

Notification of School Enrollment
for the First Semester of Academic Year 2024-2025
for New International Students

(Oversea Chinese Students, Foreign Students, Mainland Chinese Students, and Exchange Students)
at National Central University

國立中央大學 113 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)

2024 年 5 月 24 日修訂 Revised on May. 24, 2024


- Class and enrollment start on **Sep. 9, 2024** (Mon)
 註冊及上課日期：**9 月 9 日** (星期一)
- NCU homepage 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/>

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 Sep. 6 9/6 前	International students (including overseas Chinese students, foreign students, Mainland Chinese students, and exchange students) should submit the tuition invoice by Email and renew personal information on NCU Portal. 境外生(含僑生、外籍生、陸生、交換生)，9 月 6 日(含)前向國際事務處承辦人繳驗繳費單收據及更新個人資料。(採線上辦理) http://oia.ncu.edu.tw/index.php/	Office of International Affairs (Ext.: 57079、57081) 國際事務處
Submitting Documentation of Certification and Identification (Excluding Exchange Students) 繳交學歷證件、身分證件 (交換生除外)	Sep. 6 9/6 前	Any student who is found to have submitted any documentation known to be borrowed, stolen, forged or faked shall have their enrollment status immediately revoked by the university. If this discovery is made after the student's graduation, the university will demand that the student's diploma be returned and will publicly announce the revocation of the diploma. 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.: 57079、57081) 國際事務處 Division of Registrar (Ext.: 57115~57118、57122~57125) 註冊組
Student data login 學籍資料登錄	Please complete this procedure before you arrive in Taiwan. 抵台前完成	1. Activate your E-mail account at the following address: 啟動 E-MAIL 帳號: https://tarot.cc.ncu.edu.tw/UnixAccount/enableaccount.php 啟動新生帳號 2. Registering Student Data: Enter the <u>NCU Portal</u> on the website of NCU → Quick Window → iNCU → Academic → Student Status / Enrollment → Register → Student Registration	Office of International Affairs (Ext.: 57079、57081) 國際事務處

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)
		<p>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]。</p>	
<p>Selecting Courses 選課</p>	<p>Sep. 4-Sep. 18 9/4-9/18</p>	<ol style="list-style-type: none"> 1. From Sep. 4 to Sep. 18, 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) 2. From Sep. 20 to Sep. 24, you can manually add more courses in your course schedule or drop courses from it. 9月20日~9月24日人工加退選。 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>Division of Curriculum (Ext.: 57166-57171) 課務組</p>
<p>Tuition Payment 繳費</p>	<p>By Sep.8 9/8 Credit fee 10/3-10/16</p>	<ol style="list-style-type: none"> 1. Please download the tuition bill from the <u>NCU Portal</u> at the top right of the homepage of NCU or from the <u>E-school page on the website of First Bank</u>. 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。 2. Payment Procedure: Student may pay tuition and incidental fees via ATMs, with credit cards, at convenient stores, or at every branch of First Bank in Taiwan. The payment should be made no later than Sep. 8. It takes 3 to 4 work days (excluding holidays) for the university to receive the 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 9月8日(含)前以提款機轉帳、信用卡、超商繳費，或第一銀行國內各分行臨櫃繳費。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)。 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 113.” 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 	<p>Office of International Affairs (Ext.: 57079、57081) 國際事務處 Division of Cashier (Ext.: 57346) 出納組 Health Center (Ext.: 57270) 衛生保健組</p>

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)
		<p>credit fee should be made between Oct. 3 and Oct. 16. 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「<u>國立中央大學 113 學年度學雜費收費標準</u>」；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16日），相關規定詳如「<u>國立中央大學學分費繳費辦法</u>」。</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>Applying for a Dormitory 住宿申請</p>	<p>By Aug. 21 8/21 前</p>	<p>1. Freshmen (overseas and mainland Chinese students) who require on-campus accommodation must complete the online application for freshmen student dormitories before August 23rd. To apply, please log in to the Portal entrance→Quick Window→iNCU →Student Affairs→Dorm apply and search. Those who have not applied will be regarded as not requiring on-campus accommodation. 大學部新生(僑生、陸生)需要住宿者，請於8月21日前完成大一新生宿舍線上申請(本校首頁 Portal 入口進入→便捷窗口→服務櫃台(iNCU)→學務專區→宿舍申請/查詢)，未申請者，視同不需要住宿。</p> <p>2. New graduate students who wish to live in a dormitory on campus should submit the Application Form for Dormitory Accommodation to the Office of International Affairs by July 31. The office will arrange the accommodation affairs according to the number of applicants. 研究生新生若需要住宿者，請於7月31日前向國際處提出申請，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. If the number of exchange students applying for dormitory accommodation exceeds the available quota, the Office of International Affairs will cast lots to decide who may stay in dormitories. Before the semester begins, the university will offer those who lose the lot short-term lodging and the assistance in searching for 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 will not be refunded to the students who check</p>	<p>Office of International Affairs (Ext.: 57079、57081) 國際事務處</p> <p>Division of Student Housing Service (Ext.: 57282 and 57290) 住宿服務組</p>

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)
		<p>out of a dormitory for personal reasons after their applications for dormitory accommodation have been approved. 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.Regarding the information on the move-in dates for dormitories, please refer to the announcement on the website of the Division of Student Housing Service. 宿舍開放入住時間依住宿服務組網頁公告為主。</p> <p>6. The website of the Division of Student Housing Service: (住宿服務組網址) http://in.ncu.edu.tw/~ncu7221/OSDS/index.php</p>	
rent room off-campus 校外賃居	X	<p>1. If you want to rent room outside school, You can check our school's off-campus rental information website page (https://house.nfu.edu.tw/NCU). If there are any rental dispute, You can report to the NCU Student Services Division and they can help you to deal with it. 同學欲至校外租屋時，可參考生活輔導組外宿資訊網頁 (https://house.nfu.edu.tw/NCU) 提供之租屋資訊，若有租屋糾紛可向生活輔導組反應協處。</p> <p>2. If you are an off-campus renter, you need to key in the off-campus rental address on NCU Portal website. Enter and login to the NCU Portal website→Quick Window→iNCU→Academic→Register→Registration Status→Registration Status 「go」→Step2 Communication and Information→Dormitory Information→Rent Off-Campus→check 「agree」→fill or update 「Rent Off-Campus Address」→press 「Next」 until Step6→press 「All information is correct. SUBMIT」 有校外租屋同學，需至 Portal 系統輸入校外租屋地址： 登錄網址：本校首頁 Portal 入口→便捷窗口→服務櫃台 (iNCU)→教務專區→學籍/註冊→學籍登錄→學籍登錄「前往」→通訊資訊(step2)→住宿資料→校外賃居→勾選「同意」→輸入或更新「賃居地址」→按「下一步」到最後(step6)→資料確認無誤，送出。</p> <p>3. Campus-Safety-Center 24-hours emergency contact number of NCU：03-2805666、0911949630, Students can contact and ask for help in emergency. 本校校安中心 24 小時緊急聯絡電話：03-2805666、0911949630，提供同學緊急事件聯繫及求助。</p>	Division of Student Services 生活輔導組 (Ext.: 57212)
Applying for Deferred Enrollment	By Sep. 20 9/20 前	The application form for deferred enrollment can be found on the website at the following address: 延緩註冊申請表	Division of Registrar (Ext.: 57115~)

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)
延緩註冊		https://pdc.adm.ncu.edu.tw/form_reg.asp	57118、 57122~ 57125) 註冊組
Tuition Refund Policy 退費標準	X	<p>1. Students who apply for suspension of schooling not later than Sep. 9 do not need to pay the tuition and incidental fees. Those who have paid will receive a full refund. However, the group insurance premium will not be refunded. 9月9日(含)之前申請休學者免繳學費，已繳費者，全額退費(學生團體保險費除外)。</p> <p>2. Students who apply for suspension of schooling between Sep. 10 and Oct. 18 will receive a partial refund of two-thirds of tuition and incidental fees. Those who apply for suspension of schooling between Oct. 21 and Nov. 29 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 Dec. 2. 9月10日~10月18日申請者，退還三分之二；10月21日~11月29日申請者，退還三分之一；12月2日以後申請者，所繳各費不予退還。</p>	Division of Registrar (Ext.: 57115~ 57118、 57122~ 57125) 註冊組
Health Examination 健康檢查	By Sep. 9 9/9 前	<p>Students who have their health examination done at any hospital off the campus should submit their health examination reports in person or sent by post to the Health Center not later than Sep. 9. Those who fail to submit their health examination reports by the deadline cannot receive their student ID cards. 自行至校外醫療院所檢查者，請於9月9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。</p>	Health Center (Ext.: 57270) 衛生保健組
Collecting Your Student ID Card 領取學生證	X	<p>You must complete all registration procedures before you can collect your student ID card. 須完成所有註冊程序後方能領取。</p>	Division of Registrar (Ext.: 57115~ 57118、 57122~ 57125) 註冊組
Activate Library Services 啟用圖書館服務	From Aug. 27 8/27 起	<p>1. Enter library with your Student Card. 進館：憑學生證進出圖書館。</p> <p>2. Please login <u>Sign Service</u> with your Portal account to Activate Library Services before first using. 借書：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>。 (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>，請洽電算中心分</p> 	Library (Ext.: 57415- 57417, 57429 and 57436) 典閱組

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)
		機 57555、57566。)	
Suspension of Schooling (Excluding Exchange Students) 休學 (不含交換生)	From Aug. 5 8/5 起	Students suffering from serious disease (with medical evidence from the hospitals accepted by the NHI service) or accidents (with proof) are allowed to apply for suspension of schooling. The application for suspension of schooling should be made at the Division of Registrar from Aug. 5 . 學生如因特殊事故，得辦理休學。(8月5日起洽註冊組辦理)。	Division of Registrar (Ext.: 57115~ 57118、 57122~ 57125) 註冊組
Retaining Student Status (Excluding Exchange Students) 保留學籍 (不含交換生)	By Sep.6 9/6 前	For new students to apply for retaining student status, the procedure should be completed before Sep. 6 . Any new students who wish to apply for retaining student status should meet the requirements stipulated in Article 6 in the School Regulation of NCU and should possess related documentation to be allowed to file the application. The application procedure should be completed before Sep. 6 . If the procedure cannot be completed before the deadline, the applicants should still follow the regulations of NCU to go through all registration procedures at NCU. 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6日前 全部完成，否則仍應依規定到校辦理註冊。 https://pdc.adm.ncu.edu.tw/form_reg.asp	Division of Registrar (Ext.: 57115~ 57118、 57122~ 57125) 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. 3-Sep. 4 9/3~9/4	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-114 in General Education Building. Time: 14:00, Sep. 3 -Sep. 4 Place: Classroom O-114 <u>沒有學測成績且有需要重/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-114 教室舉辦之簡易分級測驗。	Language Center (Ext.:33816) 語言中心

Notice1.Other fees (附註一、其他費用)：

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	Common Students 一般生	TWD 181
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	Mainland Chinese students who are eligible for National Health Insurance should pay TWD 4,956. Those who are not eligible should pay TWD 3,000 to extend coverage provided by Cathay Life Insurance. 符合健保資格者加保保費4,956元，若未符合健保資格則需加保國泰人壽保險3,000元。	
		Medical Insurance for Overseas Chinese Students 僑生醫療保險費	Freshmen who are overseas Chinese students are required to pay TWD 580 for the New Students' Insurance, but only for the first semester. 僑生新生僑保保險費580元 (僑保僅限上學期)	
			Freshmen who are overseas Chinese students and are granted a subsidy for disadvantaged students only have to pay TWD 2,478. Students who are not granted this subsidy should pay TWD 4,956. Those who are not eligible for National Health Insurance should pay TWD 3,000 to extend coverage provided by Cathay Life Insurance. 僑生新生若有申請清寒補助者，學生只需負擔2,478元，未得補助者4,956元。未符合健保資格者加保國泰人壽保險3,000元。	