



外國籍新生註冊須知

National Dong Hwa University

Registration guideline for new international students

99 學年度第1 學期 (Fall 2010)

1. 入學前準備 Pre-school preparation

申請人如經錄取後，應親自於開學前（9月14日）至教務處註冊組繳交下列文件：

Once accepted, students should report to the Section of Graduate Studies (graduate program)/Section of the Register (undergraduate program) in person prior to the beginning of the admitted semester(September,14, 2010) by presenting the following documents:

- (1) 護照正、反面影本及居留證正、反面影本

One photocopy of your passport and residence permit (both front and back).

- (2) 台灣駐外單位或代表處簽證之畢業證書及成績單(認證章)影本各乙份。

One photocopy of your diploma and transcript of your original school verified (with official stamp/seal) by the Taiwan Overseas Representative Office in the country.

- (3) 二吋照片一張

One recent photographs (size: 2-inch).

- (4) 申請人錄取後未能依規定時間註冊入學者，得於完成報到手續後，申請保留入學資格，經學校核准後，始可於次學年度入學；研究生經所屬系所主管同意者，得於第二學期註冊入學，入學時適用之相關規定與次學年度新生相同，但若無法於第二學期入學者，則取消其入學。

Admitted undergraduate students who are unable to enroll for any reason may apply for one-year deferral of admission before the announced deadline. Admitted graduate students may apply for a deferral to their department/institute. The deferral is valid upon approval. Admitted graduate students who are unable to enroll in the second semester will be disqualified.

- (5) 核准入學之外國學生到校時，已逾該學年第一學期1/3課程者(2010年10月24日)，當學年不得入學。但碩士班、博士班研究生經所屬系(所)主管同意者，得於第二學期註冊入學。

When an international student admitted to NDHU arrives after one-third of the first semester has passed (October 24th 2010), he/she can not enroll in the whole academic year. Graduate students, however, may be allowed to enroll the second semester with the approval of the dean of their department or graduate institute.

- (6) 依行政院衛生署疾病管制局規定，自2009年1月起，凡申請來台居留簽證，需檢具麻疹及德國麻疹抗體陽性報告或預防接種證明。詳請參閱外交部領事事務局網站〈<http://www.boca.gov.tw>〉。

According to regulations of Center for Disease Control (CDC), Dept. of Health, Executive Yuan, R.O.C (Taiwan), since January 2009 those who apply for **resident visa** for staying in Taiwan have to submit a medical report showing immunity to measles and rubella or proof of vaccination against measles and rebella. Please refer to the BOCA website (Bureau of Consular Affairs, Ministry of Foreign Affairs, R.O.C.(Taiwan)): <http://www.boca.gov.tw> for details.

- (7) 外國學生註冊時，新生應檢附已於國外投保自入境當日起至少四個月效期之醫療及傷害保險，在校生應檢附我國全民健康保險等相關保險證明文件。前項國外之保險證明，應經駐外館處驗證。如為未投保者應於註冊時繳納保險費，由本校代辦投保。

International students should provide private health insurance certificates or certificate of national health insurance when enrolling at University. The insurance should be available in four months, which starts at the date when students come to Taiwan. The private health certificate of foreign country should be verified by Taiwan Oversea Representative Office. International students without having any health insurance should pay the fee to university when they enroll so that University can help them apply for the insurance.

- (8) 最近3個月內之健康檢查報告書(乙式體檢表)，本項證明書應於99年9月14日前繳交至本校衛生保健組。未繳交或未通過審核者，將無法辦理註冊手續。

Students need to submit a certificate of health (form Type B) from an accredited hospital within the past 3 months. This certificate should be sent to NDHU before the designated deadline (September 14, 2010). If students do not submit a health certificate or pass the health review by NDHU, no further registration procedures will be allowed to proceed.

Items required for health certificate Type B (page1 and page2) can be downloaded at: <http://www.student.ndhu.edu.tw/OSA2008/health/index.html>

※ 新生如於至本校報到無法繳交上述文件，本校將不予以發給學生證或其他證件，以提供其辦理外僑居留證。依我國移民法規定，外國人士須於入境15天內申請外僑居留證，因未繳驗證件而致延誤或無法申請ARC者，須自行負責相關風險及罰鍰。

If student fails to submit any one of the above documents upon checking in NDHU around September, no student I.D. card or any other certificates will be issued to apply Alien Resident Certificate (ARC). According to Taiwan Immigration Law, foreigners must apply for an ARC within 15 days of arrival in Taiwan. The student should bear his own risk for delaying registration and ARC overdue penalty.

2. 報到日期 Arrival date

- (1) 99學年度第1 學期開學日為99 年9月14日，相關日期請參考本校行事曆 <http://dormdb.ndhu.edu.tw/~zslin/calendar.php>

All classes for Fall 2010 will begin from September 14, 2010. You may check NDHU Academic calendar (<http://dormdb.ndhu.edu.tw/~zslin/calendar.php>) for specific dates.

新生應至本校行政大樓教務處註冊組繳交上述文件。時間為週一至週五，上午9:00-11:30 or 1:30-5:00

You are required to check in at Division of Registry.

for the tuition payment and registration procedures. **Check in should be on Monday-Friday from 9:00-11:30 or 1:30-5:00.**

- (2) 新生於繳齊前項說明之報到文件，並支付學雜費及學生保險費後，本校將發給在學證明，以利其辦理外僑居留證(ARC)。

You should bring along your original diploma, two photos (size: 2 inch), copy of the front side of your passport and visa. As soon as these documents and **official authenticated documents** (please refer to item 1 for details), diploma with academic records are received, your registration status will be validated after tuition and insurance payment. Thereafter, your certificate of study in NDHU will be issued for applying ARC (Alien Resident Certification) **which must be applied within 15 days after arrival in Taiwan.**

※ 註冊須知 Registration regulation

<http://www.aa.ndhu.edu.tw/ISS/foreign-registration.htm>

3. 學雜費 Tuition payment

- (1) 外籍新生於繳交報到文件後，依規支付學雜費、學生團體保險費（約NT 303）、網路通訊費(每學期NT 300)及住宿者：需繳交住宿費（含學生宿舍網路使用費、住宿保證金及預收鍋爐燃料使用費,每學期約NT 8,000-11,000）。

International students should pay the tuition and supplementary fee at the Cashier office before finishing the registration process. However, the student insurance fee (around NT 300), internet access fee (NT300 per semester), and dormitory cost (including internet use, deposit of dormitory, and fuel; around NT 8,000-11,000 per semester), are required for all students.

- (2) 學雜費標準網址 <http://mis.ndhu.edu.tw/charge/>

Details of tuition and supplementary fee are listed here: <http://mis.ndhu.edu.tw/charge/>

(3) 繳費收據請妥善保管，以作為日後憑證。

Keep the tuition payment receipt properly for future reference.

4. 選課 Course selection

(1) 相關密碼及學號將於新生入學報到時一併通知，並請依各階段選課時間表進行選課事宜。選課程序如有疑問者，可請相關系所予以協助。

※ 新生第一學期之選課請於「新生選課期間」(99/09/ 14~99/09/16)辦理。

The password required for course selection will be issued after your registration. You may contact your registered department for assisting in the selection process. Please make sure that you have completed your enrollment for all courses before designated deadline.

※ For the first semester, new students should select courses during course enrollment period (2010/ 09 / 14 ~2010/ 09 / 16).

(2) 選課資訊 Course information

Course information can be checked at course catalog
<http://web.ndhu.edu.tw/sys/Course/CouserForm.aspx>

5. 獎學金 NDHU scholarship stipend

新生(僅限碩、博士生)應於註冊時，檢附獎學金申請書提出申請。獎學金核給金額，碩士班學生每學年新台幣五萬元；博士班學生每學年新台幣六萬元。受領獎學金之期限，碩士班至多二年，博士班至多三年。

New students (only master and doctoral student) submit the scholarship application form when applying for admission to the University. Amount of Scholarship: For master level student- NT\$ 50,000 per academic year; for doctoral student- NT\$ 60,000 per academic year. There is a limit of years on the scholarship. For Master level student, there is a two years limited period of the scholarship, while there is a three years limited period for Doctoral student.

經核可領取東華大學獎學金者，第一學期之獎學金將於入學後第2個月開始支付，其後則於每月發放。惟東華大學獎學金新生依規應繳納學生保險費(約NT250)等費用，故仍請事先準備足夠金額支應生活支出及相關費用。

The first monthly stipend for NDHU scholarship awarded students will be provided around the beginning of the second month of each semester after finishing all the related procedures, thereafter you will get the scholarship at the beginning of each month. However, all students have to pay tuition fee and student insurance fee in September to complete registration procedures. For scholarship awarded students, they still have to pay student insurance fee (around NT250). Be sure to prepare enough money for all the fees and living expense before getting the payment from scholarship.

詳情請查詢以下網址 Please check the following website:

<http://www.aa.ndhu.edu.tw/ISS/foreign-scholarship.htm>

6. 保險及健康檢查 Insurance and health examination

- (1) 新生入學後依規須參加新生體檢，詳情請洽本校衛保組。本項檢查費為NT 780。
New student health examination (mandatory)

All new students should have an additional health examination in designated health centers after their arrival at NDHU. Students may participate in the new student health examination program offered by NDHU. Please contact the on-campus clinic after your registration. The fee is around NT 780.

- (2) 醫療保險 Medical Insurance

詳情請查詢以下網址 Please check the following website:

<http://www.student.ndhu.edu.tw/OSA2008/health/index.html>

7. 學生宿舍住宿與申請 Registration of Dormitory: Student Affairs Department

- (1) 學士班大一新生：將優先保障住宿床位，請於99年8月12日（週四）至8月18日（週三）期間至「網路註冊系統」完成網路住宿申請。欲“不住宿”者，亦請於前述申請時間內至「網路註冊系統」完成網路“取消住宿”申請，並於開學一週內攜帶繳費收據洽學務處生輔組辦理全額退費。

Freshman

If you wish to live in the dormitories, please complete the online registration between Thursday, August 12, 2010 and Wednesday, August 18, 2010. On the other hand, freshmen who do not intend to stay in the dormitories please cancel your priority placement online and apply for a refund with your receipt within a week of the start of the term.

- (2) 研究所新生：欲住宿者(在職專班學生除外)，請於99年8月12日（週四）至8月18日（週三）期間至「網路註冊系統」完成網路住宿申請，訂於99年8月24日(週二)13時起，開放查詢床位申請結果。相關住宿費用，將待開學加退選後，併同學分費共同繳納。

Master's Degree

Complete the online registration between August 12, 2010 and August 18, 2010. The results will be announced on August 24, 2010 at 1 pm. Pay for the dormitory fee when you pay for your course fees after the beginning of the term.

- (3) 轉學生：俟學士班大一新生分配後尚餘空床者，請於99年8月26日（週四）至8月30日（週一）期間至「網路註冊系統」完成網路住宿申請，因本項之學生須另行抽籤決定床位申請資格，故訂於99年9月1日(週三) 13時起，開放查詢床位申請結果。相關住宿費用，將俟開學一週內親洽學務處生輔組辦理填單後繳費。

Transfer Students

Complete the online registration between August 26, 2010 and August 30, 2010. The results will be announced on September 1, 2010 at 1 pm. Please go to the Office of Student Affairs and request a payment bill.

- (4) 新生報到與宿舍進住日期：99年9月11日(週六)上午9時起至17時止。

【聯絡人：學務處生活輔導組余卉玲小姐，電話：03-8632212】

Check in/ Dormitory Orientation

Saturday, September 11, 2010, 9 am-5 pm.

-Contact : 03-8632212 Ms. Yu

8. 新生入學指導 Freshman Orientation

學士班新生必須於99年9月12日至13日參加新生入學指導，詳細請參閱網址：

http://www.student.ndhu.edu.tw/new_stu/index_1.html

All undergraduate freshman students need to attend the freshman orientation from September 12 to 13, 2010.

Details please check the following website:

http://www.student.ndhu.edu.tw/new_stu/index_1.html