

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

國立中央大學 106 學年度第 1 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)

- Class and enrollment start on **September 11, 2017 (Mon)**
註冊及上課日期：9 月 11 日 (星期一)
- 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 辦理事項	Date 日期	Explanation of procedure 說明	Office in charge (extension number for campus calls) 承辦單位 (校內分機)
Notification 報到	Sep.4-Sep.6 9/4-9/6	Overseas students- including overseas Chinese students, foreign students, Mainland China students and exchange students- shall go to Office of International Affairs according to orientation schedule to submit the tuition invoice and to renew personal information. 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。 http://oia.ncu.edu.tw/index.php/	Office of International Affairs (ext. 57081-57085) 國際事務處
Certification & Identification (exchange students are exempted) 繳交學歷證件、身分證件 (交換生除外)	Before Sep.19 9/19 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. 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 (ext. 57081-57085) 國際事務處
Student data login 學籍資料登錄	X	1. Obtain a student ID: overseas students shall refer to Office of International Affairs. 啟動 E-MAIL 帳號： http://www.cc.ncu.edu.tw/account/ →新生專區。 2. Activate School E-mail Account: Students shall visit http://www.cc.ncu.edu.tw/account/go to 新生專區 to activate school e-mail account and set the password (account ID is student ID number). 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]。 3. Student data login: http://portal.ncu.edu.tw/	Office of International Affairs (ext. 57081-57085) 國際事務處
Course Selection 選課	Sep.6-Sep.19 9/6-9/19	1. Log in National Central University Course Schedule Planning System to select courses. https://course.ncu.edu.tw/ (選課網址)	

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		<p>2. From Sep.21 to Sep.25, students can make a change to their course records. 9月21日~9月25日人工加退選。</p> <p>3. Graduate students are obliged to receive a four-hour online Academic Research Ethics Course before applying for Oral Examination. https://ethics.nctu.edu.tw/ 研究所新生：學術研究倫理課程</p>	Curriculum Division (ext. 57166-57171) 課務組
Tuition Payment 繳費	Before Sep.10 9/10 前	<p>1. Please download the billing statement from NCU Portal or from the E-school page of First Bank from. 繳費單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) no later than Sep.8 or pay via ATMs, credit cards, convenient stores no later than Sep.10. 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. 繳費手續請在9月8日(含)前於第一銀行全省各分行繳交;以提款機轉帳、信用卡或超商繳費者請於9月10日(含)前完成，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 Oct.3 and Oct.15) 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. 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：10月3日至10月15日)，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 http://in.nctu.edu.tw/~ncu7221/OSDS/dorm.php (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 (ext. 57081-57085) 國際事務處 Cashier Division (ext. 57346) 出納組
Application for Student Dormitory 住宿申請	No later than Aug. 15 8/15	<p>1. Undergraduate students (including overseas Chinese students and Mainland China students) who wish to stay in student dormitories shall proceed to the website of Office of Student Dormitory Service to submit Dormitory Application Form (住宿意願申請表) no later than Aug. 15. Those who do not apply will be considered not needing student dormitories. 大學部新生(僑生、陸生)需要住宿者，請於8月15日前至宿舍</p>	

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		<p>服務中心網頁填寫住宿意願申請表，未申請者，視同不需要住宿。</p> <p>2. 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. 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> <p>3. 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. 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>4. Dormitory fees are nonrefundable if students who have applied for dormitories wish to check-out for personal reasons. 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>5. For the dormitory move-in dates, please refer to the announcement on the website of Office of Student Dormitory Service. 宿舍開放入住時間依宿舍服務中心網頁公告為主。</p> <p>6. Website of Office of Student Dormitory Service: (宿舍服務中心網址) http://in.ncu.edu.tw/~ncu7221/OSDS/index.php</p>	<p>Office of International Affairs (ext. 57081-57085) 國際事務處</p> <p>Office of student dormitory service (57282 and 57290) 宿舍服務中心</p>
Application of Registration Extension 延緩註冊	Before Sep.22 9/22 前	http://pdc.adm.ncu.edu.tw/Register/form_reg.asp?roadno=53	Register Division (ext. 57126-57129) 註冊組
Tuition refund policy 退費標準	X	<p>1. Students who apply for suspending their studies or withdrawing from the University no later than Sep.11 need not to pay tuition; those who have completed the payment may receive a full refund of tuition except for the group insurance premium. 9月11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 Sep.12 and Oct.20 may receive a partial refund of two-thirds of the tuition; those who apply from Oct.23 to Dec.1 may receive a partial refund of one-third of the tuition; any kind of payment will not be refundable after Dec.4. 9月12日~10月20日申請者，退還三分之二；10月23日~12月1日申請者，退還三分之一；12月4日以後申請者，所繳各費不予退還。</p>	Register Division (ext. 57126-57129) 註冊組

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Health Checkup 健康檢查	Before Sep.11 9/11 前	Students shall submit the health checkup report in person or by post to Health Center no later than Sep.11 . Students must go through the health check or will not be allowed to receive their student ID card. 自行至校外醫療院所檢查者，請於 9月11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 (ext. 57271) 衛生保健組
Student ID Card 領取學生證	X	Students who have completed the registration procedure may obtain student ID cards. 須完成所有註冊程序後方能領取。	Register Division (ext. 57126-57129) 註冊組
Signing consent form to access to libraries 圖書館服務	After Sep.11 9/11 起	<ol style="list-style-type: none"> 1. Students shall sign "The Statement of Patron's Privileges along with NCU Library Announcement for Personal Data Collection and Consent" to be allowed to services of libraries of the University. 須完成簽署「讀者權益確認書與個人資料蒐集告知暨同意書」(http://www2.lib.ncu.edu.tw/pbatch/) 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. 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。 3. Default Account ID and password are the same and are set as student ID number for oversea readers. 帳號、密碼：均為學號。 	Library (ext. 57415-57417 and 57429 and 57436) 典閱組
Suspension (exchange students are exempted) 休學 (不含交換生)	X	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. 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)。	Register Division (ext. 57126-57129) 註冊組
Student status retainment (exchange students are exempted) 保留學籍 (不含交換生)	Before Sep.8 9/8 前	For new students to apply for retaining student status, the procedure should be completed before Sep.8 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 9月8日前 全部完成，否則仍應依規定到校辦理註冊。 http://pdc.adm.ncu.edu.tw/Register/form_reg.asp?roadno=53	Register Division (ext. 57126-57129) 註冊組
Retaking & Make-up Freshman English Course (exchange students and graduate students are exempted) 重/補修「大一英文」 (不含交換生、研究生)	Sep.5-Sep.6 9/5~9/6	Returning students who have the need to retake or make up Freshman English Course and do not have college entrance exam scores from either General Scholastic Ability Test or Advanced Subjects Test shall attend the Placement Exam held by the Language Center at Classroom O-104 in General Education Building. Time: 14:00, Sep. 5 -Sep. 6 Place: Classroom O-104 <u>沒有學測/指考成績且有需要重/補修大一英文課程之復學生</u> ，須參加語言中心於綜教館 O-104 教室舉辦之簡易分級測驗。	Language Center (33816) 語言中心

Notice1.Other fees (附註一、其他雜費) :

Fees 費用名稱	Charging Standard 收費標準	Fees 費用名稱	Charging Standard 收費標準	
Internet access fee 網路通訊使用費	TWD 600	Group Insurance Premiums 學生團體保險費	General Students 一般生	TWD 125
Student dormitory Internet access fee (Optional) 學生宿舍網路使用費 (自由申請)	TWD 800/ half year		Students exempted from Group Insurance Premiums 減免生	TWD 19
Student dormitory Air Conditioning fee (Optional) 學生宿舍冷氣使用費 (自由申請)	TWD 500/ card	Medical Insurance for foreign students 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. 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 陸生醫療保險費	TWD 3,000	
		Medical Insurance for overseas Chinese students 僑生醫療保險費	Newly admitted overseas Chinese students shall pay TWD 606 for Insurance. 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. 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。	