

Notifications for Overseas Current Students Registering for the Second Semester of the Academic Year 2016 at National Central University

國立中央大學 105 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)

● Class and enrollment start on **February 13, 2017 (Mon)**

註冊及上課日期：2 月 13 日 (星期一)

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

Rep. Line 總機：03-4227151

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	Before Feb.17 2/17 前	Overseas students- including overseas Chinese students, foreign students, Mainland China students and exchange students shall go to Office of International Affairs no later than Feb.17, 2017 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
Student data login 學籍資料登錄	X	Every semester , current students shall go online to confirm their English names, correspondence information and other data required for enrollment, otherwise shall be considered un-registered. 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: Please <u>visit NCU home page, access in NCU Portal</u> and go to Student Data System (學籍成績). 學籍系統：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]。 2. Students' English names must be exactly identical with the ones on the passports. 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- 57085) 國際事務處
Course Selection 選課	Feb.8-Feb.21 2/8-2/21	1. Log in <u>National Central University Course Schedule Planning System</u> to select courses https://course.ncu.edu.tw/ (選課網址) on February 21 , only the course dropping function is available 2 月 21 日 只能退選 2. From Feb.23 to Mar.1 , students can make a change to their course records. 2 月 23 日~3 月 1 日 人工加退選。 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/ 研究生：學術研究倫理課程	Curriculum Division (ext. 57166- 57171) 課務組
Tuition Payment 繳費	Before Feb.12 2/12 前	1. Please download the billing statement from <u>NCU Portal</u> or from <u>the E-school page of First Bank from</u> . 繳費單請自至本校首頁 Portal 入口下載繳費單，或第一銀行第 e 學雜費入口網下載。	Office of International Affairs (ext. 57081- 57085) 國際事務處

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		<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 Feb.10 or pay via ATMs, credit cards, convenient stores no later than Feb.12. 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.</p> <p>繳費手續請在 2月10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 2月12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 Mar.8-Mar.21) 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.</p> <p>各身份別應繳交學雜費詳如「國立中央大學 105 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8日至3月21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.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): Read the Notice1. (詳如附註一)</p>	<p>Cashier Division (ext. 57346) 出納組</p>
Application of Registration Extension 延緩註冊	Before Feb.24 2/24 前	<p>http://pdc.adm.ncu.edu.tw/Register/form_reg.asp?roadno=53</p>	<p>Register Division (ext. 57126-57129) 註冊組</p>
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 Feb.13 need not to pay tuition; those who have completed the payment may receive a full refund of tuition except for the group insurance premium.</p> <p>2月13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 Feb.14 and Mar.24 may receive a partial refund of two-thirds of the tuition; those who apply from Mar.27 to May.5 may receive a partial refund of one-third of the tuition; any kind of payment will not be refundable after May.8.</p> <p>2月14日~3月24日申請者, 退還三分之二; 3月27日~5月5日申請者, 退還三分之一; 5月8日以後申請者, 所繳各費不予退還。</p>	<p>Register Division (ext. 57126-57129) 註冊組</p>
Residential policies 住宿事項	X	<p>1. Students who wish not to extend the dormitory stay for the coming academic year 2016-2017 shall submit the form of “Voluntary Abandonment of Staying in the Dormitory” no later than Jul. 31 and move out of the rooms no later than Aug. 31. Late applications are not accepted, it will be assumed that you need to continue your stay in the dormitories.</p> <p>105 學年度 第二學期 不續住學生, 請於 106 年 1 月 31 日 前填寫放棄住宿切結書, 並於 1 月 31 日 前遷出宿舍, 逾時視同欲繼續住</p>	<p>Office of Student Dormitory Service (ext. 57282 and 57290) 宿舍服務中心</p>

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		<p>宿。</p> <p>2. Please refer to the announcement for the dormitory move-in dates of the coming 2016 fall semester. 105 學年第 二 學期宿舍開放入住時間請依公告時間辦理。</p> <p>3. Application for the waiting list for international dormitory is available for graduate students only. Students may go online to register. The Office of Student Dormitory Service will inform students of the vacancy in the order of application submission time. 國際學舍開放床位候補(僅供研究生申請), 有需要者請上網登記, 宿舍服務中心會依照填寫先後順序辦理候補通知。</p> <p>4. Students applying for graduation, school suspension, withdrawal, transfer shall go to the dormitory service desk for dormitory check-out within five days after the completion of school-leaving procedure. 辦理休學、畢業、退學、轉學者於離校手續完成後, 5 日內須至宿舍傳達室辦理退宿手續。</p> <p>5. Website of Office of Student Dormitory Service: http://in.ncu.edu.tw/~ncu7221/OSDS/index.php (宿舍服務中心網址)</p>	
Obtaining registration stamp stickers 領取學生證註冊章貼紙	Feb.13-Feb.24 2/13-2/24	<p>Students who have completed the registration procedure may obtain registration stamp stickers from Office of International Affairs. 境外生舊生(含僑生、外籍生、陸生、交換生)請至國際事務處領取。</p>	<p>Office of International Affairs (ext. 57081- 57085) 國際事務處</p>
Signing consent form to access to libraries 簽署啟用圖書館服務	<p>X</p>	<p>1. <u>Students of the University shall sign “The Statement of Patron’s Privileges along with NCU Library Announcement for Personal Data Collection and Consent” to be allowed access to services of libraries of the University.</u> 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」。</p> <p>2. <u>Default Account ID and password are the same and are set as follows: overseas readers shall login with student ID number.</u> 帳號、預設密碼：均為學號。</p>	<p>Library (ext. 57415- 57417 and 57429 and 57436) 典閱組</p>

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 150	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 18

<p>Student dormitory Air Conditioning fee (Optional) 學生宿舍冷氣使用費 (自由申請)</p>	<p>TWD 500/ card</p>	<p>Medical Insurance for foreign students 外籍生醫療保險費</p>	<p>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</p>
		<p>Medical Insurance for China students 陸生醫療保險費</p>	<p>TWD 3,000</p>
		<p>Medical Insurance for overseas Chinese students 僑生醫療保險費</p>	<p>Newly admitted overseas Chinese students shall pay TWD 606 for Insurance. 僑生新生保險費606元</p>
		<p>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。</p>	