國立臺中科技大學 學年度境外學生註冊程序單

NTCUST Overseas Student Registration Procedure Sheet

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| 中文姓名  Chinese Name |  | 性別 Sex | □男M □女F | | 學號  Student ID | (由註冊組填寫) |
| 英文姓名  English Name |  | | | | 班級 Class | (由註冊組填寫) |
| 學制  Academic System | □五專 Five-year Junior College | | | □二技 Two-year Senior College | | |
| □四技 Undergraduate Program | | | □研究所 Graduate School | | |
| □其他： | | | | | |
| 身份別  Identity | □僑生 Overseas Chinese Student | | | □港澳生 Hong Kong & Macau Student | | |
| □陸生 Mainland Chinese Student | | | □外國學生 International Student | | |
| □交換生Exchange Student | | | □短期研修生Short-term Student | | |
| 科系所名稱Department/  Graduate School |  | | | | | |
| 入境許可簽證 Entry Permit Visa | □停留簽證 Visitor Visa □居留簽證 Resident Visa □中華民國護照 Passport  □居留證 Resident Certificate □入出境許可證 (陸港澳生) Exit & Entry Permit | | | | | |
| 國別  Nationality |  | | 護照號碼  Passport Number | | |  |
| 在臺聯絡電話 Telephone | (可來校註冊後補填) | | 入出境許可證統一證號  Exit & Entry Permit | | |  |
| 住宿  Housing | □ 本校宿舍 School Dormitory  □ 本學期未住宿學校宿舍同學，請務必填寫以下資料：  (Please fill in the housing information below if you live off-campus)  租賃地址 Residential Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  房東姓名及電話Landlord Name and Phone #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | |
| E-mail |  | | | | | |
| 監護人及在臺親屬相關資料 Information about legal guardian and relative in Taiwan | | | | | | |
| 監護人  Legal Guardian | 姓名Name： | | | | 與其之關係  Relationship to the Person |  |
| 電話Telephone： | | | |
| 在臺親屬  Relative in Taiwan | 姓名Name： | | | |  |
| 電話Telephone： | | | |

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| --- | --- | --- | --- |
| 程序  Steps | 辦理事項說明  Descriptions | | 經辦人簽章  Signature |
| 1 | 境外學生請到國際事務處報到  Please report to the Office of International Affairs. | |  |
| 2 | 註冊組報到後辦理學號、編班，並登錄基本資料  Please complete this form and submit it to the Registration Division to obtain your Student ID, assign class, and register for courses. | |  |
| 中文姓名Chinese Name：  學號Student ID： 班級Class：  應繳學雜費金額Tuition Fees： (本欄由註冊組填寫) | |
| 3 | 出納組(行政大樓1F)繳交各項費用  Pay fees at the Cashier Division.  (Located on the first floor of the Administration Building). | |  |
| 4 | 請將此單繳回國際事務處  Return this form to the Office of International Affairs. | |  |
| 需  繳  交  文  件 | **學位生Degree Seeking Students** | | |
| □ | 1. **最高學歷證書正本** (註冊組收取**原件正本**，開學驗證後整班統一歸還) | |
| □ | 1. 經我國駐外館處或保薦單位驗證中文或英文最高學歷證書或同等學力證件之**驗證證明正本** (驗畢歸還) | |
| □ | 1. 經我國駐外館處或保薦單位驗證中文或英文之**最高學歷歷年成績單**正本及影本二份 | |
| □ | 1. 錄取證明影本二份   □本校入學許可書 或 □海外聯合分發委員會分發通知書 | |
| □ | 1. 有效期半年以上之護照正本及影本二份 | |
| □ | 1. 居留簽證 (僑生、外國學生) 或入出境許可證 (陸港澳生) 正本及影本二份 | |
| □ | 1. 具有我國國籍者請攜帶身分證正本及影本二份 | |
| **交換生Exchange Student / 短期研修生 Short-term Student** | | |
| □ | 1. 護照/大陸居民往來臺灣通行證正本及影本二份 | |
| □ | 1. 簽證/入出境許可證正本及影本二份 | |

