Feb. 24 to Feb. 27

NCKU Course Enrollment Period

Please register course on NCKU Course Enrollment System during this period.

Category: Others
Dept. Code: AH
Add class with Dept. Code & Serial No.

Adding or Dropping Course Procedure

Adding or dropping course under special circumstances (apply at the CIC Office)

Mar. 2 to Mar. 4

NCKU Chinese Language Center
2019.11.11
English Placement Test

Required English Courses for International Students

Spring Semester, 2020

1. First-year international students (except for English majors) of the University must acquire 4 credits of English courses before graduation.

2. English courses:
   (1) Starting from the fall semester of the 2019-2020 academic year, students who are eligible for credit exemption should apply in person to the Foreign Language Center (FLC) with their application forms and other related certificates before the deadline. Please check http://flc.ncku.edu.tw/p/412-1144-21150.php?Lang=en for the course exemption regulations.
   (2) Students who possess valid certificates of English proficiency equivalent to CEFR standard can register in a suitable module course in the first week of the Spring Semester at FLC. The course will start from Week 2.
   (3) Students who do not possess any valid certificate of English proficiency should take the English Placement Test to enroll in a module course.
   (4) Students who miss the test, and do not possess any valid certificate of English proficiency, should take a standardized test, such as GEPT, TOEIC, TOFEL, IELTS, on their own expenses. The test results can be used for enrolling in an English course and/or applying for course exemption. The certificate is also needed when applying for graduation. Without adequate proficiency credentials will result in not being able to elect English courses and/or to apply for graduation.

3. Information about the Placement Test:
   (1) Online registration: The registration site is open from now till February 14, 2020, at https://forms.gle/TGBVQ28bVCrbZJg39
   (2) Test time: 4:00 PM, February 20, 2020.
   (3) Test venue: Room 26202 (Hypermedia Language Learning Lab) of FLC, Hsiu-Chi Building (Kuang-Fu Campus).
   (4) The test: “Oxford Online Placement Test” (OOPT) is a computer adaptive proficiency test assessing the test takers’ abilities in listening, reading, and English usage. Earphones are provided in the test room, but test takers are allowed to use their own.
   (5) Test takers must carry either their student IDs or the passports to be admitted to the test.
   (6) Students may apply for credit exemption at the FLC if their OOPT test grades exceed the threshold levels.
   (7) A module will be assigned to the student based on his/her test grade. The results will be announced at the website of the FLC after the test. (http://flc.ncku.edu.tw/index.php?Lang=zh-tw). Students should elect the courses online immediately after the test according to the assigned modules so to start the course in Week 2.
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: **February 3 February 27, 2020**
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:</td>
<td><strong>Step 1</strong>: Login online pre-registration system for an appointment. Online pre-registration system: <a href="https://service.hosp.ncku.edu.tw/Tandem/Dept_UI.aspx?Lang=E">https://service.hosp.ncku.edu.tw/Tandem/Dept_UI.aspx?Lang=E</a> Do not accept on-site registration for any excuses.</td>
<td><strong>Step 1</strong>: 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:</td>
<td><strong>Step 2</strong>: Go to NCKU hospital on the designated date Registration document: Admission letter, Passport, Fee</td>
<td></td>
</tr>
<tr>
<td>Step 3:</td>
<td><strong>Step 3</strong>: Hand in <strong>Required documents</strong> at Counter of Physical Examination Center on 2nd floor</td>
<td></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

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

2. Choose “Appointment by a Physician”.

![National Cheng Kung University Hospital](image-url)
3. Choose “NCKU Freshman Health Examination’s doctor”.

<table>
<thead>
<tr>
<th>National Cheng Kung University Hospital</th>
</tr>
</thead>
<tbody>
<tr>
<td>Appointment By a Clinic</td>
</tr>
</tbody>
</table>

- Internal Medicine’s Doctors
- Rehabilitation Medicine’s Doctors
- Ophthalmology’s Doctors
- Dermatology’s Doctors
- Neurology’s Doctors
- Pediatrics’s Doctors
- Civil Servant’s Physical Examination Over 49 Doctors

In the list above, highlight “NCKU Freshman Health Examination’s Doctors”.

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

![Smart phone Appt. System]

- Student ID
- Only Last name (No space)

![National Cheng Kung University Hospital]

![User confirmation]

- Please enter the following information:
  - User Account (ID, Residence No., or Student ID)
  - 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

In accordance with the NCKU calendar for the 2019-20 academic year and related enrollment regulations, this notice of course enrollment, coded as (108) Jiao-Zhu-Zi No. 065, was issued by the Office of Academic Affairs on November 29, 2019 to provide registration instructions for course enrollment for the spring semester of 2020.

Registration and Enrollment Instructions:

I. Starting from this semester, the Online Course Information and Course Enrollment System is equipped with a pre-registration function. Please make best use of the function for course enrollment according to the operations manual.

II. Students are allowed to use the pre-registration function scheduled to be open during each stage of course enrollment from the stage of pre-enrollment to the end of the third stage of course enrollment.

III. Intercollegiate transfer students admitted in the spring semester of the 2019-20 academic year are enrolled in advance by the Division of Registrar in their major program-designated required courses and shall be allowed to register for courses during the second stage of course enrollment.

IV. 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>Maximum no. of courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Education (A9)</td>
<td>1</td>
</tr>
<tr>
<td>1. Students are required to register online for preferred courses for computer-selected enrollment.</td>
<td></td>
</tr>
<tr>
<td>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.</td>
<td></td>
</tr>
<tr>
<td>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.</td>
<td></td>
</tr>
<tr>
<td>4. A Chinese course of Exploring Tainan is not listed as an option for online registration. Students are enrolled in advance by the Division of Registrar into this course.</td>
<td></td>
</tr>
<tr>
<td>Physical Education (A2)</td>
<td>1</td>
</tr>
<tr>
<td>General Chinese (A7)</td>
<td>1</td>
</tr>
<tr>
<td>English Module Program (A1, serial numbers 101~500)</td>
<td>1</td>
</tr>
<tr>
<td>Second Foreign Language (A1, serial numbers 501~700)</td>
<td>1</td>
</tr>
</tbody>
</table>

V. 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 (1/21) and before the end of the 3rd stage (3/4), which shall be approved by the relevant offices and processed by Registrar Division.
VI. Students who wish to drop or withdraw from a 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.

VII. 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.

VIII. Please check out rules for computer-selected course enrollment in General Education at the Course Enrollment System. Registration by designated students in every stage of course enrollment is regulated as follows:

<table>
<thead>
<tr>
<th>Pre-enrollment of Required Courses for Undergraduate Programs</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Duration</strong></td>
</tr>
<tr>
<td><strong>Designated Students</strong></td>
</tr>
</tbody>
</table>
| **Notes** | 1. Students are allowed to check their curriculum on the NCKU Course Catalog and log in the Online Course Information and Course Enrollment System to use the preliminary registration function for course enrollment during this stage.  
2. Undergraduate students are enrolled in advance by Registrar Division 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 December 26.  
3. 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 Computer and Network Center (ext. 61010, 61045). (Please read FAQ Q1 at the Course Enrollment System.) |

Registration: Online NCKU Course Information & Enrollment System

<table>
<thead>
<tr>
<th>Online Pre-registration Function Status</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Duration</strong></td>
</tr>
<tr>
<td><strong>Notes</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>1st 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. All students, except those from the Department of Medicine in the fifth year of study, in the undergraduate programs are enrolled by Registrar Division 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 Registrar Division in a required-course group/class are only allowed to cancel the assigned enrollment. Any change in registration with regard to the assigned enrollment |

19
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” at 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. Multi-Disciplinary Studies Program students are allowed to register for courses offered by other departments without enrollment requisites.

8. 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 before 17:00 on January 20) is regulated as follows:
   (1) Undergraduate students only:
      - English (A1, serial numbers 101~500): Students admitted before the 2014-15 academic year are not subject to the class placement list. Students are not allowed to enroll in two or more English module courses with the same title.
      - General Education (A9): a maximum of one course
      - 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 75% for freshman and sophomore students and 25% for juniors and seniors).
      - General Chinese (A7): Students will be enrolled in advance by the Division of Registrar in the course of General Chinese bearing the same serial number, which they were enrolled in for the fall semester. Those who have not completed 4 course credits are allowed to register for preferred courses for computer-selected enrollment based on weighted average, with a maximum of one course to be selected.
   (2) All students:
      - Second Foreign Language (A1, serial numbers 501~700): A computer-selected enrollment based on weighted average shall be administered.

9. 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).

10. 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 Registrar Division in the course of Calculus. They are advised to personally confirm this course enrollment.

<table>
<thead>
<tr>
<th>Registration</th>
<th>Online NCKU Course Information &amp; Enrollment System</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Duration</strong></td>
<td>Starting from 9:00 to 17:00 on January 21</td>
</tr>
<tr>
<td><strong>Designated Students</strong></td>
<td>All undergraduate students</td>
</tr>
<tr>
<td><strong>Notes</strong></td>
<td>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 January 22).</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Registration</th>
<th>Online NCKU Course Information &amp; Enrollment System</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Online Pre-registration Function Status</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Duration</strong></td>
<td>Starting from 9:00 on January 30 to 17:00 on February 7</td>
</tr>
<tr>
<td><strong>Notes</strong></td>
<td>System closed at 17:00 on February 7, with a list of failed course enrollments, which will be shown on the Course Enrollments Pending System afterward.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2nd Stage of Course Enrollment</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Duration</strong></td>
</tr>
<tr>
<td><strong>Designated Students</strong></td>
</tr>
<tr>
<td>Senior students (including deferred students)</td>
</tr>
<tr>
<td>Junior students</td>
</tr>
<tr>
<td>Sophomore students</td>
</tr>
<tr>
<td>freshman students</td>
</tr>
<tr>
<td>All students</td>
</tr>
<tr>
<td><strong>Notes</strong></td>
</tr>
</tbody>
</table>
average, with a maximum of one course to be selected.
5. All students are allowed to register for their preferred courses in the category of Second Foreign Language (A1) for computer-selected enrollment based on weighted average, with a maximum of one course to be selected.
6. Registration for Education Program courses (A4) shall not be allowed until 9:00 on February 5.
7. Physical Education (A2): Seniors or deferred students who intend to add PE courses to meet the requirement of graduation shall apply for enrollment according to the public notice of the Office of Physical Education.

<table>
<thead>
<tr>
<th>Registration</th>
<th>Online NCKU Course Information &amp; Enrollment System</th>
</tr>
</thead>
<tbody>
<tr>
<td>Online Pre-registration Function Status</td>
<td>Name of Function Status</td>
</tr>
<tr>
<td>Duration</td>
<td>Starting from 9:00 on February 17 to 17:00 on February 27</td>
</tr>
<tr>
<td>Notes</td>
<td>System closed at 17:00 on February 27, with a list of failed course enrollments, which will be shown on the Course Enrollments Pending System afterward.</td>
</tr>
</tbody>
</table>

### 3rd Stage of Course Enrollment

| Duration | February 17 to February 21 | 09:00 on February 24 to 17:00 on February 27 | 09:00 on March 2 to 17:00 on March 4 |
| Designated Students | (1) Returning students | All students | Students who have to complete course enrollment under special circumstances |
| | (2) Deferred students for the 2019-20 academic year | | |
| | (3) Students not eligible for online registration | | |
| | (4) Students newly accepted for the 2020-21 academic year | | |
| | (5) Intercollegiate transfer students admitted in the spring semester of the 2019-20 academic year | | |
| | (6) Non-freshman students of joint degree programs | | |

### Notes

1. Please complete course enrollment through the department in charge of the course that is being applied for.
2. Those who are not allowed to register online for specific courses with a prerequisite course requirement and students on any joint and double degree program shall register for the courses upon approval of the department offering the course.
3. All courses, except General Education courses (A9), are open for students to add or drop during this period.
4. General Education courses are open for students to drop during this period (except a flexible intensive course). Those who intend to add a General Education course shall register for computer-selected enrollment (Registration is)
5. Please complete course enrollment through the department in charge of the course that is being applied for.
6. Applications will be processed for those whose course enrollment applications fail to meet the related credit or graduation requirements due to any course changes or other special factors.
7. Graduate students who have completed their
3. Registration for General Education courses is open exclusively to returning students and deferred students.

4. FLLD students are allowed to register with the NCKU Eagle Project Office for English courses in Module III. 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 March 1. Students are not allowed to drop a General Education course if they have been enrolled by computer selection. However, they may withdraw from the course, which will be indicated on their transcripts.

3. Those who drop any enrolled courses before the end of this stage will receive a refund of credit fees. Afterwards, students will not be refunded for any course withdrawal.

4. During the stage of course enrollment by department offices, should there be other requirements designated by any department offices, students should follow those requirements.

Registration Department Office
Eagle Project Office

Online

Department Office

**Course Enrollment Confirmation**

**Duration** Starting from March 5 to March 9

**Designated Students** All students

**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, and no refund will be made for any course withdrawal.

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
<table>
<thead>
<tr>
<th>Registration</th>
<th>Online NCKU Course Information &amp; Enrollment System</th>
</tr>
</thead>
</table>

**Course Withdrawal**

<table>
<thead>
<tr>
<th>Deadline</th>
<th>Starting from 9:00 on March 2 to 17:00 on May 15</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 Registrar Division.
3. Course withdrawal will be indicated on the student’s transcript, and no refund will be made.

<table>
<thead>
<tr>
<th>Registration</th>
<th>Online NCKU Course Information &amp; Enrollment System</th>
</tr>
</thead>
</table>

IX. Notes:

1. The rules for Computer-Selected Course Enrollment are available at the website of the NCKU Course Information & Enrollment System (Announcement).
2. Contact information for offices in charge of course enrollment is available on the website of the NCKU Course Information & Enrollment System (Announcement).
   - 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): 81818; A3 Military Training (Military Training Office): 50722; AH Chinese Language Center: 52040.
3. Information about route selection for a course of Exploring Tainan is available on the website of the NCKU Course Information & Enrollment System (Announcement).
   - 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 **January 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 **January 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 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.
   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 March 27: reimbursement of 2/3 of tuition fee.
   Before May 08: reimbursement of 1/3 of tuition fee.
   After June 12 (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>Jan. 31 to Feb. 17</th>
<th>Mandatory Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>2nd stage payment</td>
<td>Mar. 17 to May 03</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: Its optional. DO NOT FILL IN. or please enter your birthday in Taiwan Year.
  (yyymmd)

![Bank of Taiwan login page](image_url)
Step 2: Click “確認登入”

Step 3: Click “查詢”

Step 4: Click 產生繳費收據(PDF檔)  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 Spring Semester 2020**

<table>
<thead>
<tr>
<th>No.</th>
<th>Place</th>
<th>Event</th>
<th>Signature / Stamp</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Registration (報到) -1</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Date: <strong>February 15, 2020 (13:00-17:00)</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Location: 3F, Building of Information Technology, Cheng Kung Campus</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>College of Engineering</td>
<td>Room 75301</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Other Colleges</td>
<td>Room 75309</td>
</tr>
<tr>
<td></td>
<td>(1)</td>
<td>Copy of the highest diploma verified by the Taiwan ROC embassy (English/Chinese version)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(2)</td>
<td>Copy of your passport identification page(s) and the Taiwan (ROC) visa page</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(3)</td>
<td>Copy of the admission letter</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(4)</td>
<td>One 2-inch photo</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(5)</td>
<td>Insurance documents: (either A, B, or C)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>A. NCKU Declaration of Insurance online (ISMI)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>B. Authenticated oversea Insurance documents</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>C. National Health Insurance records (for Working visa or NHI card holder) &amp; Certificate of Alien Residence in R.O.C. (居留證明)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(6)</td>
<td>Copies of both sides of your Alien Resident Certificate (if available)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(7)</td>
<td>Copies of Taiwan Scholarship Certificate or other Scholarships’ certificate</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(8)</td>
<td>Copy of Taiwan Post office passbook (if available)</td>
<td></td>
</tr>
</tbody>
</table>

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

<p>| Registration (報到) -2 | Date: <strong>February 17, 2020</strong> | (1) | Copy of the admission letter 錄取通知信影本 |
| | | (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) |</p>
<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>&lt;br&gt;<strong>Date:</strong> February 17, 2020&lt;br&gt;Pays it by cash and get the stamp from Cashier’s office on this sheet.</td>
<td>&lt;br&gt;<strong>Cashier’s Division</strong>&lt;br&gt;(1st floor of Yunping Administration Building West wing)&lt;br&gt;雲平大樓西棟一樓</td>
</tr>
<tr>
<td>4</td>
<td><strong>Registration</strong>&lt;br&gt;(報到)-2</td>
<td><strong>Date:</strong> February 17, 2020&lt;br&gt;(1) NCKU Student Information (need to be printed by login: <a href="https://campus4.ncku.edu.tw/wwwmenu/program/net/checkin/index.html">https://campus4.ncku.edu.tw/wwwmenu/program/net/checkin/index.html</a>) 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)</td>
<td><strong>Registrar Division</strong>&lt;br&gt;(1st floor of Yunping Administration Building West wing)&lt;br&gt;雲平大樓西棟一樓</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 應收項目</th>
<th>1. Copy of Passport identification page(s), 護照身分頁影本</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2. Copy of Visa page 台灣簽證頁影本</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></td>
<td>3. 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></td>
<td>4. 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護明</td>
</tr>
<tr>
<td></td>
<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></td>
<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></td>
<td>7. 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></td>
<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: __________________________
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 March 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**3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 (郵局帳戶影本)</th>
</tr>
</thead>
</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>
<tr>
<td>Phone number:</td>
</tr>
</tbody>
</table>
本人為 108 學年第 2 學期至國立成功大學報到之外籍生，目前並未投保任何海外醫療或旅行平安保險，願意加入學校提供之國際學生醫療保險（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，概由本人自負，與國立成功大學無涉。特立此書為憑。

I enrolled at NCKU in 2020 Spring 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明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 Spring 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108學年第2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。
Appendix 7

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2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 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。
Disagree and do not allow NCKU or its employees to act to obtain any medical treatment required, medical care in the case of an accident or recourse on legal issues. I hereby declare myself willing to take this responsibility.

此致
To

國立成功大學 National Cheng Kung University

立書人/ Applicant Signature: ________________

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

電話號碼/ Cellphone Number: ________________

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

緊急聯絡電話/ Emergency Telephone Number: ________________

36
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.

I. Basic Data Collection, Renewal and Management

(I) NCKU will collect, process, and use your personal data in accordance with the Personal Data
Protection Act and relevant laws and rules enacted in Taiwan, the Republic of China.

(II) Please provide your accurate, latest and complete personal data.

(III) Your personal data collected by NCKU to facilitate its administration includes the information in
the columns marked as required on the form.

(IV) Please inform NCKU of any change to your personal data to maintain the latest information.

(V) You may lose certain rights or benefits if you provide incorrect, untrue, outdated or incomplete
information.

(VI) According to the Personal Data Protection Act (ROC), you are entitled to make the following
requests:

1. To check or review the collected data.
2. To receive a photocopy of the collected data.
3. To supplement or revise the collected data.
4. To cease the collection, processing or use of the collected data.
5. To delete the collected data.
However, NCKU may reject your requests in order to meet the administrative needs of its offices and institutes. Moreover, should you suffer any losses due to such requests, NCKU shall not be held responsible for any compensation.

二、蒐集個人資料之目的
(一) 本校係基於「教育行政業務需求」之特定目的而蒐集您的個人資料。
(二) 當您的個人資料使用方式與本校蒐集的目的不同時，我們會在使用前先徵求您的書面同意，您可以拒绝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，指適當方式通知您。

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，請依上述第一款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
Email: em50990@email.ncku.edu.tw
Tel: +886-6-208-5608
Fax: +886-6-276-6430
Facebook: https://www.facebook.com/funatncku/