

Notification of School Enrollment
for the Second Semester of Academic Year 2023-2024
for Current International Students

(Overseas Chinese Students, Foreign Students, Mainland Chinese Students, and Exchange Students)

at National Central University

國立中央大學 112 學年度第 2 學期 **境外生** (僑生、外籍生、陸生、交換生)

舊生 註冊通知 (簡版、中英版)

2023 年 11 月 30 日修訂 Revised on Nov. 30, 2023

● School enrollment and classes start on **Feb. 19 (Mon.), 2024.**

註冊及上課日期：2 月 19 日 (星期一)


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

Tel.: 總機：03-4227151

Procedure 辦理事項	Allotted Time and Deadline 日期	Instructions 說明	Office in Charge (Extension No.) 承辦單位 (校內分機)
Registration 報到	By Feb. 17 2/17 前	International students (including overseas Chinese students, foreign students, Mainland Chinese students, and exchange students) should submit the tuition invoice and renew personal information at the Office of International Affairs. 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
Registering Student Data 學籍資料登錄	X	Every semester , all students have to confirm their English names, correspondence information and other data of student status on the website of the NCU Portal. <u>If any student fails to finish this confirmation process, his or her enrollment procedure will be considered incomplete.</u> 在校生每學期均須至學籍系統確認英文姓名、通訊資料及其他學籍資料，否則將視為註冊程序未完成。 1. Student Data System: Enter the <u>NCU Portal</u> on the website of NCU → Quick Window → iNCU → Academic → Student Status / Enrollment → Register → Student Registration 學籍系統：由本校首頁 Portal 入口進入 → 便捷窗口 → 服務櫃台 (iNCU) → 教務專區 → 學籍/註冊 → [學籍登錄]。 2. Please carefully verify each item of information that you input into the system. Your English name must be identical to that on your passport. 請務必確實核對系統中所填寫之各項資料，其中英文姓名須與護照姓名相同。	Office of International Affairs (Ext.: 57081) 國際事務處
Selecting Courses 選課	Feb.14 to Feb.29 2/14-2/29	1. Log in the <u>National Central University Course Schedule Planning System</u> to select courses. The web address of the system is shown below. https://cis.ncu.edu.tw/Course/main/news/announce (選課網址)	Division of Curriculum (Ext.: 57166-57171)

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		<p>2. From Mar. 4 to Mar. 6, you can manually add more courses in your course schedule or drop courses from it. 3月4日~3月6日人工加退選。</p> <p>3. Graduate students are obliged to receive an online course on Academic Research Ethics before applying for the oral defense. The website of the course is shown below. https://ethics.moe.edu.tw/ 研究生在申請論文口試前須完成學術研究倫理線上課程。</p>	課務組
<p>Paying Tuition 繳費</p>	<p>Jan. 23 to Feb. 17 1/23-2/17</p> <p>Credit fee 3/14-3/25</p>	<p>1. Please download the tuition bill from the NCU Portal or from the E-school page on the website of First Bank from Jan. 23 to Feb.17. 繳費單1月23日起請自至本校首頁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. Payment Procedure: Students may pay tuition and incidental fees at every branch of First Bank in Taiwan or pay via ATMs, with credit cards or at convenient stores not later than Feb. 17. It takes 3 to 4 work days (excluding holidays) for the university to receive your payment if you pay via a credit card; 5 to 7 work days (excluding holidays) if you pay at a convenient store. 繳費手續請在2月17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. Standards of Charge: 收費標準： A. Concerning the standard for tuition and incidental fees, please refer to the “Standards of Charge for Tuition and Incidental Fees of National Central University in Academic Year 112.” Regarding the credit fee, students that should pay the credit fee after the period of adding and dropping courses include graduate students (of all departments, institutes, in-service training programs, and degree programs), students of non-degree programs, students taking courses at the Center for Teacher Education, and undergraduates who extend their studies and take nine credits or less in a semester. Payment of the credit fee should be made between Mar. 14 and Mar. 25. Please refer to “Guidelines Governing Payment of Credit Fees at National Central University” on the website of the Office of Academic Affairs for related regulations. 各身份別應繳交學雜費詳如「國立中央大學112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：3月14日至3月25日)，相關規定詳如「國立中央大學學分費繳費辦法」。</p> <p>B. Regarding the accommodation fee of each dormitory at NCU, please visit http://in.ncu.edu.tw/~ncu7221/OSDS/dorm.php (宿舍住宿費查詢網址)</p> <p>C. Other fees (其他雜費): Please refer to Notice 1. (詳如附註一)</p>	<p>Office of International Affairs (Ext.: 57081-57085) 國際事務處</p> <p>Division of Cashier (Ext.: 57346) 出納組</p> <p>Health Center (Ext.: 57271) 衛生保健組</p>

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Applying for Deferred Enrollment 延緩註冊	By Mar. 1 3/1 前	The application form for deferred enrollment can be found on the website at the following address: 延 緩 註 冊 申 請 表 http://pdc.adm.ncu.edu.tw/Register/form_reg.asp?roadno=53	Division of Registrar (Ext.: 57115-57118 57122-57125) 註冊組
Tuition Refund Policy 退費標準	X	1. Students who apply for suspension of schooling not later than Feb. 19 will receive a full refund of tuition and incidental fees. However, the group insurance premium will not be refunded. 2月19日(含)之前申請休學者，全額退費(學生團體保險費除外)。 2. Students who apply for suspension of schooling between Feb. 20 and Mar. 29 will receive a partial refund of two-thirds of tuition and incidental fees. Those who apply for suspension of schooling between Apr. 1 and May. 10 will receive a partial refund of one-third of tuition and incidental fees. The group insurance premium is non-refundable at any time. Any kind of payment will not be refundable after May. 13 . 2月20日~3月29日申請者，退還三分之二；4月1日~5月10日申請者，退還三分之一；5月13日以後申請者，所繳各費不予退還。	Division of Registrar (Ext.: 57115-57118 57122-57125) 註冊組
Dormitory Procedure 住宿事項	X	1. Students who will not extend their stay at their dormitories for the second semester in academic year 2023-2024 should submit the “Affidavit of Giving up Dormitory Accommodation” by Jun. 31 and should move out from the dormitories and go through the check-out procedure at the dormitory service desk by Jun. 31. Failure to complete the check-out procedure by the deadline will be regarded as the willingness to keep staying at a dormitory. 112學年度第二學期不續住學生，請於1月31日前填寫放棄住宿切結書，最遲於1月31日前遷出宿舍並至宿舍傳達室辦理退宿手續，逾時視同欲繼續住宿。 2. Regarding the information on the move-in dates for dormitories, please refer to the announcement of the dormitory move-in dates in the second semester of academic year 2023-2024. 112學年第二學期宿舍開放入住時間請依公告時間辦理。 3. Students who apply for suspension of schooling, graduation, withdrawal, and transfer should finish the procedure of dormitory check-out before the completion of school-leaving procedure. 本學期住宿生欲辦理休學、退學、畢業者，需先完成退宿檢查手續後才能辦理離校手續核章。 4. Website of the Division of Student Housing Service: http://in.ncu.edu.tw/~ncu7221/OSDS/index.php (住宿服務組網址)	Division of Student Housing Service (Ext.: 57282 and 57290) 住宿服務組
Collecting a Free-of- stamp	X	Please collect a sticker with the words “registration-stamp-free since Feb. 2019” at the Office of International Affairs if you do not have one stuck to	Office of Internation

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Sticker 領取學生證 免蓋註冊章 貼紙		<p>the back of your student ID card. With this sticker stuck to the back of your student ID card, you will never have to stick any other sticker to it again after the enrollment in every semester.</p> <p>境外生舊生(含僑生、外籍生、陸生、交換生)未領取貼紙者，請至國際事務處領「自 108 年 2 月起免蓋註冊章」貼紙，自行貼於學生證背面即可，爾後每學期註冊繳費後無須再黏貼註冊章貼紙。</p>	al Affairs (Ext.: 57081- 57085) 國際事務處
Activate Library Services 啟用 圖書館服務	X	<p>Please login <u>Sign Service</u> with your Portal account to Activate Library Services before first using.</p> <p>首次借書及使用各項圖書館服務前，請先登入 Portal 帳號完成<u>簽署</u>。</p>  <p>(For login problems or <u>change password</u>, please contact the Computer Center ext. 57555, 57566. 有登入問題或<u>修改密碼</u>，請洽電算中心 Service Desk 分機 57555、57566。)</p>	Library (Ext.: 57415- 57417, 57429 and 57436) 典閱組

Notice 1. Other Fees (附註一、其他雜費)：

Fees 費用名稱	Standard of Charge 收費標準	Fees 費用名稱	Standard of Charge 收費標準
Computer & Internet Access Fee 電腦及網路通訊使用費	TWD 600	Group Insurance Premium 學生團體保險費	TWD 190
Dormitory Internet Access fee (Optional) 學生宿舍網路使用費(自由申請)	TWD 800 for 6 months	Medical Insurance for Foreign Students 外籍生醫療保險費	Foreign students possessing National Health Insurance IC Cards should pay TWD 4,956; foreign students without a National Health Insurance IC Card should pay TWD 3,500. 已有健保 IC 卡之外籍生 4,956 元，未有健保 IC 卡之外籍生 3,500 元
Dormitory Air Conditioning Fee (Optional) 學生宿舍冷氣使用費(自由申請)	TWD 100 per card	Medical Insurance for Mainland Chinese 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 should pay TWD 580 for New Overseas Chinese Students' Insurance only in the first semester. 僑生新生保險費 580 元 (僑保僅限上學期)
			National Health Insurance Administration has adjusted the insurance fee from January 1 st , 2021. The overseas Chinese students should pay TWD 826 per month. The overseas Chinese students who are granted a subsidy should pay TWD413 per month. Those who are not qualified for National Health Insurance should pay TWD 3,000 to extend coverage provided by Cathay Life Insurance. 健保署自 110 年 1 月 1 日起調漲健保費用，僑生健保每月調整至新臺幣 826 元。清寒僑生健保補助採申請制，若有申請清寒補助者，每月調整至新臺幣 413 元。未符合加保健保資格者，則需加保國泰保險並支付新臺幣 3,000 元。