

**Notifications for Overseas Freshman Students**  
(overseas Chinese students, foreign students, Mainland China students and exchange students)  
**Registering for the second Semester of the Academic Year 2017-2018**  
**at National Central University**

國立中央大學 106 學年度第 2 學期 **境外生** (僑生、外籍生、陸生、交換生)

**新生** 註冊通知 (簡版、中英版)

2017 年 12 月 8 日修訂

● Class and enrollment start on **February 22, 2018** (Thu)

註冊及上課日期：**2 月 22 日 (星期四)**

● NCU home page 網址：<http://www.ncu.edu.tw>

Rep. Line 總機：03-4227151

● Website for Freshman 新生知訊網：<http://ncufresh.ncu.edu.tw/>

| Administrative Tasks<br>辦理事項   | Date<br>日期                    | Explanation of procedure<br>說明  | Office in charge<br>(extension number for campus calls)<br>承辦單位<br>(校內分機) |
|--|-------------------------------|---|---|
| Notification<br>報到   | Before Feb.22<br>2/22 前       | Overseas students- including overseas Chinese students, foreign students, Mainland China students and exchange students- shall go to Office of International Affairs <b>no later than Feb.22, 2018</b> to submit the tuition invoice and to renew personal information.<br>境外生(含僑生、外籍生、陸生、交換生)，應至國際事務處繳驗繳費單收據及更新個人資料。<br><a href="http://oia.ncu.edu.tw/index.php/">http://oia.ncu.edu.tw/index.php/</a>  | Office of International Affairs<br>(ext. 57081-57085)<br>國際事務處            |
| Certification & Identification<br>(exchange students are exempted)<br>繳交學歷證件、身分證件<br>(交換生除外) | Before Feb.22<br>2/22 前       | Any student who is found to have submitted transcripts or other documentation known to be borrowed, stolen, forged or faked shall have their enrolment status immediately revoked by the University, which will, in addition to notifying the student's parents or legal guardians, permanently withhold the student's transcripts and all other documentary proof of studies. If this discovery is made after the student has already graduated, the University shall demand that the diploma be returned and shall make the revocation of the diploma publicly known.<br>學生所繳學經歷證件，如有假借、冒用、偽造或變造等情事，一經查明，即予開除學籍。如在畢業後發現，勒令繳還畢業證書，並公告取消畢業資格。 | Office of International Affairs<br>(ext. 57081-57085)<br>國際事務處            |
| Student data login<br>學籍資料登錄   | Before arrive in NCU<br>抵台前完成 | 1. Obtain a student ID: overseas students shall refer to Office of International Affairs.<br>啟動 E-MAIL 帳號： <a href="http://www.cc.ncu.edu.tw/account/">http://www.cc.ncu.edu.tw/account/</a> →新生專區。<br>2. Activate School E-mail Account: Students shall visit <a href="http://www.cc.ncu.edu.tw/account/go">http://www.cc.ncu.edu.tw/account/go</a> to 新生專區 to activate school e-mail account and set the password (account ID is student ID number).<br>學籍登錄：由本校首頁 Portal 入口進入→學生相關服務→學籍成績服務→學生學籍成績→[學籍登錄]。<br>3. Student data login: <a href="http://portal.ncu.edu.tw/">http://portal.ncu.edu.tw/</a>                                     | Office of International Affairs<br>(ext. 57081-57085)<br>國際事務處            |
| Course Selection<br>選課   | Feb.7-Mar.1<br>2/7-3/1        | 1. Log in <u>National Central University Course Schedule Planning System</u> to select courses.<br><a href="https://course.ncu.edu.tw/">https://course.ncu.edu.tw/</a> (選課網址)   |   |

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|---|---------------------------------|--|---|
|   |                                 | <p>2. From <b>Mar.5 to Mar.7</b>, students can make a change to their course records.<br/>3月5日~3月7日人工加退選。</p> <p>3. <b>Graduate students</b> are obliged to receive a Academic Research Ethics online Course before applying for Oral Examination.<br/><a href="http://ethics.nctu.edu.tw/mng/">http://ethics.nctu.edu.tw/mng/</a><br/>研究所新生：學術研究倫理課程</p>  | Curriculum Division<br>(ext. 57166-57171)<br>課務組  |
| Tuition Payment<br>繳費                     | 2/12-2/21                       | <p>1. From Feb.12 to Feb.21, Please download the billing statement from <u>NCU Portal</u> or from <u>the E-school page of First Bank</u>.<br/>繳費單 2/12 起請自至本校首頁右上方之 Portal 入口下載繳費單，或第一銀行第 e 學雜費入口網下載。</p> <p>2. Fee Payment Procedure: Students may pay tuition and fees at every branch of First Bank in Taiwan (R.O.C) or pay via ATMs, credit cards, convenient stores no later than <b>Feb.21</b>. It may take 3 to 4 business days to receive your payment via credit card; 5 to 7 business days if the payment is made via convenient stores.<br/>繳費手續請在 2 月 21 日(含)前於第一銀行全省各分行繳交，或以提款機轉帳、信用卡或超商繳費。信用卡刷卡需 3~4 個工作天才能入帳（不含假日），超商繳交需 5~7 個工作天才能入帳（不含假日）。</p> <p>3. Charging Standard(收費標準):</p> <p>A. Students who shall pay credit fees after the adding and dropping period (credit fee payment shall be conducted between <b>Mar.14-Mar.25</b>) include graduate students (of all college, department and graduate institute), non-degree students, students taking courses in Center for Teacher Education and extended studies undergraduates taking nine credits or less in a semester. Please read “Guidelines Governing Payment of Credit Fees at National Central University” for related regulations.<br/>各身份別應繳交學雜費詳如「國立中央大學 106 學年度學雜費收費標準」；本校各系（所、專班、學位學程）研究生、選讀學分生、修習師資培育中心課程學生及修習九學分（含）以內之學士班延修生，均應於加退選結束後另行繳交學分費（本學期繳交期間：<b>3 月 14 日至 3 月 25 日</b>），相關規定詳如「國立中央大學學分費繳費辦法」。</p> <p>B. For accommodation fees of respective dormitory, please visit <a href="http://in.ncu.edu.tw/~ncu7221/OSDS/dorm.php">http://in.ncu.edu.tw/~ncu7221/OSDS/dorm.php</a>（宿舍住宿費查詢網址）</p> <p>C. Other fees(其他雜費): Read the Notice1. (詳如附註一)</p> | Office of International Affairs<br>(ext. 57081-57085)<br>國際事務處<br><br>Cashier Division<br>(ext. 57346)<br>出納組 |
| Application for Student Dormitory<br>住宿申請 | No later than Jan. 5<br><br>1/5 | <p>1. New Graduate students in need of student residence shall submit Dormitory Application Form to the Office of International Affairs. The Office will arrange bed slots accordingly.<br/>研究生新生若需要住宿者，請向國際處提出申請，請填寫宿舍申請表，國際處會依照申請人數安排住宿床位。</p>   |   |

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|   |                              | <p>2. In the case that the number of exchange students applying for student residence exceeds the available bed slots, the Office of International Affairs shall draw lot to decide who may stay in dormitories. Before the school starts, the University will offer those who lose the lot short-term lodging and the aid to find off-campus housing.<br/>交換生需要住宿者若超過可住宿床位數，由國際處自行辦理抽籤作業。未中籤者，開學前可提供短期住宿協助尋覓校外租屋地點。</p> <p>3. Dormitory fees are nonrefundable if students who have applied for dormitories wish to check-out for personal reasons.<br/>已申請住宿床位者，若因個人原因辦理退宿手續，恕無法退還住宿費用。</p> <p>4. For the dormitory move-in dates, please refer to the announcement on the website of Office of Student Dormitory Service.<br/>宿舍開放入住時間依宿舍服務中心網頁公告為主。</p> <p>5. Website of Office of Student Dormitory Service:<br/>(宿舍服務中心網址)<br/><a href="http://in.ncu.edu.tw/~ncu7221/OSDS/index.php">http://in.ncu.edu.tw/~ncu7221/OSDS/index.php</a></p> | <p>Office of International Affairs<br/>(ext. 57081-57085)<br/>國際事務處</p> <p>Office of student dormitory service<br/>(ext.57282 and 57290)<br/>宿舍服務中心</p> |
| Application of Registration Extension<br>延緩註冊 | Before Mar.8<br><b>3/8 前</b> | 延緩註冊申請表 <a href="http://pdc.adm.ncu.edu.tw/Register/form_reg.asp?roadno=53">http://pdc.adm.ncu.edu.tw/Register/form_reg.asp?roadno=53</a>  | Register Division<br>(ext. 57126-57129)<br>註冊組  |
| Tuition refund policy<br>退費標準                 | X                            | <p>1. Students who apply for suspending their studies or withdrawing from the University no later than <b>Feb.22</b> need not to pay tuition; those who have completed the payment may receive a full refund of tuition except for the group insurance premium.<br/>2月22日(含)之前申請休學者，全額退費(學生團體保險費除外)。</p> <p>2. Students who apply for suspending their studies or withdrawing from the University between <b>Feb.23 and Mar.30</b> may receive a partial refund of two-thirds of the tuition; those who apply from <b>Apr.2 to May.11</b> may receive a partial refund of one-third of the tuition; any kind of payment will not be refundable after <b>May.14</b>.<br/>2月23日~3月30日申請者，退還三分之二；4月2日~5月11日申請者，退還三分之一；5月14日以後申請者，所繳各費不予退還。</p>  | Register Division<br>(ext. 57126-57129)<br>註冊組  |
| Health Checkup<br>健康檢查                        | Before Feb.22<br>2/22 前      | Students shall submit the health checkup report in person or by post to Health Center no later than <b>Feb22</b> . Students must go through the health check or will not be allowed to receive their student ID card.<br>自行至校外醫療院所檢查者，請於2月22日(含)前，將健康檢查資料表繳交或寄達至衛保組，否則無法領取學生證。   | Health Center<br>(ext. 57271)<br>衛生保健組  |
| Student ID Card<br>領取學生證                      | X                            | Students who have completed the registration procedure may obtain student ID cards.<br>須完成所有註冊程序後方能領取。   | Register Division<br>(ext. 57126-57129)<br>註冊組  |

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| <b>Signing consent form to access to libraries</b><br><br>簽署啟用圖書館服務                      | <b>After Feb.22</b><br><br>2/22 起 | <ol style="list-style-type: none"> <li>1. Students shall sign “<u>The Statement of Patron's Privileges along with NCU Library Announcement for Personal Data Collection and Consent</u>” to be allowed to services of libraries of the University.<br/>須完成簽署「<u>讀者權益確認書與個人資料蒐集告知暨同意書</u>」(<a href="http://www2.lib.ncu.edu.tw/pbatch/">http://www2.lib.ncu.edu.tw/pbatch/</a>)</li> <li>2. Freshman students who have completed the registration procedure and have obtained their student ID card with easy card function may be allowed to libraries of the University.<br/>新生須完成註冊程序取得學生證者，才可憑證進出本校圖書館。</li> <li>3. Default Account ID and password are the same and are set as student ID number for oversea readers.<br/>帳號、密碼：均為學號。</li> </ol> | Library<br>(ext. 57415-57417 and 57429 and 57436)<br>典閱組                  |
| <b>Suspension (exchange students are exempted)</b><br><br>休學<br>(不含交換生)                  | X                                 | <p>Students under serious diseases (with medical evidence from NHI registered hospitals) or accidents (with proofs), with permissions from parents or guardians, are allowed to apply for suspension. Suspension can only be applied after the registration of the first semester is completed.</p> <p>學生如因特殊事故，得辦理休學。新生入學第一學期，須於完成註冊繳費手續後，始得申請休學(開學日前一週期間，洽註冊組辦理)。</p>  | Register Division<br>(ext. 57126-57129)<br>註冊組                            |
| <b>Student status retainment (exchange students are exempted)</b><br><br>保留學籍<br>(不含交換生) | <b>Before Feb.9</b><br><br>2/9 前  | <p>For new students to apply for retaining student status, the procedure should be completed before <b>Feb.9</b>.</p> <p>如欲辦理保留入學資格者，須符合本校學則第 6 條之規定，並持有相關證明者方可申請。申請手續最遲應於 <b>2 月 9 日前</b>全部完成，否則仍應依規定到校辦理註冊。</p> <p><a href="http://pdc.adm.ncu.edu.tw/Register/form_reg.asp?roadno=53">http://pdc.adm.ncu.edu.tw/Register/form_reg.asp?roadno=53</a></p>   | Register Division<br>(ext. 57126-57129)<br>註冊組                            |

**Notice1.Other fees (附註一、其他雜費)：**

| <b>Fees</b><br>費用名稱   | <b>Charging Standard</b><br>收費標準 | <b>Fees</b><br>費用名稱  | <b>Charging Standard</b><br>收費標準   |         |
|---|----------------------------------|--|--|---------|
| Computer & Internet access fee<br>電腦及網路通訊使用費                          | TWD 600                          | Group Insurance Premiums<br>學生團體保險費                        | General Students<br>一般生  | TWD 125 |
| Student dormitory Internet access fee (Optional)<br>學生宿舍網路使用費 (自由申請)  | TWD 800/ half year               |  | Students exempted from Group Insurance Premiums<br>減免生   | TWD 18  |
| Student dormitory Air Conditioning fee (Optional)<br>學生宿舍冷氣使用費 (自由申請) | TWD 500/ card                    | Medical Insurance for foreign students<br>外籍生醫療保險費         | Foreign students possessing National Health Insurance IC Card shall pay TWD 4,494; foreign students without a National Health Insurance IC Card shall pay TWD 3,000.<br>已有健保IC卡之外籍生4,494元，未有健保IC卡之外籍生3,000元  |         |
|   |                                  | Medical Insurance for Mainland China students<br>陸生醫療保險費   | TWD 3,000  |         |
|   |                                  | Medical Insurance for overseas Chinese students<br>僑生醫療保險費 | Newly admitted overseas Chinese students shall pay TWD 606 for Insurance.<br>僑生新生保險費606元   |         |
|   |                                  |  | Newly admitted overseas Chinese students are applicable to the 2014 Insurance policy and may file an application for National Insurance Premium subsidies. Students who are reimbursed shall pay TWD 2,244 while those who are not are required to pay TWD 4,494. Current students admitted no later than academic year 2013/ 2014 shall pay TWD 2,244; those who are not allowed to participate in the National Health Insurance Program shall instead pay TWD 3,000 to extend Insurance coverage at Cathay Life Insurance.<br>僑生新生103學年度起新生健保補助採申請制，若有申請清寒補助者，學生只需負擔2,244元，未得補助者4,494元，102學年度以前舊生皆有補助，只需負擔2,244元，未符合健保資格者加保國泰人壽保險3,000元。 |         |