NCKU Forms
You Need to Have:

*These forms must be with you when registering to NCKU.

報到時請務必攜帶下列文件

<table>
<thead>
<tr>
<th>Form 1- NCKU Declaration of Insurance</th>
<th>3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Form 2- NCKU International Degree Students Enrollment Procedure Sheet</td>
<td>5</td>
</tr>
<tr>
<td>Form 3- NCKU Checklist for Application for CFS class</td>
<td>7</td>
</tr>
</tbody>
</table>
本人___________________(中文名)自________(年/月)至國立成功大學報到之外籍生，
就讀______________________(系所)。本人目前並未投保任何海外醫療或旅行平安
保險，故願意加入學校提供之國際學生醫療保險及支付保險費用6個月共3千元整。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。

此致
國立成功大學國際事務處

I,_____________________________________(Name in English), enrolled in the Inst./Dept. of
_______________________________________ at NCKU in ____________(yyyy/mm), hereby
declare that I will join the International Student Medical Insurance (ISMI) arranged by NCKU
and pay NTD 3,000 for 6 months insurance. 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.

立切結書人簽名 Signature：
學號 Student ID No.：
護照號碼 Passport Number：
日期 Date(yyyy/mm/dd):

Receipt 收據

Student Name:____________________
Student ID number:________________
Payment Details: Insurance fee (ISMI)
Amount: NTD 3,000
茲收到ISMI保險費新台幣三千圓整

OIA stamp
Notice: Please pay attention to your own insurance status. Please 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 six months (NT$3,000)
while registration. Your National Health Insurance (NHI) will be valid from the 7th
month (NT$749 per month).
如果你在來台灣前沒有任何保險，前六個月請加入國際學生醫療險(ISMI，花費
NT$3,000)。第七個月開始可以加入全民健保(NHI，每個月花費 NT$749)。

※ I have an oversea insurance which has been authenticated by Taiwan Embassy and
valid for at least four months. 我有至少六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 OIA when you register and then join NHI from the 7th month.
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 OIA，
並在第七個月時可以加入全民健保。

※ 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 OIA 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 OIA“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 R.O.C.” 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 R.O.C.”. 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”。


**NCKU International Degree Students Enrollment Procedure Sheet**
For the Fall Semester 2013

<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: Sept. 16-17, 2013  
※ You need to bring:  
(1) NCKU Admission Notice  
(2) Print-out of Online NCKU Comprehensive Records  
(3) Copies of your passport, including the pages of the Taiwan visa  
(4) Copy of the highest diploma verified by the Taiwan ROC embassy (English/Chinese version)  
(5) Two 2-inch photos  
(6) Insurance documents: (either A, B, C, or D)  
A. NCKU Declaration of Insurance and NTD 3,000 (ISMI)  
B. Authenticated oversea Insurance documents  
C. National Health Insurance records (for Working VISA or NHI card holder)  
D. Certificate of Alien Residence in R.O.C. (居留證明)  
(7) Copies of both sides of your Alien Resident Certificate (if available)  
(8) Copies of Taiwan Scholarship Certificate or other Scholarships’ certificate (except for the NCKU Distinguished International Student Scholarship. If available)  
(9) Copy of Taiwan Post office passbook (if available) | |
| **2** | **Registration (報到) - 2** | Date: Sept. 16-17, 2013  
※ You need to bring:  
(1) NCKU Student Information  
(2) Copies of your passport, including the pages of the Taiwan visa  
(3) “Original” and “copy” of the highest diploma verified by the Taiwan (ROC) embassy  
(4) One 2-inch photo  
(5) Copies of both sides of your Alien Resident Certificate (if available) | |
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</thead>
</table>
| 3  | Registration (報到) - 3 | Please bring the items listed below:  
(1) Copy of Records of International Students at NCKU  
(2) NCKU Admission Notice  
(3) Copy of your passport, including the pages of the Taiwan visa  
(4) Course selection sheet  
(5) Copies of both sides of your Alien Resident Certificate (if available) | |
| 4  | Office of Your Department/Institute  
(各學系/所辦公室) | Date: Sept. 16-17, 2013  
※ You need to bring:  
(1) NCKU Admission Notice  
(2) NCKU Checklist for Application for CFS class  
(3) One 2-inch photo  
(4) NTD350 for the NCKU Chinese placement test (if you join it) | |
| 5  | Application (報名)  
NCKU Chinese Language Center  
(華語中心) | Date: Sept. 16-17, 2013  
※ You need to bring  
(1) NCKU Admission Notice  
(2) NCKU Checklist for Application for CFS class  
(3) One 2-inch photo  
(4) NTD350 for the NCKU Chinese placement test (if you join it) | |
|    | Tuition Fee and Other Fees Payment (繳交相關學費或其他費用) | Date: Sept. 16-17, 2013  
※ You need to bring  
(1) NCKU Admission Notice  
(2) Bill of school payment  
(3) New Taiwan Dollars in cash | |

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 2~3 weeks of submitting this sheet. (註冊程序完成後，將此單送回註冊組各學系/所辦公室，而學生證則於之後的 2～3 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。)
Checklist for Application for CFS class of Fall Semester of 2013 Academic Year
(For First-time Applicant)

Last Name: 
First Name: 
Middle Name: 
Student ID Number: 
E-mail: 
Phone number: 
Degree: □ Bachelor □ Master □ PhD

Please check the following steps in order to complete the application process.

□ Read through “Brief Introduction to Chinese Classes for Foreign Students & Application Information for CFS” and “FAQ for OIA Chinese Language Course.”
□ Complete and submit online application form
□ Need to take the placement test? □ No
   □ Returned the answer sheet of the test
   □ Pay NT$350 placement test fee (@ Chinese Language Center)
     *If you have learned Chinese for more than 6 months, you would need to take the online placement test.
□ Submit this form with one copy of your “Notice of Admission” (@ Chinese Language Center) during registration days.

Any modification?

Your signature:       Date: