## New student check in procedures

**National Taiwan University of Science and Technology (NTUST)**

### 外國學生報到單

**Fall 2018** 107 學年度第 1 學期

Please go to related units step by step

<table>
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<th>No.</th>
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</table>
| 1   | Office of International Affairs 4F of International Building | International Affairs Office check in and NTUST scholarship affairs confirmation  
   □ 全額  □ 半額  □ 免學雜  □ 無獎  
   □ 台獎 (教育部)  □ 台獎 (外交部)  
   Verify required documents for buying Medical and Accidental Insurance  
   1. Copy of the passport  
   **If you already have NHI card, or have your own insurance from your country, please inform us.** | 國際事務處 |
| 2   | Student Assistance Division 2F of Student Center | Dormitory check in assignment and dormitory fee confirmation | 學務處 生輔組 |
| 3   | Health Clinic 1 F of Student Center | Health report review and new student health examination arrangement | 學務處 衛生保健組 |
| 4   | Post Office or 7-11 | Paying tuition fees and making photocopy of required documents. | 教務處 研教組 |
| 5   | Section of Graduate Studies 2F of Administration Building | Verify required documents for enrollment  
   1. Passport  
   2. Original Diploma and its authentication  
   3. Original Transcript and its authentication  
   4. Financial Statement and its authentication  
   5. Medical and Accidental Insurance  
   **6. Copy of the above documents.**  
   □ I, ______________________(full name), have received and understood the content of “Important Notes for Academic Rules (Fall 2018)” | 各系所 |
| 6   | Department 2F of ChE Department Room: E2-205-2  
   Date: Sep. 6, 2018 14:00-16:00 | Department check in | 各系所 |

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領取學生證

Please submit the following to pick up student I.D. card.

Student who fail to submit this form by **October 15, 2018** will be deemed as registration procedure is not complete.

- □ 1. Student registration form (generated from student information system)
- □ 2. Copy of ARC

教務處研教組

Step 2. Student Assistance Division 2F of Student Center

Step 3. Health Care 1F of Gym

Step 4. Post Office or 2-11 or Family Mart

Step 5 - 7. Section of Graduate Studies 2F of Administration Building

Step 6. Chemical Engineering Room: E2-205-2