

National Taiwan University of Science and Technology (NTUST)

New student check in procedures 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

No.	Location	Items	Related unit's stamp
1	Office of International Affairs <i>4F of International Building</i>	International Affairs Office check in and NTUST scholarship affairs confirmation <input type="checkbox"/> 全額 <input type="checkbox"/> 半額 <input type="checkbox"/> 免學雜 <input type="checkbox"/> 無獎 <input type="checkbox"/> 台獎(教育部) <input type="checkbox"/> 台獎(外交部)	國際事務處
		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 <i>2F of Student Center</i>	Dormitory check in assignment and dormitory fee confirmation	學務處 生輔組
3	Health Clinic <i>1 F of Student Center</i>	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.	/
5	Section of Graduate Studies <i>2F of Administration Building</i>	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. <input type="checkbox"/> I, _____ (full name), have received and understood the content of “Important Notes for Academic Rules (Fall 2018)”	教務處研教組
6	Department <i>2F of ChE Department Room: E2-205-2 Date: Sep. 6, 2018 14:00-16:00</i>	Department check in	各系所

continue to back side

7.	Section of Graduate Studies 2F of Administration Building	領取學生證 Please submit the following to pick up student I.D. card. Student who fail to submit this form by <u>October 15, 2018</u> will be deemed as registration procedure is not complete. <input type="checkbox"/> 1 Student registration form.(generated from student information system) <input type="checkbox"/> 2.Copy of ARC <input type="checkbox"/> 3.Cell phone No. _____	教務處研教組
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