

# 外國學生報到註冊流程

## Registration Procedures for International Students

### Step 1

至國際事務中心(以下簡稱 OIA，行政大樓 5 樓)報到，由 OIA 人員帶領完成以下程序：

Check in at Office of International Affairs(OIA, 5<sup>th</sup> floor of Administration Building) and then we will take you to complete the following procedures:

- (1) 至教務處註冊課務組繳交以下文件，取得學生證字號：

Hand in the following documents and get Student Number at Registrtrion & Curriculum Division:

- a. **經我國駐外單位認證之文憑及成績單**

**Verification of diplomas and transcripts**

- b. 2 吋大頭照 1 張(製作學生證使用，學生證製作完成後會通知領回)

A recent 2-inch photograph(for making Student Card)

- c. 有效期限 6 個月之保險證明或健保卡(在台居留期間滿 6 個月後可申請健保卡)

Proof of 6 months of insurance coverage or National Health Insurance Card(after having an ARC for 6 months, you are eligible for national healthcare coverage)

- (2) 至出納組列印繳費單：學雜費、住宿費、學生保險、網路使用費(請自行至超商或郵局以現金繳費)。

Print fee statement of Tuition & Miscellaneous Fee, Accommodation Fees, Students' Safety Insurance,and Internet access fee at Cashier Division (please pay fees by cash at convenience stores or post offices).

- (3) 至教務處註冊課務組學習上網選課。

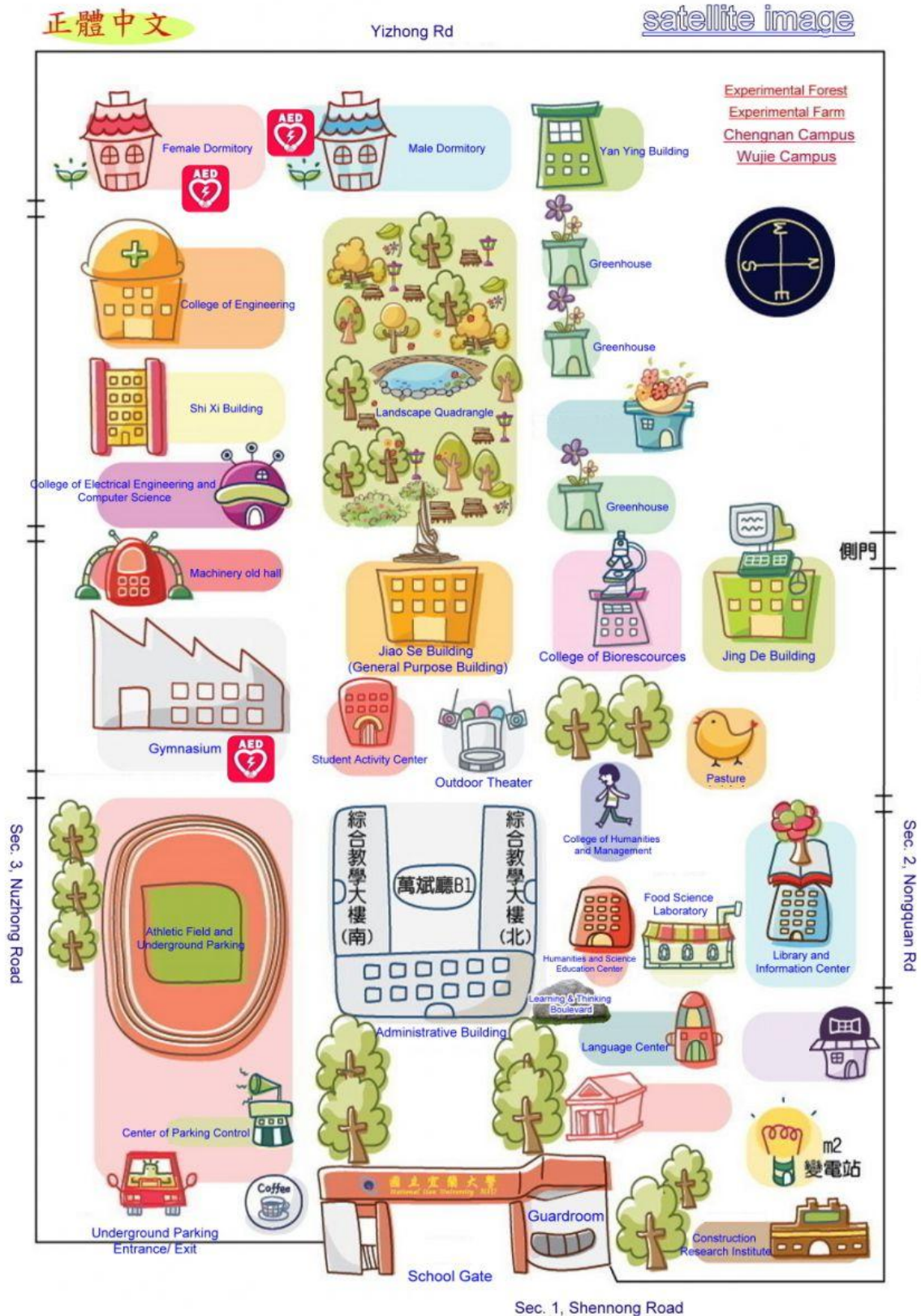
Learn on-line courses selection at Registrtrion & Curriculum Division.

- (4) 至宿舍辦理入住。

Move into the dormitory.

- (5) 認識環境：語言中心、圖書資訊館、境外生補給站、系辦公室、學校周圍環境介紹。

Get familiar with Campus: Language Center, Library and Information Center, Foreign Students Care Center, Department Office, and shops around school.



## Step 2

持前述出納組列印之繳費單，自行至超商或郵局以現金繳費。

Pay fees by cash at convenience stores or post offices with fee statement printed at Cashier Division.



## Step 3

申辦居留證：OIA 將於指定時間邀請移民署人員來校辦理，如無法於指定期間到達，則須自行前往移民署辦理。

Apply for Alien Resident Certificate(ARC): OIA will invite officers of National Immigration Agency to deal with application in our school. If you cannot come at appointed time, please apply to National Immigration Agency by yourself.

(1) 外國學生須在抵臺後 15 日內 向內政部移民署申請居留證。

Foreigners should apply for ARC within 15 days counted from the next day of arriving Taiwan.

(2) 請備妥以下文件：

Please prepare the following documents:

- a. 填妥申請表(附 2 吋大頭照 1 張) Complete Application Form (with a recent 2-inch photograph)
- b. 護照正本 Passport
- c. 簽證正本及影本 Visa(with Copy)
- d. 已繳費之學校註冊證明 NIU Registration Proof
- e. 手續費 Application fee for ARC NT\$1,000



## Step 4

上網選課：如需選課諮詢，請洽系辦公室。

Select courses online: Please go to the Department Office of your major if you need any suggestions of courses selection.

## Step 5

取得居留證號碼後，方可辦理以下事項：

You can apply following items after having ARC:

- (1) 金融帳戶：持護照、居留証(或申請證明)至郵局或銀行開戶。郵局及部份銀行需要印章，請先至學校正門對面之印章店刻印。

Bank Account: Apply at post offices or banks with passport and ARC(or ARC application proof). Some institutions would ask the stamp, you can make one in the stamp making shop in front of school gate.



- (2) 手機門號：攜帶雙證件(如護照、居留證)自行至手機行辦理。

Mobile Phone number: You can apply in the mobile phone shop nearby with your passport and ARC.



- (3) 獎學金(如果有的話)：持郵局或銀行存摺，至 OIA 辦理每月自動入帳事宜。

Scholarship(if any): Come to OIA with your bank account to apply monthly wire transfer.

- (4) 工作証(如果需要的話)：請參閱 OIA 網站 [oia.niu.edu.tw](http://oia.niu.edu.tw)。

Work Permit(if you need): Please refer to [oia.niu.edu.tw](http://oia.niu.edu.tw).