

# INSTRUCTIONS FOR UPLOADING TUITION FEE RECEIPT

## 上傳繳費單

STEP 1 連結至銘傳大學首頁 Link to MCU website

<https://web.mcu.edu.tw/> or <https://web.mcu.edu.tw/en>

Language: English

E-Request and E-Form Student Staff and Faculty

About MCU Admissions Divisions Academics Resources e-learning Regulations

Course Information Student System Transportation Information Calendar QA O/S Stu.

銘傳大學  
MING CHUAN UNIVERSITY

Attending to all students with parental care, support, and guidance

1st University to encourage faculty to educate students on their own children

University applying "Attending to all students with parental care, support, and guidance" as educational philosophy

Language: Chinese, Traditional

電子公文及表單 高中生 新生 在校生 大陸生 校友 教職員 家長 訪客

銘傳大學  
MING CHUAN UNIVERSITY

認識銘傳 招生資訊 推廣教育 交通資訊 行政單位 學術單位 服務資源 快速連結

行事曆 校園360環景 網路電視台 學測/指考落點分析 校長信箱 境外生QA

國際生和陸生  
人數全國第一

國際學生、陸生(學位生)人數全國第一的大學(2014-2016)

QuickLink

MSCHE

Ming Chuan Video Briefing

銘傳大學個人(資訊系)

STEP 2 輸入學號及密碼 Enter your student ID and password

銘傳大學  
MING CHUAN UNIVERSITY

電子公文與表單系統  
E-Requests and E-Form System

English (United States)

MCU Home

Username

Password

Forgot Password?

Login

Initial login for new student

- Domestic new student: ROC ID NO.
- Foreign new student: Passport NO./ARC NO./Citizen ID NO.

Password is your date of birth (Western calendar format yyyymmdd)

Work

Taipei: 289 Zhong Shan N. Rd., Sec. 9, Taipei 111, Taiwan  
Telephone: +886 2 2882-4994  
Jher-Shyue Rd. 120, Jher-Shyue Dist., Shilin District, Taipei City 111, Taiwan  
Telephone: +886 2 2882-4504

Milongshan Location: Shengshou Hall, Saginaw Valley State University, 7400 Bay Road, So  
Telephone: 1-800-994-2497 (U.S.), +886 2 2882-4994 (Taiwan)

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系統首頁

帳號

密碼

忘記密碼

登入

公告

舊版首頁自108年1月1日起停用，所有資訊請至新版首頁 <http://web.mcu.edu.tw/> 查詢。電子公文、電子表單...等原有功能仍由本系統提供，若有任何問題請洽資訊網路處林育如老師分機2547。

新生首次登入帳號：

- 本國新生：身分證號
- 外籍新生：護照號碼/居留證號/大陸身分證號

密碼為生日(西元年月日，格式為 yyyymmdd)

### STEP 3 點選電子表單系統 Click e-Form

**電子公文與表單系統**  
**E-Requests and E-Form System**

English (United States)

MCU Home Logout

Work

- e-Form**
- Site Builder
- Student System
- E-mail (me)
- 貴屬服務專區

**Announcement**

The Original MCU Website will be out of service from January 1st, 2019. Please check out all the information on the new MCU Website <http://web.mcu.edu.tw/>.  
The e-form, e-request, etc., will still be provided. If there is any further question please contact Lin, Yu-Ju, ext. 2547, Information & Network Division. Thank you.

Taipei: 250 Zhong Shan N. Rd., Sec. 5, Taipei 111, Taiwan  
Telephone: +886 2 2882-4564  
Jihe: 3F-8F, No.130, Jihe Rd., Shihlin District, Taipei City 111, Taiwan  
Telephone: +886 2 2882-4564  
Michigan Location: Gilbertson Hall, Saginaw V  
Telephone: 1-989-964-2497 (U.S.); +886 2 2882-4564

Taoyuan: 5 De Ming Rd., Gui Shan District, Taoyuan City 333, Taiwan  
Telephone: +886 3 350-7001  
Kinmen: 105 De Ming Rd., Jinsha Township, Kinmen County 890, Taiwan Telephone: +886 83 255-332

Sy Lori

工作項目

- 電子表單系統**
- 網站建置系統
- 學生資訊系統
- 電子郵件 (me)
- 貴屬服務專區

表單編號	表單名稱	建立單位
1936	數位學生證遺失不補發登記2	桃園校區行政處
2302	脫胎還籍呈批審核表單	財務處
1912	學生更改身分證統一編號申請表	桃園校區行政處
1462	申請登錄註冊	教務處
1645	學生復學申請單	教務處
1396	(桃園校區)社團活動申請表-無經驗-會務其他行政單位(2014.9更新)	桃園校區行政處
1767	超修課程畢業申請表	教務處
1628	桃園校區修繕工作申請表	桃園校區行政處
1963	證件申請表	桃園校區行政處
1644	提前復學呈請隔年級申請單	教務處

登入電子表單系統 申請其他電子表單 查詢教學單位所屬校區

### STEP 4 選取表單編號「1462 申請登錄註冊」 Select Form ID "1462 Registration Application Form"

**電子公文與表單系統**  
**E-Requests and E-Form System**

中文(繁體)

系統首頁 e-Form

Submit Form(TOP 10)

This page displays a list of forms (TOP 10) that have been targeted to the user based on their role as a Student, staff, or Teacher.

Form ID	Form Name	Created By
1936	Non-reissue Digital Student ID Application Form	Taoyuan Campus Administration Division
1912	Student's National ID Change Application Form	Taoyuan Campus Administration Division
<b>1462</b>	<b>Registration Application Form</b>	Academic Affairs Division
1645	Resumption of Studies Application Form	Academic Affairs Division
1767	Exceeding Maximum Courses Credits Application Form	Academic Affairs Division
1931	Digital Student ID Card Reissue and Name Change Application Form	Taoyuan Campus Administration Division
1628	Taoyuan Campus Maintenance Work Request Form	Taoyuan Campus Administration Division
1963	Student Document Application	Taoyuan Campus Administration Division
1644	Resume Studies in Advance and Enroll in Lower Year Level Application	Academic Affairs Division

07080745 藍諾然 登出  
Sy Lori

工作項目

- 電子表單系統**
- 網站建置系統
- 學生資訊系統
- 電子郵件 (me)
- 貴屬服務專區

**1462**

常用表單(TOP 10)

This page displays a list of forms (TOP 10) that have been targeted to the user based on their role as a Student, staff, or Teacher.

表單編號	表單名稱	建立單位
1936	數位學生證遺失不補發登記2	桃園校區行政處
2302	脫胎還籍呈批審核表單	財務處
1912	學生更改身分證統一編號申請表	桃園校區行政處
<b>1462</b>	<b>申請登錄註冊</b>	教務處
1645	學生復學申請單	教務處
1396	(桃園校區)社團活動申請表-無經驗-會務其他行政單位(2014.9更新)	桃園校區行政處
1767	超修課程畢業申請表	教務處
1628	桃園校區修繕工作申請表	桃園校區行政處
1963	證件申請表	桃園校區行政處
1644	提前復學呈請隔年級申請單	教務處

**1462**

## STEP 5 填寫資料及上傳繳費收據 Fill in the information & upload payment receipt

The screenshot shows the 'E-Requests and E-Form System' interface for a registration application. The header includes the university logo and the system name in Chinese and English. A navigation breadcrumb shows the path: e-Form > All Department Location > Submit Form > Registration Application Form. The main content area is titled 'Complete Form' and contains a form with the following fields and options:

- Submitted On:** 2021
- ID Number and Name:** [Text input field]
- Dept/Class Info:**
  - Role:** Student
  - Department:** [Text input field]
  - Class:** Student Program Type: Undergraduate
- Email Address:** [Text input field]
- Fee Payment Receipt:** [Text input field] with 'Browse' and 'Clear' buttons. A red message below reads: 'Please upload your photographed or scanned fee payment receipt.'

At the bottom of the form are 'Submit' and 'Cancel' buttons. A left sidebar contains navigation links: Work, e-Form, Site Builder, Student System, E-mail (me), and 資訊服務專區. A top navigation bar includes 'MCU Home', 'Logout', and a language dropdown set to 'English (United States)'.