

國立臺北教育大學 111 年度第一學期外國學生新生入學程序單  
NTUE 2022-2023 1<sup>st</sup> Semester Registration Procedure Checklist

系 (所) Department		姓名 Name		性別 Gender	<input type="checkbox"/> MALE 男 <input type="checkbox"/> FEMALE 女
學號 Student ID number		學制別 Degree	學士班      碩士班      博士班 <input type="checkbox"/> Bachelor <input type="checkbox"/> Master <input type="checkbox"/> Doctoral		

注意事項 NOTICE

一、9 月 8 日下午 1 點 30 分起開放同學至國際組領取以下項目

1. 外國學生新生手冊
2. 入學程序單
3. 外籍生:全民健保切結書(詳見程序 C)
4. 外國學生須知(詳見程序 C)
5. 學雜費繳費單(詳見程序 D)
6. 新生健康檢查注意事項(詳見程序 E)
7. 學生健康資料卡(詳見程序 E)



註冊截止日期  
2022 年 9 月 16 日  
Registration Deadline:  
September 16, 2022

You can collect the following items from 1:30 pm, Sep 8 at office of International Affairs(A709):

1. International Student handbook
2. This Procedure Checklist
3. International Students: NHI Declaration Statement (see the procedure C)
4. Information for International Students at NTUE Checklist (see the procedure C)
5. Tuition and miscellaneous payment (see the procedure D)
6. Notices for the Freshmen Health Examination (see the procedure E)
7. Student Health Examination Form (see the procedure E)

二、如您受入境程序影響無法於 9 月 16 日前完成註冊流程，請聯繫國際組 [amywang@ntue.edu.tw](mailto:amywang@ntue.edu.tw)

If you could not complete the registration before Sep 16 because of the entry issues, please contact office of International Affairs (amywang@ntue.edu.tw)

程序 PROCEDURE	項目 TO-DO	地點 LOCATION	備註 NOTE
A	<p>□線上填寫學籍資料，網址：  <a href="https://nsa.ntue.edu.tw/">https://nsa.ntue.edu.tw/</a>            Finish Student Academic Record online. Link:  <a href="https://nsa.ntue.edu.tw/Eng">https://nsa.ntue.edu.tw/Eng</a></p> <p>此處由系助教核章            Here will be stamp-on by the assistant of your department.</p> 	(線上填寫) (Online)	<p>*登入資料            帳號:學號            密碼:西元出生年月日+出生月日            Login information            Account: Student ID number            Password: YYMMDD(Birthday)+            MM (Date of Birth) +DD (Date of Birth)</p> <p>*請於 <b>9/16 前</b>填寫完畢            Please finish Student Academic Record <b>before September 16th.</b></p> <p>*若遇到困難可請學伴協助            If you have any problem, please ask the study buddy for help.</p>
B	<p>1. □ 護照驗證 Passport Verification            2. □ 學歷驗證 Degree Verification.</p> <p>此處由系助教核章            Here will be stamp-on by the assistant of your department.</p> 	學系(所) Department	<p>*學歷證件及成績單應繳交經駐外館處驗證之文件資料正本(驗畢發還),影本留存。            Please submit the original copy and photocopy of verified Degree Certificate and transcripts. (The original copy will be returned after checked.)</p> <p>*請於 <b>9/16 前</b>繳交護照及學歷資料。            The documents should be submitted <b>before September 16th.</b></p> <p>*若遇到困難可請學伴協助            If you have any problem, please ask the study buddy for help.</p> <p>*系所助教將協助新生課程認識與選課。            Your department assistant will assist you on course selection and course introduction.</p>

程序 PROCEDURE	項目 TO-DO	地點 LOCATION	備註 NOTE
C	<p>1. <input type="checkbox"/>繳交自行投保之醫療及傷害保險證明/繳交健保卡影本或全民健康保險切結書/繳交新臺幣 3,000 元(三擇一)。 Submit valid medical and injury insurance, or submit the copy of NHI card/ NHI Declaration Statement, or make a payment of NT\$3,000 by cash for NTUE Cathay Life Insurance.</p> <p>2. <input type="checkbox"/>完成勾選外國學生須知並於交予國際組專員。 Please read and complete the Information for International Students at NTUE checklist. The checklist should be submitted to Division of International Affairs.</p> <p>此處由國際組核章 Here will be stamp-on by Ms. Wang</p> <div data-bbox="516 1110 831 1412" style="border: 1px solid black; width: 150px; height: 100px; margin: 10px auto; text-align: center;">Stamp</div>	<p>國際組 (行政大樓 A709) Division of International Affairs (A709 room, Administration Building)</p>	<p>*自行投保之醫療及傷害保險，自入境當日起應有至少六個月效期，該保險證明並應經駐外館處驗證。 The medical and injury insurance should remain at least 6 -months validity. The documents should also have been verified by Taiwan's overseas institutes.</p> <p>*請於 9/16 前繳交保險證明或新臺幣 3,000 元，以及外國學生須知予國際組王雅萱專員，並攜帶外國學生新生註冊程序單以利核章。 The insurance or the cash NT\$3,000, and Information for International Students at NTUE checklist should be submitted to Ms. Wang before September 16th.</p> <p>Remember to bring this registration procedure checklist for stamping.</p>
D	<p><input type="checkbox"/>請學生繳交學雜費收據影本給助教。 Please hand in the tuition and miscellaneous payment receipt to the assistant.</p> <p>此處由系助教核章 Here will be stamp-on by the assistant of your department.</p> <div data-bbox="512 2288 842 2605" style="border: 1px solid black; width: 150px; height: 100px; margin: 10px auto; text-align: center;">Stamp</div>	<p>學系 (所) Department</p>	<p>*學雜費繳費方式： (1) 已帶現金者— 請至郵局或學校出納組(A203)繳費 (2) 未帶現金者—利用 ATM 轉帳 (本校最近 ATM 位於篤行樓一樓門口左側)</p> <p>Tuition and miscellaneous payment by the following (1) Pay by Cash: You may make your payment at any Post-Office or NTUE Cashier Section(A203) (2) ATM Transfer: The closest ATM is at the door of our Duxing Building.</p> <p>*註冊繳費單收據最晚請於 9 月 16 日前繳交給助教。 Please hand in the tuition and miscellaneous payment receipt by September 16th to the department assistant.</p>

程序 PROCEDURE	項目 TO-DO	地點 LOCATION	備註 NOTE
E	<p>1. <input type="checkbox"/> 新生健康檢查 Freshmen Health Examination for International Students</p> <p>*時間：2022/9/14(三) Date: 14th September 2022;</p> <p>*攜帶文件:學生健康檢查資料卡與新台幣 600 元 Required Document: Student Health Examination Form and Fee NT\$600.</p> <p>2. <input type="checkbox"/> 外籍新生請於辦理健康檢查前，填寫學生健康資料卡第 1 頁或第 3 頁。 Please finish Student Health Examination Form Page 1 or 3 before go to Main Hall.</p> <p>本處由衛保組蓋章 Here will be stamp-on by the staff of the health center</p> <div data-bbox="520 1270 829 1567" style="border: 1px solid black; width: 147px; height: 100px; margin: 10px auto; text-align: center;">Stamp</div>	大禮堂 Main Hall	<p>*大學班外國新生請依照衛保組排定各系所的健檢時間，隨班級辦理檢查；碩士班外國新生請自行於下午 13:00-13:30 至大禮堂辦理健檢。 <b>Undergraduate students should receive the examination with your classmates at the time arranged by Division of Health Service. Graduate students should go to Main Hall on your own and receive the examination between 1PM-1:30PM.</b></p> <p>*如您無法參加 9 月 14 日的學生健康檢查，請另外參考附件「外國新生健康檢查規定說明」辦理。 If you could not receive the examination on Sep 14, please refer to Notices for the Freshmen Health Examination to complete this part.</p>
F	<p>繳交核章完之本註冊程序單至各系助教。</p> <p>Submit the stamp-on Registration Procedure Checklist to your department assistant.</p> <p>以上註冊程序事項完成後，請各系助教核章。 Here will be stamp-on by the assistant of your department.</p> <div data-bbox="514 2368 844 2686" style="border: 1px solid black; width: 157px; height: 107px; margin: 10px auto; text-align: center;">Stamp</div>	學系所 Department	<p>*請同學繳交本程序單後，向系所助教領取學生證。若學生證尚未製作完成，請同學另外至教務處註冊組(A601)詢問。 Collect your student ID card from your department assistant after submitting this checklist. If the card is not yet issued, please go collect it at Office of Academic Affairs (A601)</p> <p style="text-align: center;"><b>註冊截止日期</b></p> <p style="text-align: center;"><b>2022 年 9 月 16 日</b></p> <p style="text-align: center;"><b>Registration Deadline: September 16, 2022</b></p>