

國立成功大學 _____ 學年度第 _____ 學期院系級交換學生註冊程序單

National Cheng Kung University

College/Department-Level International Exchange Students Enrollment Procedure Sheet

For the ☐ Fall (September) 秋季班 / ☐ Spring (February) 春季班 _____ (year) 年 Semester

* Name (姓名):

* Student ID Number (學號):

* Degree (學位): ☐ Bachelor (學士) ☐ Master (碩士) ☐ Doctoral (博士)

* Department/ Institute (就讀系所):

No	Place	Event	Signature / Stamp
1	Registration (報到) -1	* Please bring the items listed below 請攜帶以下文件: 1. Admission Notice of the University 入學通知書 2. International Student Information (Available on the website of ISAD) 國立成功大學新生基本資料表(可於 ISAD 網頁下載) 3. Course Selection Sheet 國立成功大學各學系選課單 4. Copy of your passport 護照影本	
	Course selection(選課)-1st day of Registration	* Exchange students can select course online, if you fail to do that, then you will need to fill in the course selection sheet and sign up in the department which will be enrolled after registration. 交換學生可線上選課，若沒有選課成功，則需填寫選課單並至各系所登記。	
	Office of Your Department/Institute (各學系/所 辦公室)	* Some courses have limit quota, please confirm with your department regarding the course selection. 部分課程名額有限，請同學與相關系所詢問確認。 * After registration, students can select courses online. Please follow school course selection schedule. 註冊後隔日可依學校選課時程辦理加退選作業。 * Please see the following website for course information. 課程資訊請參考以下網頁: https://course.ncku.edu.tw/	
2	Registration (報到) -2	【Health examination 學生體檢】 (Please choose one of the following) <input type="checkbox"/> I will submit Health Certificate for Short-Term Students or Health Certificate for Residence Application (Chinese/English version)。我會繳交經外館驗證的短期研修健康檢查項目表或居留或定居健康檢查項目表。 <input type="checkbox"/> I have Original copy of Appendix 4: Proof of Positive Measles and Rubella Antibody or Measles and Rubella Vaccination Certificates. I will only take Chest X-ray for Tuberculosis at NCKU hospital. It costs NT\$260 in discount period. 我有麻疹及德國麻疹之抗體陽性檢查報告或預防接種證明(附錄 4 之診斷證明正本)。我將在成大醫院進行胸部 X 光肺結核檢查(優惠價格 260 元)。	(2 nd floor of Yun-ping Administration Building, East wing, Kuang-fu campus 光復校區雲平大樓東棟2樓)
	NCKU Health Center 衛生保健組	<input type="checkbox"/> I will take Chest X-ray for Tuberculosis and receive the MMR vaccine / blood test at NCKU hospital. It costs about NT\$1065 in discount period. 我將在成大醫院進行胸部 X 光肺結核檢查及施打 MMR 疫苗或抗體檢驗檢查(優惠價格約 1,065 元)。 <input type="checkbox"/> I will stay more 6 months and need to transfer VISA (from visitor visa to resident visa) for applying Alien Resident Certificate (ARC). I will take the Type B health examination. It costs NT\$1,300 in discount period. 我需要在臺轉換簽證類別以申請居留證，將在成大醫院進行簽證體檢(優惠價格 1,300 元)。 * Student takes full responsibility for health examination type. If student take the wrong one, student may need to pay more for health examinations fee. 學生請務必確認體檢類別，如體檢類別錯誤，學生必須自行負擔額外的體檢費用。 * Please fill the Google form to get the NCKU hospital voucher 請學生上網填寫線上表單以利校方協助寄發成大醫院體檢優惠單： NCKU Health Center website>English version> Physical Examination of Freshman> (google form for exchange students only)	

3	Application(報名)	<p>* You need to bring 需攜帶:</p> <ol style="list-style-type: none"> 1. Admission Notice of the University 入學通知書 2. Online Registration Form of Chinese Course with your signature 中文特別班線上報名表(含簽名) 3. One 2-inch Photos 兩吋照片1張 4. NTD350 for the NCKU Chinese placement test (if you need it) 中文測驗費 新台幣350元(如需要) <p>*Visiting students & Students from Hong Kong, Macau and the People 's of republic of China are not qualified for free Chinese Language Courses 訪問學生與香港、澳門及中國大陸地區學生無法報名中文特別班</p> <p>**若院系所交換生之簽約校為各大世界大學排名前100大者(除港、澳、陸籍生)，可依當期規劃參加校級所提供免費中文課程班。</p> <p>**若院系所交換生簽約校非為各大世界大學排名前100大者(除港、澳、陸籍生)，可於每年9月底/2月底詢問華語中心是否有剩餘名額供學生加入本處開設之中文特別班，若尚有名額，則不需額外付費；若已額滿，則需請貴院所自行負擔院交換生修習華語課程費用。</p>	(Chinese Language Center Qiu-Qi Building 3F Kuang Fu Campus 光復校區修齊大樓3樓)
	NCKU Chinese Language Center (華語中心)		
3	Registration (報到) -3	<p>* You need to bring: 需攜帶:</p> <ol style="list-style-type: none"> 1. Bill of school payment receipt 繳費單收據 <p>* If you couldn't pay it before the due date, you can pay in cash on the registration day. 如果無法於繳費期限前完成繳費，請直接攜帶現金現場繳費。</p> <p>Fee費用:</p> <ol style="list-style-type: none"> (1) Pay for SGI (Student Group Insurance) 學生平安保險費 (2) Pay for tuition fee (if necessary) 學雜費 (若有需要的話) 	(1st floor of Yun-ping Administration Building, West wing, Kuang-fu campus 光復校區雲平大樓西棟1樓)
	Cashier's Division 出納組		
4	Registration (報到) -4	<p>* You need to bring 需攜帶:</p> <ol style="list-style-type: none"> 1. International Student Information (Available on the website of ISAD) 國立成功大學新生基本資料表(可於 ISAD 網頁下載) 2. One 2-inch photo 兩吋照片1張 3. Copy of your passport 護照影本 	(1st floor of Yun-ping Administration Building, West wing, Kuang-fu campus 光復校區雲平大樓西棟1樓)
	Registrar Division 註冊組		

Note: Please return this sheet to Registrar Office after all the procedures are completed. Then, you can pick up your student ID card at your department office after 2 weeks of submitting this sheet.

(當註冊程序完成後，請將此單送回註冊組各學系(所)承辦人。您的學生證將能於2週後於系辦公室領取。)