

銘傳大學 111 學年度第一學期境外新生海外註冊 [學生流程]

Ming Chuan University

2022 Fall Semester

New Foreign Students Registration Procedures

※適用對象：預期入境之境外新生(不含陸生)

The procedures are applicable to new foreign students (excluding Mainland Chinese students) who are coming to attend the Fall semester of the 2022 school year.

預估時間 Estimated Schedule	程序 Procedures	負責單位 Responsible Divisions
5月~8月 May to August	新生回覆就讀意願 New foreign students confirm the acceptance.	境外新生 Students
7月底 Late July	[第一階段] 境外新生名冊呈報教育部 [Stage 1] Submit the list of new students to the Ministry of Education	國際教育交流處 Division of International Education & Exchange
8月初 Beginning of August	國教處網站通知新生核准公函號碼 Inform new students the official approval letter number 如果你的入學通知核發日期在8月5日以前，請下載 2022年7月29日台灣教育部回函(臺教高(二)字第 1112203399 號) If your MCU Offer Letter is issued before August 5, 2022, please click to download: Ministry of Education official letter (Date: 2022/7/29, Letter Reference Number: 臺教高(二)字第 1112203399 號) 如果你的入學通知核發日期在8月15~18日之間，請下載 2022年8月11日台灣教育部回函(臺教高(二)字第 1112203613 號) If your MCU Offer Letter is issued between August 15 to 18, 2022, please click to download: Ministry of Education official letter (Date: 2022/8/11, Letter Reference Number: 臺教高(二)字第 1112203613 號)	國際教育交流處 Division of International Education & Exchange 境外新生 Students
	聯繫外交部駐外館處 Contact ROC Taiwan Embassy/ Taipei Representative Office near your place 申請入台簽證 Apply for a visa 聯繫國際學生顧問室(註1)	境外新生 Students

	<p>Contact MCU Office of International Student Service (OISS) (Note 1)</p> <p>(註 1) 新生取得簽證後，請聯繫國際學生顧問室，填寫 google 表單並安排 2 周後班機</p> <p>(Note 1) After obtaining Taiwan Visa, students must inform MCU Office of International Student Service (OISS) before filling in the google form with flight information that is departing at least 2 weeks after.</p>	
<p>8 月中~9 月初 Middle of August ~ Early of September</p>	<p>國際學生顧問室建置 Google 表單讓新生填寫 visa 號碼</p> <p>Create Google form for new students to fill in the necessary information</p> <p>Read OISS Frequently Asked Questions</p> <p>訂機票及防疫旅館</p> <p>Book flight tickets and quarantine facilities</p>	<p>國際學生顧問室 Office of International Student Service (OISS)</p> <p>境外新生 Students</p> <p>境外新生 Students</p>
	<p>[第二階段]</p> <p>協助申請境外生入境許可證明</p> <p>[Stage 2]</p> <p>Apply for a entry permit for new students</p>	<p>國際學生顧問室 Office of International Student Service (OISS)</p>
<p>8 月 17 日 August 17th</p>	<p>入境申請、旅館檢疫線上說明會:</p> <p>中文場次: 2022 年 8 月 17 日 (星期三) 上午 10 點 (臺北時間)</p> <p>請點選網址</p> <p>https://www.youtube.com/watch?v=zNdi9OqC7J0</p> <p>Online Orientation- Entry Procedures, Quarantine Requirements</p> <p>English session: August 17th (Wednesday), 2022 at 3pm (Taipei time)</p> <p>YouTube: https://www.youtube.com/watch?v=nwYkD-zCJzE</p>	<p>國際教育交流處 Division of International Education and Exchange</p> <p>境外新生 Students</p>
<p>8 月 30 日 August 30th</p>	<p>註冊、繳費、選課線上說明會:</p> <p>中文場次: 2022 年 8 月 30 日 (星期二) 上午 10 點 (臺北時間)</p> <p>請點選網址</p> <p>https://www.youtube.com/watch?v=S2pJSdRmecY</p> <p>Online Orientation-Registration, payment, course selection</p> <p>English session: August 30th (Tuesday), 2022 at 3pm (Taipei time)</p> <p>https://www.youtube.com/watch?v=S8Wk2iCx11A</p>	<p>國際教育交流處 Division of International Education and Exchange</p> <p>境外新生 Students</p>
<p>September 1st</p>	<p>國教處 Email 提供新生學號/密碼/TEAMS 帳密 (註 2)</p> <p>Provide MCU Student ID Number, Student System Password, TEAMS ID & Password to new students (Note 2)</p> <p>(註 2) 請留意 email 信箱、國際教育交流處網站最新消息</p> <p>(Note 2) Information will be emailed to you, and pay attention to the updated news on the IEE websites.</p>	<p>國際教育處 Division of International Education & Exchange</p> <p>境外新生 Students</p>

<p>9月第一週 First Week of September</p>	<p>國教處網站公告繳費單下載資訊、銘傳帳戶資訊 Check IEE website news about Tuition Fees Statement Download Procedures, and MCU Bank Account Information for new students</p> <ul style="list-style-type: none"> ● 學生上網列繳費單(國教網站提供畫面) ● 學生匯款學雜費、上傳繳費證明(國教網站提供畫面)(註3) ● 請下載並詳細閱讀「新生海外註冊流程」。← Read it. 請下載繳費單並在10月6日前完成繳費並上傳繳費收據← Read it. 請下載新生學籍資料登錄說明並在10月7日10:00前完成資料填寫← Read it ● Students download Tuition Fees Statement from MCU website ● Students transfer tuition fees to MCU bank account and upload bank transmission proof to MCU Student System (Note 3) ● Click to download and read the instructions of the following files carefully. Download: New Foreign Students Registration Procedures ← Read it. Download: Instructions for Downloading Tuition Fees Statement ← Read it. Please make the payment and upload the proof before October 6th. Download: Freshman Information Processing← Read it. Please fill in freshman information before 10:00 on October 7th. 	<p>國際教育處 Division of International Education & Exchange</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。 (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.</p>
<p>8月中~9月底 Middle of August ~ End of September</p>	<p>新生抵台 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</p> <p>新生入住檢疫旅館 Check in quarantine hotel.</p> <p>新生每日體溫監測 Check daily temperature</p>	<p>境外新生 Students</p> <p>境外新生 Students</p> <p>境外新生 Students</p>
<p>8月底~9月底 End of August ~ End of September</p>	<p>旅館檢疫結束， 新生返回台北集賢宿舍或桃園校內外宿舍 When completing quarantine, new students check in Taipei JiXian dorm or Taoyuan on and off-campus dorms.</p> <p>結束居家檢疫與自主管理，返回學校上課。 參加新生註冊與工作證申請說明會 Complete the quarantine requirement New students attend classes on campus. Attend orientation and work permit workshop</p>	<p>境外新生 Students</p> <p>境外新生 Students</p>
<p>9月5日 5th of September</p>	<p>開始上課 Class Begins</p>	<p>境外新生 Students</p>

<p>【新生仍未入境、旅館檢疫期間】 【Before entering Taiwan、During quarantine period】</p>	<p>各系所學程輔導學生選課、TEAMS 上課、與各項相關就學權益 Assist new students on course selection and TEAMS online classrooms, and provide guidance on school policies</p>	<p>各系所學程 Responsible programs/ departments/ schools</p>
<p>10 月 6 日 6th of October</p>	<p>2022 秋季新生務必於 10 月 6 日週四完成繳費。 Students must pay tuition fees before 6th of October.</p>	<p>境外新生 Students</p>
<p>10 月 7 日 7th of October</p>	<p>2022 秋季新生務必於 10 月 7 日週五上午 10 點前完成上傳繳費證明，若無法完成者將取消 2022 秋季入學資格。 Students must upload proof of payment to MCU Student System before 10am, 7th of October. Otherwise, student's admission of 2022 Fall semester will be cancelled.</p>	<p>境外新生 Students</p>
<p>10 月中 Middle of October</p>	<p>確認學生學費匯款實收金額、通知學生多退少補 Inform students the amount of the tuition fee transfer, 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.</p>	<p>出納組 Bursar's Office 各系所學程 Responsible programs/ departments/ schools 境外新生 Students</p>
<p>2023 年 1 月 6 日 前 Before the end of the Fall semester 2022, i.e. before 2023/1/6</p>	<p>秋季學期結束前 新生繳驗學歷證件予教務處、完成註冊程序 Before the end of the Fall semester Students submit verified certificates and transcripts to the Division of Academic Affairs so as to complete the registration procedures. (註4) 1.高中/大學畢業證書正本 2.高中/大學成績單正本 *上述 1、2 項文件如學校出具之文件非英文或中文者，需另附英文或中文譯本，正本及譯本需經由原校所在地之中華民國(台灣)駐外使館或代表辦事處驗證。 (Note 4) 1.Original diploma of highest degree or graduation certificate. 2.Original transcript *For Item 1, 2: English or Chinese verified version is also necessary if the original is not in either language. The original certificate and transcript, verified by Taiwan mission/embassies/representative offices in the country where the documents are issued, shall be submitted upon registration at the beginning of the new semester.</p>	<p>境外新生 Students 教務處 Division of Academic Affairs</p>

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

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| 1 | 請聯繫國際教育處取得學號。
Contact MCU admission office for your Student ID Number.
Ms. Yvonne 林郁萍 (ihp@mail.mcu.edu.tw) and Ms. Anne 詹宜書
(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 | 請將匯款單正本帶回來台灣。
Bring the original bank transmission proof to Taiwan. |
| 4 | 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. |