

境外學位新生註冊程序表
Enrollment Procedure Sheet
for New Overseas Chinese and International Degree Students

姓名 Name		學號 Student ID No.	
系所 Dept.		在台電話 Taiwanese Tel.	

* 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.

單位 Division	繳交/檢核項目 Submit/Check Items	校內單位簽章 Signature/Stamp
出納組 Cashier Division	請於註冊前，至出納組繳費，請取得已繳納學雜費證明 Before the offline registration, please go to Cashier Division (Room 108) to pay the tuition fee.	免蓋章 No Stamp
國際處 國際學生組 Students Division (ISSA)	1 兩吋照片一張 ONE 2-inch Photo Taken Within the Past Six Months	
	2 繳交僑外生基本資料表 Submit the "New Overseas and International Students Personal Information"	
	3 【正本】僑生清寒證明 (非必要) Original of Overseas Chinese Students' Low Income Certificate	僅適用於僑生 Overseas Chinese students only
	4 請出示已繳納學雜費證明 Show the payment sheet confirmation	
	5 保險文件 Insurance documents <input type="checkbox"/> 醫療保險 Medical Insurance 費用 Fee 外生、陸生 (Foreign, Mainland Students): NT\$3000 僑生 (Overseas Chinese Students): NT\$580 僅收現金 Cash only 新生是否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.	
<input type="checkbox"/> 健康保險費 National Health Insurance (NHI) 費用 Fee: NT\$4956 僅收現金 Cash only 請提供健保卡並續保在東華大學。在學期間，若您遇到健保異動(轉出、入)或依親等相關事宜，請來信洽國際處國際學生組 <issa@gms.ndhu.edu.tw>。 Show NHI Card and add into NDHU. During the studying period, if you have NHI transfer(in/out) or family dependants issue, please send the email to ISSA <issa@gms.ndhu.edu.tw>		

單位 Division	繳交/檢核項目 Submit/Check Items	校內單位簽章 Signature/Stamp
國際處 國際招生組 Admission Division	1 【正、影本】錄取通知書 Original & Copy of the admission letter (LOA)	
	2 【正、影本】台灣政府、基金會獎學金(非東華獎學金)之受獎者，請繳交受獎證明書。 For Taiwan/Foundation Scholarship (Non-NDHU Scholarship) Recipient, please submit the scholarship certificate. *獎學金名稱 (由承辦人填寫):	僅適用於外籍生 Foreign Students only
	3 國立東華大學外國學生須知 Information for International Students at NDHU	僅適用於外籍生 Foreign Students only
註冊組 Registry Division	1 【正、影本】外館認證之全學期成績單，於影本右上角寫上學號、姓名及系所。 Submit the Copy of Authenticated Transcript of All Semesters and write down the student ID No., Name and Dept. at the upper right side.	
	2 【正、影本】外館認證之畢業證書，於影本右上角寫上學號、姓名及系所。 Submit the Copy of Authenticated Diploma and write down the student ID No., Name and Dept. at the upper right side.	
	3 領取中文版在學證明 Get the student status certificate (Chinese Version)	

* 註冊程序完成後，將此單送回國際處國際學生組承辦人。

Please return this sheet to OIA-ISSA after all the procedures are completed.

* 外籍新生：需完成線上註冊系統，自行至系所領取學生證。

Foreign Students have to finish online registration system and pick up the Student ID card at your department.