

外籍學位新生報到表

Registration Guideline for New International Students

姓名 Name		學號 Student ID No.	
系所 Dept.		連絡電話 Tel. in Taiwan	

* 開始跑註冊流程前，請將下表中所需文件依順序排放。

Prepare and arrange the required documents in the following order before you start to run the registration procedure.

順序 Order	繳交/檢核項目 Submit/Check Item	檢核人簽章	備註 Note
1	繳交六個月內兩吋照片一張並於照片後面寫上學號、姓名及系所。 ONE 2-inch Photo Taken Within the Past Six Months * Write down the student ID No., Name and Dept. on the backside of photo.		
2	繳交『外館認證之畢業證書』影本，並於右上角寫上學號、姓名及系所。 Submit the Copy of Authenticated Diploma * Write down the student ID No., Name and Dept. at the upper right side.		
3	繳交『外館認證之成績單』影本，並於右上角寫上學號、姓名及系所。 Submit the Copy of Authenticated Transcript Write down the student ID No., Name and Dept. at the upper right side.		
4	繳交僑外生基本資料表 Submit the "Overseas and International Students Personal Information"		
5	檢核入學許可 Check the Admission Letter 若領取台灣獎學金 或 非東華獎學金受獎者，請繳交受獎證明書。 For Taiwan Scholarship or Non-NDHU Scholarship Recipient, please submit the certificate.		
6	已了解入台未滿六個月須投保醫療保險，滿期才能投保全民健康保險。 Have fully understood that the first SIX months of staying in Taiwan, students should have medical insurance that will cover students' medical expenses during the Six-month time period. Afterwards, students should join the National Health Insurance according to related regulations issued by Taiwan Government. 簽名 Signature:		
7	<input type="checkbox"/> 外館認證『醫療保險證明』 Authenticated Medical Insurance Certificate <input type="checkbox"/> 醫療保險，現場繳交現金3,000元整 Hand in cash of NTD 3,000 for medical insurance. <input type="checkbox"/> 『健保卡』，加入本校續保，現場繳交現金4,494元整。 Join National Health Insurance Card within NDHU and hand in cash of NTD 4,494 <input type="checkbox"/> 其他 Other		
8	預填並繳交健保卡申請表 (貼上兩吋照片一張) Pre-fill out and submit the National Health Insurance Card Application form with ONE 2-inch Photo.		
9	出示已繳納學雜費證明 Show the payment confirmation		

報到註冊手續流程

Procedure of Registration

日期 Date : 2019/02/15

時間 Time : 13:30-17:00

地點 Location : 行政大樓 416 會議室 Administration Building 4F, Room 416

1. 確認帶齊所需文件並依以下順序排放文件

Check required documents and arrange them in the order of following order

A. 外籍學位新生報到表

Registration Guideline for New International Students

B. 六個月內兩吋照片一張

ONE 2-inch Photo Taken Within the Past Six Months

C. 『外館認證或是僑委會指定保薦單位核驗之畢業證書』影本

Copy of Authenticated Diploma

D. 『外館認證或是僑委會指定保薦單位核驗之成績單』影本

Copy of Authenticated Transcript

E. 僑外生基本資料表

Overseas and International Students Personal Information

F. 入學許可 Admission Letter

如為臺灣獎學金、MOST、DIKTI 等其他非東華獎學金受獎者，請提供受獎證明書。

For Taiwan Scholarship or other Non-NDHU Scholarship Recipient, please submit the certificate.

G. 國泰醫療保險費 3,000 元 或 全民健康保險 4,494 元

Cash of NTD 3,000 for Medical Insurance or NTD 4,494 for National Health Insurance

H. 預填並繳交健保卡申請表

Pre-fill out and submit the National Health Insurance Card Application form

I. 出示已繳納學雜費證明

Show the payment confirmation

2. 繳交學歷相關入學文件 Submit the above documents

3. 歸還名牌套 Return the badge holder

4. 向系所報到 Report to department

5. 完成網路註冊系統 (上傳學生證照片)

Complete online registration system (Upload the photo for Student ID Card)

<https://sys.ndhu.edu.tw/AA/REG/register/>

6. 完成電子學習履歷系統 (下載在學證明)

Complete e-Portfolio system (Download Student Status Certificate)

http://sys.ndhu.edu.tw/CTE/Ed_StudP_WebSite/Login.aspx n.aspx