2021 SPRING

INTERNATIONAL STUDENT ENROLLMENT NOTICE
Enrollment Notice

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<th>2021 Spring</th>
</tr>
</thead>
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<td>Dec. 3</td>
<td>Admission announcement released (online and by email)</td>
</tr>
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<td>Dec. 9</td>
<td>Deadline for admitted applicants to accept</td>
</tr>
<tr>
<td>Dec. 16</td>
<td>Admission letters sent to applicants</td>
</tr>
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<td>Online accommodation contract sign-up</td>
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<td>Before Jan. 15</td>
<td>Frist stage for Online application for Chinese Course</td>
</tr>
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<td>Jan. 11 - Jan. 15</td>
<td>1st Stage of Course Enrollment</td>
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<td>Dormitory check-in</td>
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<tr>
<td>Jan. 25 - Feb. 16</td>
<td>Second stage and deadline for Online application for Chinese Course</td>
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<td>Feb. 3-22</td>
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<td>Feb. 25</td>
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<td>3rd Stage of Course Enrollment</td>
</tr>
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<td>Mar. 8-11</td>
<td>Adding or dropping courses under special circumstances (apply to the department office)</td>
</tr>
<tr>
<td>Apr. 9-25</td>
<td>Second payment for tuition &amp; other fees</td>
</tr>
</tbody>
</table>

**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>Procedure</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>ISAD Orientation</td>
<td>To be determined.</td>
</tr>
<tr>
<td>ISAD Enrollment</td>
<td>Feburary 20</td>
</tr>
<tr>
<td>Semester Begins</td>
<td>Feburary 22</td>
</tr>
<tr>
<td>Enrollment (for other divisions)</td>
<td>Feburary 22</td>
</tr>
</tbody>
</table>

2. Orientation for 2021 Spring International Students

All international students are requested to attend the orientation held by ISAD.

The actual date of Spring Semester Orientation will be announced via emails. Please wait for our further notice.

3. 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.

4. Registration at International Student Affairs Division (ISAD)

ISAD online registrar form: [https://reurl.cc/9E28G8](https://reurl.cc/9E28G8)

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: Feburary 20

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
5. Registration required documents checklist

- Verified Diploma
- Passport
- Visa (with entry stamp)
- Admission letter
- International Degree Students Enrollment Procedure Sheet (Appendix 1)
- Registration Checklist at OIA for International Degree Students (Appendix 2)
- 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)

6. Authentication of Diploma <Important>

Diplomas and academic transcripts issued outside Taiwan have to be authenticated by the Taiwan Overseas Embassies and Mission in the country of the issuing institution, or nearby country where the diplomas and the transcripts was obtained. If the diplomas and the transcripts are not in Chinese or English, you will need to get them translated into either Chinese or English and have the translated copies authenticated.

Please note that if you are unable to provide authenticated diplomas and transcripts during Registration, your admission to NCKU shall be cancelled. Therefore, we suggest that you get the documents authenticated as soon as possible, and do so before coming to Taiwan.

For students who have qualifications obtained in Hong Kong or Macau, please get the documents authenticated according to the “Regulations Governing the Examination and Recognition of Educational Qualifications from Hong Kong and Macau”.

For those who are have qualifications obtained in Mainland China, please get the documents authenticated according to “Regulations Governing the Examination and Recognition of Educational Qualifications from Mainland China”.

Note:

- 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.
- 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.
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).

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. Intercollegiate transfer students admitted in the spring semester of the 2020-21 academic year are enrolled in advance by the Division of Registrar in their major program-designated required courses and are allowed to register for courses, starting from 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>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. |
<p>| General Chinese (A7) | Undergraduate students | 1 |</p>
<table>
<thead>
<tr>
<th>English Module Program (A1)</th>
<th>Undergraduate students</th>
<th>1 serial numbers 101~500</th>
</tr>
</thead>
<tbody>
<tr>
<td>Second Foreign Language (A1)</td>
<td>1 serial numbers 501~700</td>
<td></td>
</tr>
<tr>
<td>Physical Education (A2)</td>
<td>1</td>
<td></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 (1/20) and before the end of the 3rd stage (3/11), which shall be approved by the relevant offices and processed by the Division of the Registrar.

VI. 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.

VII. Students should keep a file/copy of registration records at every stage of course enrollment, and shall check out “My Course Enrollment Schedule” online to confirm their course additions or withdrawals by the designated deadlines.

VIII. 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 Spring Semester, 2021 attached below this notice.

IX. Notes:

<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 General Education)</td>
<td>50212 - 50215</td>
<td>Foreign Language Center (A1 English, A1Second Foreign Language)</td>
<td>52273</td>
</tr>
<tr>
<td>Dept. of Chinese Literature (A7 General Chinese)</td>
<td>52151</td>
<td>Physical Education Office (A2 Physical Education)</td>
<td>81818</td>
</tr>
<tr>
<td>Military Training Office (A3 Military 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.

Online Pre-registration Function Status

<table>
<thead>
<tr>
<th>Duration</th>
<th>Starting from 9:00 on January 7 to 17:00 on January 19</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 January 19, with a list of failed course enrollments, which will be shown on the Course Enrollments Pending System afterward. |

1st Stage of Course Enrollment

<table>
<thead>
<tr>
<th>Duration</th>
<th>Starting from 9:00 on January 11 to 17:00 on January 15</th>
</tr>
</thead>
<tbody>
<tr>
<td>Designated Students</td>
<td>All students (excluding intercollegiate transfer students admitted in the spring semester of 2021 or those who fail to complete the student basic information form)</td>
</tr>
</tbody>
</table>
| Notes | General Instructions on Course Enrollment:  
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 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. Transfer students (including those returning from Hong Kong or overseas Taiwanese students admitted under a special project) in sophomore or upper classes 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, 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 degree program departments without enrollment prerequisites.  
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).  
9. 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.

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 17:00 on January 18) is regulated as follows:

   (1) Undergraduate students only:

   - General Education (A9): a maximum of one course
   - Physical Education (A2): Students who have completed 4 PE courses (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.
   - 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.
   - 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.

   (2) All students:

   - Second Foreign Language (A1, serial numbers 501~700): A computer-selected enrollment based on weighted average shall be administered.

<table>
<thead>
<tr>
<th>Registration</th>
<th>Online NCKU Course Information &amp; Enrollment System</th>
</tr>
</thead>
<tbody>
<tr>
<td>Instructions on Second Registration for Preferred GE Courses for Computer-Selected Enrollment</td>
<td></td>
</tr>
<tr>
<td>Duration</td>
<td>Starting from 9:00 to 17:00 on January 19</td>
</tr>
<tr>
<td>Designated Students</td>
<td>All undergraduate students</td>
</tr>
<tr>
<td>Notes</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 on the homepage of NCIACES before 12:00 on January 21).</td>
</tr>
<tr>
<td>Registration</td>
<td>Online NCKU Course Information &amp; Enrollment System</td>
</tr>
</tbody>
</table>
### Online Pre-registration Function in Operation for the 2nd Stage of Course Enrollment

**Duration**
Starting from 9:00 on January 27 to 17:00 on February 2

**Notes**

1. Please check out information about curriculum at the NCKU Course Catalog. 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. Intercollegiate transfer students, admitted in the spring semester of 2021, who have completed the student basic information form, are enrolled in advance, before 9:00, January 27, by the Registrar Division in the department-designated required courses for their major program. They are required to log into the online enrollment system and check out “My Course Enrollment Schedule to confirm their required course enrollments. Those admitted later who are not enrolled in advance shall register for courses at the course-offering program office in the first week of class.
4. The pre-registration function is closed at 17:00 on February 2, 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/](https://course.ncku.edu.tw/) to use the function.

### 2nd Stage of Course Enrollment

**Duration**
Starting from 9:00 on January 28 to 17:00 on February 2

**Designated Students**

<table>
<thead>
<tr>
<th>Students</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Senior students (including deferred students)</td>
<td>1/28 09:00 ~ 12:00</td>
</tr>
<tr>
<td>Junior students</td>
<td>1/28 13:00 ~ 17:00</td>
</tr>
<tr>
<td>Sophomore students</td>
<td>1/29 09:00 ~ 12:00</td>
</tr>
<tr>
<td>freshman students</td>
<td>1/29 13:00 ~ 17:00</td>
</tr>
<tr>
<td>All students</td>
<td>1/30 09:00 ~ 2/2 17:00</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/](https://course.ncku.edu.tw/).
2. Undergraduate students are required to register for courses according to the schedule designated for their class during the period from January 28 to January 29. All students (including graduate students) are allowed to enroll new courses during the period from 9:00 on January 30 to 17:00 on February 2.
3. Intercollegiate transfer students admitted in the spring semester of the 2020-21 academic year are enrolled in advance by the Division of Registrar in their major program-designated required courses. They are allowed to register for courses starting from the second stage of course enrollment.
4. Registration for Education Program courses (A4) shall not be allowed until 9:00 on January 30.
5. 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.
Instructions on Registration for Preferred Courses for Computer-Selected Enrollment:

1. Undergraduate students:
   (1) General Education (A9):
   According to regulations, the first priority for computer-selected course enrollment will be given to those who have failed to enroll in a maximum of one General Education course as a result of the first registration. Next upper class students will be given priority for computer-selected enrollment, with a maximum of 3 courses to be selected before this stage.
   (2) General Chinese (A7):
   Those who have not completed 4 course credits are allowed to register for their preferred courses for computer-selected enrollment based on weighted average, with a maximum of one course to be selected.

2. 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.

3. The results will be announced on the homepage of NCIACES before 12:00 on February 5. Selected courses will be imported into “My Course Enrollment Schedule”.

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

Online Pre-registration Function in Operation for the 3rd Stage of Course Enrollment

<table>
<thead>
<tr>
<th>Duration</th>
<th>Starting from 9:00 on February 26 to 17:00 on March 5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Notes</td>
<td>1. Students are allowed to use the pre-registration function on the course enrollment system to plan for the following stage of course enrollment.</td>
</tr>
<tr>
<td></td>
<td>2. Students are allowed to check out their program-designated required courses and pre-registered courses in their personal pre-registered course list.</td>
</tr>
<tr>
<td></td>
<td>3. The pre-registration function is closed at 17:00 on March 5, 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

Department/Institute/Program Office Course Enrollment

<table>
<thead>
<tr>
<th>Duration</th>
<th>8:30, February 22 to 17:00 February 26</th>
</tr>
</thead>
<tbody>
<tr>
<td>Designated Students</td>
<td>(1) Intercollegiate transfer students admitted in the spring semester of the 2020-21 academic year</td>
</tr>
<tr>
<td></td>
<td>(2) Graduate students newly accepted for the 2021-22 academic year</td>
</tr>
<tr>
<td></td>
<td>(3) Non-freshman students of joint degree programs</td>
</tr>
<tr>
<td></td>
<td>(4) Reenrolling students for the 2020-21 academic year</td>
</tr>
<tr>
<td></td>
<td>(5) Deferred students for the 2020-21 academic year</td>
</tr>
<tr>
<td></td>
<td>(6) Students not eligible for online registration</td>
</tr>
<tr>
<td></td>
<td>(7) Overseas Taiwanese students admitted under a special project</td>
</tr>
</tbody>
</table>

Notes
1. Please complete course enrollment through the department in charge of the course that is being applied for.
2. Registration for General Education courses is open exclusively to reenrolling students, deferred students, intercollegiate transfer students admitted in the spring semester of the 2020-21 academic year who are not enrolled in GE courses, and Overseas Taiwanese students admitted under a special project.
3. Students who are not eligible to register online for specific courses with a prerequisite course requirement, including those on any joint and double degree program and intercollegiate transfer students admitted in the spring semester of the 2020-21 academic year are allowed to register for the courses upon approval of the course-offering department.

4. FLLD students are allowed to register with the NCKU Eagle Project Office for English courses in Module III.

5. Interdepartmental transfer students (continuing students) of the Department of Architecture are allowed to register for courses designated for lower classes at the department office.

6. Students are allowed to drop courses online, starting from this stage.

<table>
<thead>
<tr>
<th>Operation</th>
<th>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 course-offering department/institute/program. A course underload request requires no approval from the instructor.</th>
</tr>
</thead>
</table>

**Online Course Enrollment**

<table>
<thead>
<tr>
<th>Duration</th>
<th>09:00 on March 2 to 17:00 on March 5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Designated Students</td>
<td>All students</td>
</tr>
</tbody>
</table>

**General Course Enrollment Instructions:**
1. All courses, except flexible intensive courses, are open for students to add or drop during this period based on the designated enrollment quota. Students shall apply to the course-offering program office to drop a flexible intensive course.
2. 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. A dropped course will not be noted on the academic transcript.

**Preferred Course Enrollment Instructions:**
1. General Education courses are open for students to drop during this period.
2. Those who intend to add a General Education course shall register for computer-selected enrollment (Registration will be invalid if a class scheduling conflict or overloaded course enrollment arises).
3. Students can fill in the number of intended courses to be selected, the results of which will be announced before 12:00 on March 8. Selected courses will be imported into “My Course Enrollment Schedule”. 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.

**Operation**

Please log into the course enrollment system on the website of NCIACES at [https://course.ncku.edu.tw/](https://course.ncku.edu.tw/) to register for courses.

**Course Enrollment Under Special Circumstances**

<table>
<thead>
<tr>
<th>Duration</th>
<th>13:00 on March 8 to 17:00 on March 11</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</td>
</tr>
<tr>
<td>Notes</td>
<td></td>
</tr>
<tr>
<td>-------</td>
<td></td>
</tr>
<tr>
<td>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.</td>
<td></td>
</tr>
<tr>
<td>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.</td>
<td></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>

<table>
<thead>
<tr>
<th>Stage of Course Enrollment Confirmation</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Duration</strong></td>
</tr>
<tr>
<td><strong>Designated Students</strong></td>
</tr>
<tr>
<td>Notes</td>
</tr>
<tr>
<td>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.</td>
</tr>
<tr>
<td>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.</td>
</tr>
<tr>
<td>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.</td>
</tr>
<tr>
<td>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 Registrar Division.</td>
</tr>
<tr>
<td>Operation</td>
</tr>
<tr>
<td>1. 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 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.</td>
</tr>
<tr>
<td>2. Students shall submit a written report (free format) or a course underload request form to apply for course underload.</td>
</tr>
</tbody>
</table>
### Stage of Course Withdrawal

<table>
<thead>
<tr>
<th>Deadline</th>
<th>Starting from 13:00 on March 8 to 17:00 on May 21</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 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. |
| 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. |

*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 29, 2021**. An overdue application will not be accepted.
   1. Serious disease (with medical report)
   2. Duty for military service
   3. Practice teaching
   4. Pregnant or Procreation
   5. Parenting (Child under 3)
   6. (Extra-territorial students who are unable to arrive for the designated date for enrollment due to personal reasons.)

2. Required documents for deferment of admission
   1. Explanation letter of deferring admission
   2. Copy of the highest diploma received
   3. Copy of passport identification page(s)
   4. Copy of letter of admission
   5. Supporting documents for the explanation of medical certification or military service certificate.
   If one of these documents is insufficient, the application for deferring will be regarded incomplete. The application will be evaluated by several offices, and it may be rejected without reasons being given.

3. Student should submit by email all the required deferment materials before the deadline of **January 29, 2021** to the Registrar Division (em50120@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 April 1:** reimbursement of 2/3 of tuition fee.
   **Before May 14:** reimbursement of 1/3 of tuition fee.
   **After June 18 (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.
### Events & Instructions

#### I. Signing the Housing Contract

1. **Time:** 10 AM, December 09, 2020 – 10 AM, January 06, 2021 (GMT+8)
2. **System:**
   - Applicants who fail to sign the housing contract via this designated link by 10 AM, January 06, (GMT+8), are regarded as giving up the privilege to apply for on-campus accommodation and will not be assigned a room.
3. **Contract status:**
   - Please make sure to check your contract status after signing the contract.

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

2021年01月13日18:00(GMT+8)前

By 18:00, January 13, 2021 (GMT+8).

#### III. Dorm Building Arrangement Open for Inquiry

2021年01月20日18:00(GMT+8)開放於住宿服務組英文首頁查詢。

Time: From 18:00 (GMT+8), January 20, 2021
### 四、住宿床位放棄及其計費方式

| 1. 辦理方式：請 EMAIL 洽住宿服務組承辦人林小姐申請取消(ysluc@mail.ncku.edu.tw) |
| Email 來信範例: |
| 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 |

| 2. 辦理時間及計費方式: |
| (1) 申請後至 2021 年 01 月 19 日止: 尚未公告住宿安排,不須繳費。 |
| (2) 01 月 20 日-2021 年 02 月 18 日: 須繳交 250 元行政手續費。 |
| (3) 02 月 19 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。 |

### IV. Cancellation Policy & Charge Standard

| 1. How to cancel your application: Please contact Ms. Lin at ysluc@mail.ncku.edu.tw |
| Email template: |
| 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. |

| 2. Charge Standard for Cancellation: |
| (1) By January 19: Free of charge. |
| (2) January 20-February 18: A handling fee of NT$ 250 will be charged. |
| (3) From February 19: NT$ 150 per day, including the handling fee of NT$ 250, will be charged to the day when the cancelation procedure is completed. |

### V. Application for Early Check-in

| 1. Application available: 10 AM, January 26 ~ 09 AM, February 18 (GMT+8) |
| ※ For incoming international students, student dormitories are open for check-in from 09 AM, February 19 (GMT+8). |
| ※ The check-in procedure varies by dorms. The applicant shall read and follow the instructions sent by the resident |

| 3. 可提前入住日: 2021 年 02 月 08-09 日、2021 年 02 月 17-18 日。新生於 2021 年 02 月 19 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. Time:
   (1) 09:00-12:00 & 13:00-17:00 of February 19 ~ February 20 (GMT+8)
   (2) 09:00-12:00 & 13:00-17:00 of working days before your check-in date. A handling fee of NTD 250 will be charged for late application.

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

6. Charge Standard for Cancellation:
   (1) Before the applicant is informed of the arrangement: Free of charge.
   (2) Once the applicant is informed of the arrangement: A handling fee of NT$ 250 will be charged.
   (3) 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 the cancellation 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

1. 時間:
   (1) 2021 年 02 月 19 日-2021 年 02 月 20 日之 09:00-12:00、13:00-17:00 (GMT+8)
   (2) 2021 年 02 月 22 日起上班日之
七、 住宿費繳費單領取及繳費方式

1. 繳費單下載: 請於 2021 年 01 月 20 日起
   至台銀學雜費入口網下載繳費單
   請注意:
   (1) 新生第一學期之“身分證字號”欄位皆預設為學號，故此欄位如輸入學號仍無法
       登入，請再試試護照號碼或居留證號碼。
   (2) 生日請轉換為民國年，西元年減去1911 即為民國年。
   (3) 住宿繳費單下載、繳費教學:
       http://tinyurl.com/print-ur-dorm-fee-bill
   (4) 如無法登入，請 EMAIL 洽住服組承办人 (ysluc@mail.ncku.edu.tw)

2. 繳費時間與繳費方式:

VII. Dorm Fee Payment

1. How to download your bill: You may download your bill from the website of
   Bank of Taiwan:
   Please note that:
   (1) The default value of the column “身分證字號” for incoming students in the
       first semester is their student ID No. If the student ID No. does not work,
       please try either the passport No. or ARC No.
   (2) Date of birth shall be transferred to a 7-digit number of Taiwan calendar.
   (3) Instruction: http://tinyurl.com/print-ur-dorm-fee-bill
   (4) If you have difficulty downloading your bill, please contact Ms. Lin at
       ysluc@mail.ncku.edu.tw.

2. Time & methods for payment:
| (1) 2021年01月20日-2021年02月18日: 可至超商缴交，或以ATM转帳，至臺銀臨櫃繳交。 | (1) January 20~February 18: Convenience stores, ATM transactions, and Bank of Taiwan. |
| (2) 2021年02月19日起: 請ATM轉帳或至臺銀臨櫃繳交。逾期帳單無法於超商繳費。 | (2) From February 19: ATM transactions and Bank of Taiwan. Convenience stores can NOT process overdue bills. |

八、宿網登錄時間、方式

八、Registration for Dorm Internet

進住後確認寢室即可以“一般住宿”身分進行登錄。


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/)

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 2021 Spring Semester must be processed through online registration→

   (1) For new students (had never taken CIDS course before):

   https://reurl.cc/2gA9v9

   (2) For continuing students (had taken CIDS course before):

   https://reurl.cc/VXZyL5
2. Deadline for 1st stage for CIDS application (continuing and new students): **2021/1/15**

Available date for 2nd stage for CIDS application (for new students only): **2021/1/25 – 2021/2/16**

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 after we received your application within 3 days.

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, if you want to take the course, please enroll in it during online course enrollment period of NCKU on NCKU Course Enrollment System.

8. For further information about the application procedure, please link to the online registration website.

9. During the period of enrollment under special circumstances (3/8~3/10), students who have to take a placement test and are not junior/senior undergraduate students will need to enroll their class before 3/10. Late application (after 12:00 p.m., 3/9) of these students will not be accepted.
I AM

Bachelor → M.A./Ph.D. → Fill out online Application Form → Exchange Students

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 have limited Chinese communication abilities.

<table>
<thead>
<tr>
<th>Levels Provided for 2021 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 5-6 (Intermediate)</td>
</tr>
<tr>
<td></td>
<td>Level 7-8 (High-intermediate)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Students No./Class</th>
<th>17</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)

7. 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”.

8. 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.

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

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

11. NCKU enacts the following Notes in accordance with Item 2, Article 1 of NCKU General Education Course Enrollment Guidelines.
CIDS Schedule for 2021 Spring Semester

1st Stage of Online Application Deadline
Jan. 15
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
Jan. 25
For new students only
Check your Chinese Level

Check your Chinese level on the NCKU Course Enrollment System Announcement.
http://course.ncku.edu.tw/course/signup.php

Feb. 16
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.

Check Your Chinese Level
Feb. 22
For 2nd Stage Applicants only
Check your Chinese level on the NCKU Course Enrollment System Announcement.
http://course.ncku.edu.tw/course/signup.php

Mar. 2 to Mar. 5
NCKU Course Enrollment Period
http://course.ncku.edu.tw/course/signup.php
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

Adding or Dropping Course Procedure
Mar. 8 to Mar. 10
Adding or dropping course under special circumstances (apply at the CIC Office)
Only students who meet some requirements can add course on Mar. 10.

NCKU Chinese Language Center
2020.11.13
English Placement Test

Required English Courses for International Students

Spring Semester, 2021

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 2020-2021 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](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 5:00 PM, February 18, 2021, at [https://forms.gle/GApkXCA9Csw94Se3A](https://forms.gle/GApkXCA9Csw94Se3A)

   (2) **Test time:** 4:00 PM, February 25, 2021.

   (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. The introduction of OOPT, please click here.

(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.

春季班外籍新生英語課程相關注意事項

一、適用對象：
春季班大學部一年級外籍新生(外文系學生除外)。

二、英文學分：
學生須於學士班畢業前取得英文 4 學分。

三、英文學分抵免：
符合抵免資格者，可辦理英文 2 學分或 4 學分抵免。步驟如下：
(一) 線上登記：請於 2021 年 2 月 1 日 9:00 至 2021 年 3 月 5 日中午 17:00 止，自行登入「外國語言能力及成就檢定系統」(http://eagle.english.ncku.edu.tw/)登記抵免。
(二) 資格審核：線上登記後，請於 2021 年 2 月 22 日 9:00 至 2021 年 3 月 5 日 17:00 止，持自行列印之抵免申請單及下列相關文件，至光復校區修齊大樓 2 樓外語中心審核，再至「外國語言能力及成就檢定系統」(http://eagle.english.ncku.edu.tw/)查詢審查結果。
1. 英語系國家之外籍生抵免 4 學分，請檢附有效護照正本。
2. 曾受高中以上以英語為主要授課語言之正式教育滿兩年者抵免 2 學分、滿三年者抵免 4 學分，請檢附相關證明正本；證明文件上需列出英文授課的科目名稱（須佔所有選修科目的 50%以上）和修業起訖時間。
3. 以英檢成績抵免者，請檢附英檢成績單正本。
四、無法抵免英文或需要修英文課程者：
（一）英文課程分為三種模組課程，修課前必須依據英語能力登記模組才能選課：
■ 模組一(基礎學術英文)
■ 模組二(專業領域英文)
■ 模組三(進階菁英英文)
（二）模組登記方式：
1. 請於開學第一週持英語檢定證明(具 CEFR 成績對照等級的成績單或證書)至外語中
心辦理模組登記，以便第二週自行線上選課。
2. 請於 2021 年 2 月 18 日前報名參加 2021 年 2 月 25 日「英語能力分級測驗」，完成
測驗後得依據測驗成績分模組選課，第二週起即可開始上課。
3. 忘記拿英檢證明登記模組或忘記參加分級測驗：
109-2 學期不得選課。請持英檢證明至外語中心辦理模組登記，或自行
至校外參加英語檢定考試，考後持成績證明登記模組。以上皆須自登記
模組後的次一個學期才能開始選課。

五、英語能力分級測驗：
1. 報名期限：至 2021 年 2 月 18 日截止。
2. 報名網址：https://forms.gle/GApkXCA9Csw94Se3A
3. 考試時間：2021 年 2 月 25 日（週四）16:00。
4. 考試地點：本校光復校區修齊大樓 2 樓超媒體室。
5. 考試項目：採「Oxford Online Placement Test 牛津英語線上測驗」(簡介)

6. 攜帶證件：考試當天請務必攜帶學生證或護照前來驗證與報到。
7. 成績用途：本次會依據測驗成績分發模組，學生請依據分發的模組自行登入網路選課系統進
行選課。如果測驗成績符合英文抵免門檻，亦可至外語中心申請學分抵免。
Exploring Tainan Course

1. **Course Objectives**: This course aims at helping students to
   - Explore Tainan’s history, and gain more knowledge about local culture and customs.
   - Promote cross-disciplinary integration of the humanities through field investigation.
   - Develop an awareness of cultural diversity, and in turn, and respect others and the environment.

2. **Required Course for Undergraduate Students, 1 credit**

3. How to choose:
   - (1) Course enrollment website: [https://course.ncku.edu.tw/course/signin.php](https://course.ncku.edu.tw/course/signin.php)
   - (2) Duration: **Jan. 11 ~ 19/ Jan. 30 ~ Feb. 2/ Mar. 2 ~ 5**
   - (3) Course name: **Exploring Tainan**
   - (4) Course Code:
     
     | Dept./ Inst. Code | Taught in English |
     |------------------|-------------------|
     | A9               |                   |
     | Serial Number    | 577               |
   

   - Facebook: [https://www.facebook.com/NCKUExploringTainan/](https://www.facebook.com/NCKUExploringTainan/)

5. **Note**:
   - (1) Students who want to join Exploring Tainan course (Chinese) should fill in and submit the “Course addition request form” to **General Education Center** to add Exploring Tainan course (Chinese) course during 13:00 on March 8 to 17:00 on March 11.
   - 外國學生欲選修踏溯臺南中文班者，請於特殊因素選課時段（3/8-3/11）持加簽單至通識中心辦理。
   - (2) Students who enroll or retake the Exploring Tainan course before 2019 Fall semester, according to the regulation the course will be counted as **0** credit.
   - (3) Students who applied for deferment and will be enroll after 2019 Fall semester, according to the regulation the Exploring Tainan course will be counted as **1** credit.
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. Time: Monday-Friday, Morning: 09:30AM-12:00PM, Afternoon: 13:30PM-16:30PM
2. 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>NCKU Freshman Health Examination</td>
<td>Health checkup clinic</td>
<td></td>
</tr>
<tr>
<td>NTD 850 (discount) / NTD 1200 (Original price)</td>
<td>NTD 1,300(Discount) / NTD 1680 (Original price)</td>
<td></td>
</tr>
</tbody>
</table>

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 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

Pre-registration procedures

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

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

2. Choose “Appointment by a Clinic”.
3. Fill in Student ID 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) | Student ID |
| Last Name | 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.
# Payment Procedure

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1st stage payment</td>
<td>Feb. 3 – Feb. 22</td>
<td>Mandatory Fee</td>
</tr>
<tr>
<td>2nd stage payment</td>
<td>Apr. 2 – Apr. 18</td>
<td>Tuition and Other Fees</td>
</tr>
</tbody>
</table>

## Pay on the Internet

**Online Payment Platform:**

A credit card payment can be made at the Online Payment Platform. (Note: China UnionPay is excluded.)

**Account:** Student ID  
**Password:** The last four digits of your Student ID

## Pay at TW Convenience Store/ATM machine/ Bank of Taiwan

(NTD 10 process fee might be charged)

**Download the bill via 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

※ If you miss the payment due date, please present your bill and complete payment by cash at the Casher Division.
NCKU Buddy-Buddy Program

- **Online application:** [https://admissions.oia.ncku.edu.tw/buddy/fs/index.php](https://admissions.oia.ncku.edu.tw/buddy/fs/index.php)

- **Buddy Can Help:**
  - Answer your inquiries about NCKU
  - Provide on-campus/off-campus accommodation information
  - Assist you to choose courses
  - Assist you to complete the enrollment process
  - Become one of your first friend in NCKU.
  - Provide the opportunity to meet friends from different countries.

- Student who participate in Buddy-Buddy program, one of our hand-picked volunteers will be assigned to you as your Taiwan buddy, who will help show you the ins and outs of life here at NCKU.
Appendix
## International Degree Students Enrollment Procedure Sheet
### For Spring Semester 2021

<table>
<thead>
<tr>
<th>No</th>
<th>Place</th>
<th>Event</th>
<th>Signature / Stamp</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Registration (報到) -1</td>
<td>Date: from <strong>Feb. 22</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>International Student Affairs Division, Office of International Affairs</td>
<td>Location: ISAD Office,</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>(1) Copy of the highest diploma verified by the Taiwan ROC embassy (English/Chinese version) 最高學歷驗證影本</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>(2) Copy of your passport identification page(s) and the Taiwan (ROC) visa page 護照及簽證頁影本</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>(3) Copy of the admission letter 錄取通知信影本</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>(4) One 2-inch photo 兩吋相片一張</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>(5) Insurance documents: (either A, B, or C) 保險文件</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 overseas Insurance documents</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>C. National Health Insurance records (for Working visa or NHI card holder) 健保證明 &amp; Certificate of Alien Residence in R.O.C. (居留證明)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>(6) Copies of both sides of your Alien Resident Certificate (if available) 居留證正反面影本</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>(7) Copies of Taiwan Scholarship Certificate or other Scholarships’ certificate 獎學金證明影本</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>(8) Copy of Taiwan Post office passbook (if available)</td>
<td></td>
</tr>
</tbody>
</table>

<p>| 2  | Registration (報到) -2 | Date: from <strong>Feb. 22</strong> | |
|     | Office of Your Department/Institute （各學系/所 辦公室） | (1) Copy of the admission letter 錄取通知信影本 |
|     | | (2) NCKU Student Information 新生基本資料 |
|     | | (printed by login <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>) (登錄網站後印出) |
|     | | (3) Copy of your passport identification page(s) and the Taiwan (ROC) visa page |
|     | | (4) Copies of both sides of your Alien Resident Certificate (if available) |</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>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>Date: from <strong>Feb. 22</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>4</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>Date: from <strong>Feb. 22</strong>&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&lt;br&gt;(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&lt;br&gt;(3) Copy of the admission letter 錄取通知信影本&lt;br&gt;(4) Copy of your passport identification page(s) and the Taiwan (ROC) visa page 護照及簽證頁影本&lt;br&gt;(5) Copies of both sides of your Alien Resident Certificate (if available)</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>应收项目</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>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: 保险狀況</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

個人在臺文件

**Department/Institute:**

**Student ID No.:**

**Student’s Name:**

**Cell Phone number in Taiwan:**

To ensure your student status and the scholarship remittance, please paste copies of the assigned documents in the columns below. Then, submit the form **to your department/institute office** by **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</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>
<th>Advisor’s contact information</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Phone number: Email:</td>
</tr>
</tbody>
</table>
國立成功大學保險切結書

Declaration of Insurance

(You will sign this on registration day)

本人為109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。在入臺後而國際學生醫療保險未生效前，如有任何意外事故發生或衍生其他醫療費用問題，概由本人自行負責，與國立成功大學無涉。特立此書為憑。

I enrolled at NCKU in 2021 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. 我有至少七個月有效期且驗證過的海外保險。
  If you have oversea insurance which is valid for at least SIX months and has been authenticated by Taiwan Embassy, you may submit the authenticated insurance documents to ISAD office instead of join ISMI. 如果你有至少六個月的海外保險並且通過台灣使館的驗證，請於註冊時繳交至ISAD，以取代ISMI保險。

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

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

(You will sign this on registration day)

I am enrolled at NCKU for the 2021 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.

国立成功大學之相關法則聲明書

本人於109學年第2學期入學，並就讀於國立成功大學。本人已閱讀、瞭解並同意學校之各項規定(含學則、國際學生保險規範、全民健保注意事項、學生宿舍規範、獎學金施行要點等)，在臺灣停留期間遵守臺灣之相關法律。如在臺期間有任何抵觸法律、違反規定之行為，本人願意自行負責。本人亦同意授權校方與本人學校或駐外單位查驗本人學位證書、成績證明等證件。若有不實造假，願負法律責任並接受校方撤銷入學資格等相關處分。

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

緊急事件授權同意書

（You will sign this on registration day）

本人於 109 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 2021 Spring semester. In case of emergency, I hereby

□同意授權貴校或貴校再次授權予相關人員代為簽具醫療、意外、法律等一切緊急事件同意書，本人願承擔一切責任。
Agree and allow NCKU or its employees to act to obtain any medical treatment required, medical care in the case of an accident or recourse on legal issues. I hereby declare myself willing to take this responsibility.

□不同意授權貴校代為簽具醫療、意外、法律等一切緊急事件同意書，本人願承擔一切責任。
Disagree and do not allow NCKU or its employees to act to obtain any medical treatment required, medical care in the case of an accident or recourse on legal issues. I hereby declare myself willing to take this responsibility.

此致
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: ______________
Appendix 7

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、利用您的個人資料，依個人資料保護法之規定，以本
聲名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。

Appendix 7

Personal Data Collection Agreement

個人資料蒐集同意書

（You will sign this on registration day）

根據《個人資料保護法》，中華民國國立成功大學（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，以本聲名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。

一、基本資料之蒐集、更新及保管

（一）本校係依據中華民國「個人資料保護法」與相關法令之規範，蒐集、處理及利用您的個人
資料。

（二）請提供您本人正確、最新及完整的個人資料。

（三）本校因執行業務所蒐集您的個人資料包括表單內所需欄位等。

（四）若您之個人資料有任何異動，請主動向本校申請更正，使其保持正確、最新及完整。

（五）若您提供錯誤、不實、過時或不完整或具誤導性的資料，您將可能損失相關權益。

（六）您可依中華民國「個人資料保護法」，就您的個人資料行使以下權利：

1. 查詢或請求閱覽。
2. 請求製給複製本。
3. 請求補充或更正。
4. 請求停止蒐集、處理或利用。
5. 請求刪除。

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

(I) 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利，本校將於修改規範時，於本校網頁(站)公告修改之事實，不另作個別通知。如果您不同意修改的內容，請依上述第一條第六款向本校主張停止蒐集、處理及利用個人資料。否則將視為您已同意並接受本同意書該等增訂或修改內容之拘束。

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

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

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

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