



# 銘傳大學 109 學年度第一學期境外新生海外註冊流程

## Ming Chuan University

### 2020 Fall Semester

### New Foreign Students Registration Procedures

※適用對象：預期入境、居家隔離結束後已逾境外生開學日期(9月14日)，仍在學期前三分之一(10月23日)之境外新生(不含陸生)

The Procedures applicable to new foreign students (excluding Mainland Chinese students) who are coming to attend the first semester of the 2020 school year, entering Taiwan and/or completing the quarantine requirement between September 14<sup>th</sup> and October 23<sup>rd</sup> 2020.

預估時間 Estimated Schedule	程序 Procedures	負責單位 Responsible Divisions/ Offices/ Persons
8 月底 End of August	境外新生名冊呈報教育部 Submit the list of new students to the Ministry of Education	國際教育交流處 Division of International Education & Exchange
9 月中 Mid of September	教育部審核新生名冊、轉外交部發駐外館處 Ministry of Education reviews and approves the list、Ministry of Foreign Affairs informs ROC Taiwan Embassies/ Taipei Representative Office overseas	教育部、外交部 Ministry of Education、Ministry of Foreign Affairs
9 月中~9 月底 Mid of September ~ End of September	<ul style="list-style-type: none"> <li>取得教育部核准公函 Receive the official approval letter from the Ministry of Education</li> <li>通知新生核准公函號碼 Inform new students the official approval letter number</li> </ul>	國際教育交流處 Division of International Education & Exchange
9 月底~10 月初 End of September ~ Early October	<ul style="list-style-type: none"> <li>聯繫外交部駐外館處 Contact ROC Taiwan Embassy/ Taipei Representative Office near your place</li> <li>申請入台簽證 Apply for a visa</li> <li>聯繫國際學生顧問室(註1) Contact MCU Office of International Student Service (OISS) (Note 1)</li> </ul>	境外新生 Students  (註1) 新生取得簽證後，請聯繫國際學生顧問室，填寫 <a href="#">google 表單</a> 並安排 2 周後班機  (Note 1) After obtaining Taiwan Visa, students must inform MCU Office of International Student Service (OISS) by filling in the <a href="#">google form</a> with flight information that is departing at least 2 weeks after

	<ul style="list-style-type: none"> <li>● 提供新生註冊繳費單、學校帳戶資訊(註 2)</li> </ul> <p>Provide tuition fees statement and Ming Chuan University bank account information to new students (Note 2)</p>	<p>國際教育交流處 Division of International Education &amp; Exchange</p> <p>(註 2)請留意 email 信箱、國際教育交流處網站最新消息 (Note 2) Information will be emailed to you, and pay attention to the updated news on the IEE websites</p>
	<ul style="list-style-type: none"> <li>● 訂機票及防疫旅館</li> </ul> <p>Book flight tickets and quarantine facilities</p>	<p>境外新生 Students</p>
	<p>學校協助申請境外生入境許可證明</p> <p>Apply for a entry permit for new students</p>	<p>國際學生顧問室 Office of International Student Service</p>
	<ul style="list-style-type: none"> <li>● 匯款學雜費、提供匯款證明予國際教育交流處(註 3)</li> </ul> <p>Transfer tuition fees to MCU bank account and provide bank transmission proof to the Division of International Education and Exchange (Note 3)</p>	<p>境外新生 Students</p> <p>(註 3) 跨國匯款手續費由學生自付，俟入境居家檢疫結束正式實體入學後，依據匯款銀行水單當日匯率計算學費確切金額，多退少補。新生完成匯款海外註冊者，視同當學期入學。台獎生已獲簽證後，視同完成海外註冊</p> <p>(Note 3) Any bank service and transmission charge shall be paid by students him/herself. After completing quarantine and returning to campus, students will be informed about the amount that is successfully received by the university, based on the exchange rate on the date of the transmission. If the amount is less than the requested, students shall make up the missing amount in NTD cash. If the amount exceeds more than the requested, the surplus will be returned to students. Students are deemed to have completed the admission process when he/she makes overseas tuition fee transfers. Taiwan Government Scholarship students, after obtaining Taiwan visa, are deemed to have completed the admission process.</p>
<p><b>【仍未入境、居家檢疫期間】</b></p>	<p>遠距選課、TEAMS 上課</p> <p>Online Course Selection</p> <p>Join TEAMS online classrooms</p>	<p>境外新生 Students</p>

<b>【Before entering Taiwan、During quarantine period】</b>		
<b>10月初~10月中 Early October ~ Mid of October</b>	<ul style="list-style-type: none"> <li>持簽證及境外生入境許可證明入境台灣 Take the scheduled flight with a visa and entry permit to enter Taiwan</li> </ul>	境外新生 Students
<b>2020/10/23 之前 Before 2020/10/23</b>	完成學雜費匯款視同當學期入學 Tuition payment deadline and complete admission process	境外新生 Students
<b>10月中~10月底 Mid of October ~ End of October</b>	抵台後進行居家檢疫 Conduct a 14-day quarantine	境外新生 Students
<b>10月底 End of October</b>	居家檢疫結束、進入校園實體上課 Complete quarantine and attend classes at campus	境外新生 Students
	依據匯款銀行水單當日匯率計算學費 確切金額，多退少補 Based on the exchange rate on the date of the transmission, if the amount of tuition transfer is less than the requested, students shall make up the missing amount in NTD cash. If the amount exceeds more than the requested, the surplus will be returned to students.	境外新生 Students
<b>秋季學期結束前(即 2021/1/15 之前) Before the end of the Fall semester 2020, i.e. before 2021/1/15</b>	繳驗學歷證件予教務處、完成註冊程序 Submit verified certificates and transcripts to the Division of Academic Affairs so as to complete the registration procedures	境外新生 Students

## 銘傳大學帳戶

### Ming Chuan University Bank Account

銀行名稱 BANK NAME：台北富邦銀行大同分行

TAIPEI FUBON COMMERCIAL BANK

TA TUNG BRANCH

銀行地址 BANK ADDRESS：186, SEC. 3, CHUNGKING N. RD. TAIPEI, TAIWAN.

銀行電話 BANK TEL: (886)-2-2592-9282

快捷碼 SWIFT CODE：TPBKTWTP310

帳號 BENEFICIARY'S A/C NO：3801-0101-0241

戶名 BENEFICIARY'S A/C NAME：財團法人銘傳大學 MING CHUAN UNIVERSITY

聯絡電話 BENEFICIARY'S TEL：(886)-2-2882-4564 ext 2250

#### 說明 NOTICE

- 1 請聯繫國際教育處取得繳費單與學號。  
Contact MCU admission office for tuition fees statement and Student ID Number.  
Ms. Yvonne 林郁萍([ihp@mail.mcu.edu.tw](mailto:ihp@mail.mcu.edu.tw)) and Ms. Anne 詹宜書([oas@eta.mcu.edu.tw](mailto:oas@eta.mcu.edu.tw)).
- 2 請在匯款單上註明學生姓名與學號。  
For tracking purpose, please note down Student's Name and MCU Student ID Number in bank transfer.
- 3 匯款後，請 email 收據給國際教育處。  
Scan and email bank transmission proof to MCU admission office.
- 4 請將匯款單正本帶回來台灣。  
Bring the original bank transmission proof to Taiwan.
- 5 跨國匯款手續費由學生自付，俟入境居家檢疫結束正式實體入學後，依據匯款銀行水單當日匯率計算學費確切金額，多退少補  
Any bank service and transmission charge shall be paid by students him/herself. After completing quarantine and returning to campus, students will be informed about the amount that is successfully received by the university, based on the exchange rate on the date of the transmission. If the amount is less than the requested, students shall make up the missing amount in NTD cash. If the amount exceeds more than the requested, the surplus will be returned to students.
- 6 新生完成匯款海外註冊者，視同當學期入學  
Students are deemed to have completed the admission process when he/she makes overseas tuition fee transfers.
- 7 台獎生已獲簽證後，視同完成海外註冊  
Taiwan Government Scholarship students, after obtaining Taiwan visa, are deemed to have completed the admission process.