### International Student Handbook

#### Appendices

**Spring Semester 2018**

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Completing the Online Information

The information you have to complete online are “Admission Confirm”, “Apply Dormitory”, “Insurance”, “Comprehensive Records”, “Basic Data Entry for New Students”, see Appendix 1B and Instruction Handout for Spring Semester 2018.

Fill in the Information Online 確認就讀
1. Login with your registered application account at http://admissions.oia.ncku.edu.tw/
2. Choose “Admission Confirm” before December 29, 2017 to let us know if you are accepting your offer of admission. If you accept the admission, you have to complete the online information.
3. Choose “Admission Procedure”
4. Complete the three steps below (also see Appendix 1B)
   a. On-campus dormitory application. Apply before December 15, 2017 and sign the online housing contract before January 17, 2018
   b. Confirm insurance status before February 14, 2018
   c. Comprehensive Records: Accessible from November 20- February 23, 2018. Please input your personal information, print it out, and submit to the designated office when you enroll at NCKU.

Fill in Student Contract for Accommodation (for Housing Service Division) 申請宿舍

Fill in Basic Data Entry for New Students (for Registrar Division) 註冊組網頁填寫個人資料
1. check http://140.116.165.4/wwwmenu/program/net/checkin/netfreshman.html
2. Online login and editing is available from January 15
3. This information is related to course selection. (See Instruction Handout) 填寫完畢後才能開通線上選課帳號
4. Print out after fill out the information online and submit the document to registrar division for enrollment.

Online Application 線上申請
1. Online application for NCKU OIA Chinese Language Course: https://goo.gl/xD4SPL
   Application deadline: January 22, 2018 & February 25, 2018 申請中文特別班
2. Online Application of 2018 spring semester orientation: https://goo.gl/67x53g
   Application deadline: February 10, 2018 申請新生說明會
※First-year students must apply and attend the orientation
Instruction for Online Admission Confirmation

1. Login with your registered application email and password at http://admissions.oia.ncku.edu.tw/
2. Indicate whether you accept this offer of admission. In addition, you can download all the admission information from this webpage. It is strongly recommended that you read this important information about your admission.
3. If you have accepted the offer of admission, then please continue with the following.
   (a) Buddy-Buddy Program: if you accept this option, you will be paired with a local student who will assist with dorm check-in, the enrollment process, general class registration, etc. If this is your first time in Taiwan, we suggest you apply for this program. Your buddy will contact you by email before you arrive at NCKU.
   (b) Dormitory application
   (c) Insurance
   (d) Comprehensive records

Buddy information will be released on July 12 for spring & fall semester students.
4. Apply in campus dorm
Please fill out your religious preference. The housing service division will arrange same religious students in the same room.
1. Please fill in and print out "Declaration of Insurance" and "NHI card insurance condition confirmation" (only for the students who have the NHI card) and bring to ISAD office.
2. Please complete the comprehensive records webpage, and print out one copy to submit to your department (Some departments may need this form on registration day).
Enrollment Reminders

Enrollment at ISAD will start at 13:30-15:30 February 24, 2018. We would like to remind you of a few important matters to save time during enrollment.

1. When you come to our office please show your admission letter, we guide you for the enrollment. You don’t have to print the Appendices. Please prepare 3 copies of your passport page, visa page, highest diploma, verified diploma, photos, etc. The OIA DOES NOT provide free copy services for students.

2. Appendix 7 gives an example of an enrollment checklist. You will be given an official version when you enroll. Please follow the official checklist and submit the required documents to OIA assistants. If everything is in order, the assistants will sign it and stamp the enrollment procedure sheet (Appendix6). We highly recommend that you prepare all the information given in Appendix6 before coming to our office to prevent delays.

3. We also suggest you prepare in advance the other assigned documents required by other offices, eg. Registrar division, and department office, etc. The assigned documents are listed in the enrollment procedure sheet.

4. School fee can be paid at 7-11, post office, the bank of Taiwan and the Cashier office in Yung Ping building on February 2-26, 2018.
Deferment of Admission

1. The students who have serious disease or military service can apply for deferment of admission. Application for student status deferment must be completed by February 14, 2018. An overdue application will not be accepted.

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 February 14, 2018 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.

保留學籍申請

1. 留病假、兵役因素無法就讀之新生可於2018年2月14前申請保留學籍，逾期不受理。

2. 申請保留學籍所需文件
   (1) 說明信
   (2) 最高學歷影本
   (3) 護照影本
   (4) 錄取通知書影本
   (5) 其他可證明之診斷證明書或兵役證明
   以上文件若缺漏則視為未完成保留學籍申請，最終申請結果須待各處室審核後通知。

3. 上述申請文件請於2018年2月14前email至國際學生事務組信箱(em50990@email.ncku.edu.tw)。

4. 若保留學籍申請經核可，註冊組將於保留學籍期滿前(每年8月及1月)寄發復學通知給您，請務必持復學通知至外國文化經貿處辦事處辦理學生簽證。若您遲遲未收到復學通知，請速洽本校註冊組(email: em50120@email.ncku.edu.tw)

5. 獎學金資格須於復學前重新申請，請洽國際學生事務組。

6. 保留學籍申請以一次為限。

7. 保留學籍至多可申請一學年。
Request for Leave of Absence (Suspension)

1. Payment for students who apply for a leave of absence, in which active student status is temporarily postponed but not canceled, or who withdraw this semester:
   (1) Non-scholarship holder and holder of certain scholarship*

   Students will pay insurance fee, internet registration fee, teaching materials fee (for undergraduate students) and dorm fee by February 26, 2018.

   Students will receive reimbursement of tuition fee after they both complete the leave of absence request and receive approval, according to the following schedule.

   February 26 - April 6: reimbursement of 2/3 of tuition fee.

   April 7 – May 18: reimbursement of 1/3 of tuition fee.

   After May 19 (including May 19), 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 by February 26. 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. See Appendix 5.
國立成功大學優秀國際學生獎助學金實施要點

一、國立成功大學（以下簡稱本校）為招收優秀國際學生至本校就讀，提升本校國際化，並整合國際化相關資源，特訂定本要點。

二、本校優秀國際學生獎助學金經費來源如下：
（一）教育部補助款；
（二）本校校務基金；
（三）本校「邁向頂尖大學計畫」經費；
（四）其他捐助捐贈收入。

三、本校優秀國際學生獎助學金總金額及獎助名額，得視當年各項經費收支情形及國際學生人數而彈性調整。

四、獎助期間：自註冊入學起，至畢業離校、休學或退學月止。但延長修業年限期間，不得申請獎助。

（一）大學部：除醫學系及藥學系不得逾六年、建築系建築設計組不得逾五年外，餘以四年為限。
（二）研究所：碩士班以二年為限，博士班以四年為限，碩士生逕修讀博士學位以五年為限。

五、申請資格：
（一）新生：凡依本校「外國學生申請入學」方式申請者，本校招生委員會於審查入學資格時，同時核定其獎助。
（二）舊生：在本校就學一學年以上、具有正式學籍之國際學位生，行為表現無不良紀錄，並符合下列規定：
1. 研究生：已修滿畢業學分者，須另提供指導教授推薦函及論文撰寫計畫。
   (1) 碩士：前一學年至少須修習各系所規定畢業課程十五學分，學業平均成績達八十分以上者。
   (2) 博士：前一學年至少須修習各系所規定畢業課程總學分數之三分之一，學業平均成績達八十分以上者。
2. 大學生：
   (1) 前一學期學業平均成績達七十分以上。
   (2) 班排名前 40% 或國際學生學業平均成績之排名前 40%。
   (3) 已修滿畢業學分者，須另提供系上教師之推薦函。

六、本校優秀國際學生獎助學金分為二類，其獎助金額如下：
（一）優秀國際研究生獎學金：每名可獲得十二個月獎助生活費，並得核予減免學雜費及修讀學分費。
1. 碩士生：每月獎助生活費最高新臺幣 8,000 元整。
2. 博士生：每月獎助生活費最高新臺幣 15,000 元整。
（二）優秀大學部國際學生獎學金：在校住宿費減免，以當年度本校宿舍之最低收費為標準。自動放棄入住者，不再補發其他金額。
1. 新生：依該年度系所錄取之大學部學位國際學生人數按比例計算，依系所錄取前 20% 以內者，可獲得十二個月獎學金，每月新臺幣 15,000 元；前 20.01% 至 40% 以內者，可獲得十二個月獎學金，每月新臺幣 10,000 元。
2. 舊生：依前一學期在學成績於就讀班級之排名為依據。
   (1) 於班上排名前 20% 以內者，可獲得六個月獎助學金，每月新臺幣 15,000 元。
   (2) 於班上排名前 20.01% 至 40% 以內者，或國際學生學業平均成績排名前 40% 者，可獲得六個月獎助學金，每月新臺幣 10,000 元。
七、申請時間：
（一）新生：依本校「外國學生申請入學」時間辦理。
（二）舊生：
1. 研究生：
   (1) 秋季班入學者：於每年 8 月 1 日至 8 月 30 日前向各系所申請。
   (2) 春季班入學者：於每年 1 月底至 2 月底前向各系所申請。
2. 大學生：每學年分上下兩學期申請，每年 9 月 20 日至 10 月 20 日與每年 3 月 1 日至 3 月 30 日前向各系所申請。

八、申請資料：
（一）新生：依本校「外國學生申請入學」方式辦理。
（二）舊生：
1. 研究生：備「申請表、前一學年上下學期成績單、在學證明(至本校教務處註冊組申請)、有效期之居留證、郵局帳戶影本」，其他文件得視各系所之公告為主。
2. 大學生：備「申請表、前一學年具有就讀班級排名之正式成績單(向本校教務處註冊組申請)、在學證明(至本校教務處註冊組申請)、有效期之居留證、郵局帳戶影本」。

九、審核時間：
（一）研究生：每次核定一學年，並須逐年審核。
（二）大學生：每學期重新申請審核。

十、核予期間：
（一）優秀國際研究生獎學金：
   1. 秋季班入學者：當年度 9 月至隔年度 8 月。
   2. 春季班入學者：當年度 2 月至隔年度 1 月。
（二）優秀大學部國際學生獎學金：
   1. 新生：
      (1) 秋季班入學者：當年度 9 月至隔年度 8 月。
      (2) 春季班入學者：當年度 2 月至隔年度 1 月。
   2. 舊生(指一年級後在校生)：
      (1) 第一學期：當年度 9 月至隔年度 2 月。
      (2) 第二學期：當年度 3 月至 8 月。

十一、獎助原則：
（一）受獎生需於每學期完成註冊，並查驗居留證後，始得領取獎助學金。
（二）受獎生如保留學籍，原核定獎助學金之資格即予取消。待復學之該學年度，於指定申請期間（依照本校「外國學生申請入學」時間）重新提出申請。
（三）受獎生註冊入學後，經查驗居留證持有「應聘」身分或簽證持有「工作」身分者，不得領取。
（四）減免學分費之獎助學分總數，以不超過各系所規定之畢業課程學分數為限。
（五）因故休學或退學者，應即停止核發獎助學金，並撤銷其受獎資格。
（六）受獎生如因學習之需要，須赴國外擔任交換學生、短期研究者，出國期間停止核發，原獎助期間不得展延。
（七）受獎生註冊入學後，於獎助期間內，離校時間超過一個月以上者，應即停止核發獎助學金。
（八）受領其他政府機關或機構獎助金之學生，得於原受獎期滿後提出申請。
（九）受獎生於獎助期間內，如有違反本校校規，受小過處分者，自處分確定後次月，立即取消當學期已核定之獎助學金與次學期獎助申請資格。但經學校評估後，得以校園服務代替懲處者，於抵除後復復下一學期之獎助申請資格。受大過以上處分者，自處分確定後應即停止核發獎助學金並註銷其受獎資格。

十二、本獎助學金與政府各機關所提供之外國獎助學金不得重覆領取，違反者得撤銷獎助資格。若有溢領情事，一經查證屬實，應予繳回。

十三、本要點未盡事宜，悉依相關法令規定辦理。

十四、本要點經主管會報通過後實施，修訂時亦同。
1. National Cheng Kung University (hereinafter referred to as the University), in an effort to promote the recruitment of distinguished international students, raise its international profile, and continue its internationalization efforts, has enacted the following guidelines.

2. The sources of the scholarship are as follows:
   (1) Subsidies from the Ministry of Education;
   (2) The University Endowment Fund;
   (3) Grants from “Aim for the Top-tier University and Elite Research Center Development Plan”;
   (4) Revenues generated from contributions and donations.

3. The number of scholarships awarded is subject to adjustment, depending on the total number of international students as well as the funds available for the current academic year.

4. Award Timeframe: From enrollment until graduation, withdrawal and/or suspension. Students who extend their study period are no longer eligible to apply for the scholarship.
   (1) Undergraduate students: Limited to six years for School of Medicine and School of Pharmacy, five years for Department of Architecture (design division), and four years for the other majors.
   (2) Graduate students: Two years for Master’s and four years for PhD students. Master’s students who advance to a PhD program have a five-year limit with regard to receiving the scholarship.

5. Application requirements:
   (1) Admission applicants: The NCKU Admissions Committee will evaluate applicants who apply in accordance with the regulations governing “NCKU Guidelines for International Student Admission Applications” and assess their scholarship offers accordingly.
   (2) Former and continuing students: Eligible applicants who are officially enrolled as international students, have completed at least their first year of academic study without any official record of misconduct and accord with the following qualifications:
     A. Graduate students: A graduate student who has completed all the required coursework should submit a thesis/dissertation proposal and a letter of recommendation by their advisor.
        a. Master’s program: Must have completed a minimum of 15 required course credits for graduation in the preceding academic year, with an average grade of 80 or above and without any official record of misconduct.
        b. Doctoral program: Must have completed a minimum of one-third of the required course credits for graduation in the preceding academic year, with an average grade of 80 or above and without any official record of misconduct.
     B. Undergraduate students: Students who have completed all required graduation credits should submit a letter of recommendation by their professor from their own department.
        a. Must have an average grade of 70% or above in the preceding semester.
        b. Have ranked within top 40% in class or ranked within top 40% of academic performance (average grade) among the international students.

6. The NCKU Distinguished International Student Scholarship is classified into the following two categories:
   (1) Distinguished International Graduate Student Scholarship: Recipients can get the stipend of 12 months and the waivers of tuition fees and course credit fees.
      A. Master’s program: A maximum monthly stipend of NT$8,000.
      B. Doctoral program: A maximum monthly stipend of NT$15,000.
   (2) Distinguished International Undergraduate Student Scholarship: On campus accommodation fees waived. (*It should be noted that the accommodation fee waived under this scholarship is equivalent to the basic rate
A. Admission applicants: The scholarship is given based on the ranking of admitted students, as submitted by each department. Those ranked in the top 20% of students admitted into each department will each receive a monthly stipend of NT$15,000, while those ranked between the top 20.01% and 40% will each receive a monthly stipend of NT$10,000.

B. Former and continuing students: The scholarship is given based on the class ranking of students with regard to their academic performance in the preceding semester.
   a. Those ranked in the top 20% in each class: A monthly stipend of NT$15,000.
   b. Those ranked between the top 20.01% and 40% in class: A monthly stipend of NT$10,000.
   c. Those ranked within top 40% of academic performance (average grade) among the international students: A monthly stipend of NT$10,000.

7. Application Period:
   (1) Admission applicants: A scholarship application is part of an admission application, which shall be submitted within the period prescribed in the NCKU Guidelines for International Student Admission Applications.
   (2) Former and continuing students:
      A. Graduate students:
         a. Those admitted in the fall semester are entitled to submit an annual scholarship application to their respective departments during the period of August 1 to 30.
         b. Those admitted in the spring semester are entitled to submit an annual scholarship application to their respective departments during the period from the end of January to the end of February.
      B. Undergraduate students: Undergraduate students are entitled to submit a scholarship application to their respective departments for each semester in an academic year, with the application period from September 20 to October 20 set for the fall semester, and from March 1 to March 30 set for the spring semester.

8. Application Materials:
   (1) Admission applicants: The materials required for a scholarship application are referred to the NCKU International Admission Online System.
   (2) Former and continuing students:
      A. Graduate students: A completed application form, an official transcript, an official study certificate (obtained from the Registrar Division), a copy of a valid ARC, a copy of the cover of a Post Office bank account and other relevant documents as required by a student’s department.
      B. Undergraduate students: A completed application form, an official transcript for the preceding semester with class ranking from the Registrar Division, an official study certificate (obtained from the Registrar Division), a copy of a valid ARC and a copy of the cover of a Post Office bank account.

9. Review Period:
   (1) Graduate students: The award period is for one academic year and this is evaluated on an annual basis.
   (2) Undergraduate students: Evaluated on a semester basis.

10. Award Period:
    (1) Distinguished International Graduate Student Scholarship:
        A. The scholarship is awarded to those admitted in the fall semester for the period from September to next August.
        B. The scholarship is awarded to those admitted in the spring semester for the period from February to next January.
    (2) Distinguished International Undergraduate Student Scholarship:
        A. New Freshmen:
           a. Those who are admitted in the fall semester: from September to next August.
           b. Those who are admitted in the spring semester: from February to next January.
        B. Former and continuing students (i.e., students studied officially for one or more than one academic year):
a. Fall semester: from September to the next February.
b. Spring semester: from March to August

11. Conditions for Receiving a Scholarship:
(1) Approved recipients are required to be officially enrolled and done the ARC verification to receive the granted scholarship every semester.
(2) Approved recipients who defer admission must reapply for the scholarship upon returning, based on the time set by the *NCKU Guidelines for International Student Admission Applications*. The original scholarship is deemed invalid.
(3) After being officially enrolled, recipients who are identified as having an employment status on their ARC or who hold a work visa are not entitled to receive the scholarship.
(4) The total amount to be waived for course credits shall not exceed the sum for the minimum number of course credits required for the recipient to graduate from his/her respective department.
(5) Recipients who suspend their studies or drop out from school will have their stipend halted immediately and their qualifications for receiving it are cancelled.
(6) Recipients who travel overseas to participate in any student exchange program or any short-term research project will not receive any of the scholarship during their overseas stay. The duration of the original scholarship will not be extended to account for this.
(7) During the award period, recipients who have been absent from school for more than a month will have their scholarship halted immediately.
(8) Students who receive stipends from other governmental organizations/institutions are entitled to apply for NCKU scholarships once the period of the previous awards has been completed.
(9) Recipients who have violated University rules will face the following consequences:
   A. Recipients who are disciplined with a penalty of more than a minor demerit will immediately have their monthly stipend cancelled for the rest of the semester, starting from the following month after the penalty is officially confirmed. Meanwhile, their eligibility to apply for a scholarship will be revoked for the following semester. Should the penalty be commuted into a campus service following a resolution by the University administration, after the service is completed, their eligibility to apply for a scholarship will be resumed for the following semester.
   B. Recipients who are disciplined with a penalty of more than a major demerit will immediately have their monthly stipend cancelled for the rest of the semester once the penalty is officially confirmed. Meanwhile, their eligibility to apply for a scholarship will be completely revoked.
12. Those who receive scholarships or grants for international students offered by Taiwan government agencies are not eligible to receive this scholarship. Any recipients of this scholarship found to be acting in violation of this rule will be disqualified from receiving this scholarship, and must return the funds they have already received.
13. Matters that are not covered by the guidelines indicated here shall be administered according to the relevant regulations.
14. These guidelines and their revisions are in effect subject to the approval of the Administrative Council meetings.

*These guidelines are enacted in Chinese, which shall prevail in case of any discrepancy between the English translation and the Chinese original.*
At Orientation, you will...
Meet other new students.
Learn about academic policies and procedures.
Hear about campus life from current students.
Get your questions answered about being NCKU.

Place: International Conference Room, B1 Floor, 1st Lecture Room, Kuang-Fu Campus (the building NO.13 on the NCKU map) 光復校區國際會議廳第一演講室 (NCKU 地圖上 NO.13)
Date: February 24
Time: 08:30-12:00
Online application: https://goo.gl/forms/HJWu7i8VwaS5h8F32 (available from November 20-February 10, 2018)

You will be exposed to useful information about studying at NCKU and living in Tainan, get an opportunity to interact with senior international and local students, receive some NCKU gifts, and more.
106學年度第2學期外國學位生註冊程序單  
International Degree Students Enrollment Procedure Sheet  
For Spring Semester 2018

Name (姓名): ________________________________________________________

Student ID Number (學號): ________________________________

Degree (學位):  □ Bachelor (學士)  □ Master (碩士)  □ Doctor (博士)

Department/Institute (就讀系所): ____________________________________________

<table>
<thead>
<tr>
<th>No</th>
<th>Place</th>
<th>Event</th>
<th>Signature/Stamp</th>
</tr>
</thead>
</table>
| 1 |  | Registration (報到)-1 | Date: February 24, 2018 (13:30-15:30)  
(1) A copy of the admission letter 錄取通知信影本  
(2) One photo (3.5cm*4.5cm) 一張兩吋相片  
(3) Copy of your passport identification page(s) and the Taiwan (ROC) visa page 護照及簽證頁影本  
(4) Copy of the highest diploma verified by the Taiwan ROC embassy (English/Chinese version) 最高學歷驗證影本  
(5) Insurance documents: (either A, B, or C) 保険文件  
A. NCKU Declaration of Insurance online (ISMI)  
B. Authenticated oversea Insurance documents  
C. National Health Insurance records (for Working visa or NHI card holder) (健保證明) & Certificate of Alien Residence in R.O.C. (居留證明)  
(6) Copies of both sides of your Alien Resident Certificate (if available) 居留證正反面影本  
(7) Copies of Taiwan Scholarship Certificate or other Scholarships’ certificate 奖學金證明影本  
(8) Copy of Taiwan Post office passbook (if available) |
| 2 |  | Registration (報到)-2 | Date: February 26, 2018  
(1) A copy of the admission letter 錄取通知信影本  
(2) Copy of your passport identification page(s) and the Taiwan (ROC) visa page 護照及簽證頁影本  
(3) “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  
(4) NCKU Student Information (need to be printed by login: http://140.116.165.4/wwwmenu/program/net/checkin/netfreshman.html) 新生基本資料 (登錄網站後印出) see instruction handout  
(5) (5) Copies of both sides of your Alien Resident Certificate (if available) |
<table>
<thead>
<tr>
<th>No</th>
<th>Place</th>
<th>Event</th>
<th>Signature / Stamp</th>
</tr>
</thead>
</table>
| 3  | Cashier’s Division  
(1st floor of Yunping Administration Building West wing 雲平大樓西棟一樓) | Date: February 26, 2018  
Pay it by cash and get the stamp from Cashier’s office on this sheet. | |
| 4  | Registration  
（報到）-3 | (1) A 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 http://140.116.165.4/wwwmenu/program/net/checkin/netfreshman.html) (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) | |

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

**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 certificate after the enrollment.  
（若需要註冊證明申請居留證，請註冊後，持著註冊費收據至註冊組申請。）
Enrollment Checklist

<table>
<thead>
<tr>
<th>Item 應收項目</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Copy of passport identification page(s), 護照身分頁影本</td>
</tr>
<tr>
<td>2. Copy of visa page, 台灣簽證頁影本</td>
</tr>
<tr>
<td>3. Verified graduation diploma (original &amp; copy), 經外館驗證之畢業證書</td>
</tr>
<tr>
<td>if you don’t have a verified diploma, please sign up the Declaration of diploma submission</td>
</tr>
<tr>
<td>如未攜帶畢業證書及驗證文件則無法完成報到手續，請洽國際處詢問後續處理方式</td>
</tr>
<tr>
<td>4. One 2-inch photo 1 張兩吋照片 (for NHI card application)</td>
</tr>
<tr>
<td>5. Insurance: 保險狀況</td>
</tr>
<tr>
<td>□ I do not have the required health insurance and will join the International Student Medical Insurance (ISMI). Please submit the NCKU declaration of insurance and take an application form for NHI 我要加入 ISMI，並繳交成大保險切結書、索取一張健保卡申請表</td>
</tr>
<tr>
<td>□ Authenticated certificate of the insurance copies 駐外館處驗證之有效當地保險證明</td>
</tr>
<tr>
<td>□ Copies of both sides of the National Health Insurance card and insurance certificate 台灣健保卡影本及加保證明 □應聘 □依親 (公所加保) □由成大加保 (由承辦人勾選)</td>
</tr>
<tr>
<td>6. Copies of both sides of the Alien Resident Certificate (if available), 居留證正反面影本 (如果有)</td>
</tr>
<tr>
<td>居留事由 □就學 □應聘 □依親 □其他 (由承辦人詢問後勾選)</td>
</tr>
<tr>
<td>7. Copy of scholarship</td>
</tr>
<tr>
<td>□ Copy of Taiwan Scholarship Certificate (if available): MOFA or MOE 台灣獎學金證明書影本 (如果有)</td>
</tr>
<tr>
<td>□ Copy of another government’s scholarship, such as ICDF scholarship, DIKTI scholarship, Aceh Scholarship or VEST Scholarship 其他政府獎學金證明書影本 (如果有)</td>
</tr>
<tr>
<td>□ Copy of NCKU Scholarship Certificate 成功大學獎學金影本</td>
</tr>
<tr>
<td>8. Copy of Taiwan Post Office Passbook (if available) 臺灣郵局存簿影本 (如果有)</td>
</tr>
<tr>
<td>9. New student health checkup confirmation</td>
</tr>
</tbody>
</table>

If you have not done the new student health check-up. Please take the health check-up forms from ISAD staffs when you submit this form to ISAD staffs.

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: ____________________________

The official document will be provided on February 24, 2018.
Personal Documents for Studying in Taiwan
個人在台文件

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 21 (*After completing enrollment, please apply for the ARC and post office bank account as soon as possible.) 在註冊後，煩請儘快申請在台居留證與郵局帳戶。
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。並在三月二十一日前繳交該表予系所辦公室。

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

Copy of the post office bank account passbook (郵局帳戶影本)

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

<table>
<thead>
<tr>
<th>Advisor’s name</th>
<th>Advisor’s contact information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phone number:</td>
<td>Email:</td>
</tr>
</tbody>
</table>

The official document will be provided on February 24, 2018.
本人為106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及支付保險費用7個月（2月至8月）共3千5百元整。在入臺後而國際學生醫療保險未生效前，如有任何意外事故發生或衍生其他醫療費用問題，概由本人自行負責，與國立成功大學無涉。特立此書為憑。

I enrolled at NCKU in 2018 Spring semester; hereby declare that I will join the International Student Medical Insurance (ISMI) arranged by NCKU and pay NTD 3,500 for 7 months insurance from February 2018-August 2018. 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) for the first seven months (NTD 3,500) while registration. 如果你在來台灣前沒有任何保險，前七個月請加入國際學生醫療險(ISMI，花費NTS$3,500)。

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 seven months and has been authenticated by Taiwan Embassy, you may submit the authenticated insurance documents to ISAD office instead of join ISMI. 如果你有至少七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

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”。
Acknowledgment of Regulations and Accepting NCKU Regulations

I am enrolled at NCKU for the 2018 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106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。
Authorization for Emergency Treatment

緊急事件授權同意書

本人於106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 2018 spring semester. In case of emergency, I hereby

同意授 权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 权貴校代為簽具醫療、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: ________________

在台緊急聯絡人/ Emergency Contact Person(Taiwan): ________________

緊急聯絡電話/ Emergency Telephone Number: ________________

Appendix 12
Personal Data Collection Agreement

個人資料蒐集同意書

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，您可以拒絕向本校提供個人資料，但您可能因此喪失您的權益。

Appendix 13
II. Purpose of Personal Data Collection
(I) NCKU collects your personal data to meet the needs of educational administration.
(II) We will solicit your consent in a written form in advance before using your personal data to serve a purpose other than the one specified in Item (I) of this article. While you may refuse to provide your personal data to NCKU, you may lose certain rights or benefits as a consequence.

III. Basic Information Security
Should your personal information be stolen, disclosed, altered or infringed upon due to the violation of the Personal Data Protection Act by NCKU, the occurrence of any natural disasters, incidental changes or other unavoidable circumstances, NCKU shall inspect the cause and inform you by phone, mail, email or website notice.

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.

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.