

# 銘傳大學 110 學年度第二學期境外新生海外註冊[學生流程]

## Ming Chuan University

### 2022 February Semester

### New Foreign Students Registration Procedures

※適用對象：110 學年度第二學期之境外新生(不含陸生)

※The Procedures applicable to new foreign students (excluding Mainland Chinese students) who are coming to attend the February semester of the 2022 school year

程序 Procedures		負責單位 Responsible Divisions/ Offices/ Persons
1 月 14 日 January 14 <sup>th</sup>	填寫 Google 表單回覆就讀意願 New foreign students confirm the acceptance.	國際教育交流處 Division of International Education & Exchange
入境台灣前 Before entering Taiwan	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
	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
	● 取得教育部核准公函 Receive the official approval letter from the Ministry of Education ● 通知新生核准公函號碼 Inform new students the official approval letter number	國際教育交流處 Division of International Education & Exchange
	● 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) Contact MCU Office of International Student Service (OISS) (Note 1)	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 google 表單 並安排 2 周後班機 (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
	訂機票及防疫旅館 Book flight tickets and quarantine facilities	境外新生 Students

	學校協助申請境外生入境許可證明 Apply for a entry permit for new students	國際學生顧問室 Office of International Student Service
2 月 14 日 February 14 <sup>th</sup>	國教處網站公告繳費單下載資訊、銘傳帳戶資訊 IEE website announced Tuition Fees Statement Download Procedures, and MCU Bank Account Information to new students	國際教育處 Division of International Education & Exchange
	提供新生學號、學校帳戶資訊(註 2) Provide student ID number and Ming Chuan University bank account information to new students (Note 2)	國際教育交流處 Division of International Education & Exchange (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
	學生上網列繳費單(國教網站提供畫面) Students download Tuition Fees Statement from MCU website 學生匯款學雜費、上傳繳費證明(國教網站提供畫面) (註 3) Students transfer tuition fees to MCU bank account and upload bank transmission proof to MCU Student System (Note 3)	境外新生 Students (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/獎學金生 獲簽證、已預訂機票及防疫宿舍者，視同完成海外註冊(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. New students (including Taiwan Government Scholarship students) are deemed to have completed the admission process when he/she obtains Taiwan visa, reserves flight tickets and quarantine facilities.
2 月 21 日 21 <sup>st</sup> of February	開學日 Class Begins	

【仍未入境、居家檢疫期間】 【Before entering Taiwan、During quarantine period】	遠距選課、TEAMS 上課 Online Course Selection Join TEAMS online classrooms	境外新生 Students  各系所學程 Responsible programs/ departments/ schools
入境台灣後 After entering Taiwan	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	境外新生 Students
	抵台後進行居家檢疫 Conduct a 14-day quarantine	境外新生 Students
	居家檢疫與自主管理期間完成 4 次公費快篩與 1 次醫院 PCR 檢測 Take 4 times rapid home tests and one PCR test at hospital during quarantine and self-health management.	境外新生 Students
	居家檢疫及健康自主七天管理結束後、進入校園實體上課 Complete quarantine and additional 7-day self-health management. After that students can attend classes at campus	境外新生 Students
進入學校後 After attending classes at campus	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
3 月 10 日 10 <sup>th</sup> of March	2022 第二學期新生務必於 3 月 10 日週四中中午 12 點前完成繳費並上傳繳費證明，若無法完成者將取消 2022 年 2 月入學資格。 Students must pay tuition fees and upload proof to MCU Student System before 12am, 10 <sup>th</sup> of March. Otherwise, student's admission of 2022 February semester will be cancelled.	境外新生 Students
學期結束前 (即 2022/6/24 之前) Before the end of the February semester,	2 月學期結束前 新生繳驗學歷證件予教務處、完成註冊程序 Before the end of the February semester Students submit verified certificates and transcripts to the Division of Academic Affairs so as to complete the registration procedures. (註 1) 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 1) 1.Original diploma of highest degree or graduation certificate. 2.Original transcript	境外新生 Students

**i.e. before  
2022/6/24**

\*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.

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：TPBKWTWP310

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。<br>Contact MCU admission office for your Student ID Number.<br>Ms. Yvonne 林郁萍(ihp@mail.mcu.edu.tw) and Ms. Anne 詹宜書<br>(oas@eta.mcu.edu.tw).   |
| 2 | 請在匯款單上註明學生姓名與學號。<br>For tracking purpose, please note down Student's Name and MCU Student ID<br>Number in bank transfer.   |
| 3 | 請將匯款單正本帶回來台灣。<br>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<br>單當日匯率計算學費確切金額，多退少補<br>Any bank service and transmission charge shall be paid by students him/herself.<br>After completing quarantine and returning to campus, students will be informed<br>about the amount that is successfully received by the university, based on the<br>exchange rate on the date of the transmission. If the amount is less than the<br>requested, students shall make up the missing amount in NTD cash. If the amount<br>exceeds more than the requested, the surplus will be returned to students. |