

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>



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



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)

資源服務專區

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.

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Telephone: +886 2 2882-4564
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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)

資源服務專區

此頁面顯示由使用者身份(學生、職員或老師)所判斷而可以使用的10個常用的表單。

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	桃園校園行政處
2302	脫胎還原登記表	財務處
1912	學生更改身分證統一編號申請表	桃園校園行政處
1462	申請登錄註冊	教務處
1645	學生復學申請表	教務處
1396	(桃園校園)社團活動申請表-無經費-會務其他行政單位(2014.9更新)	桃園校園行政處
1767	超修課程專業申請表	教務處
1628	桃園校園修繕工作申請表	桃園校園行政處
1963	證件申請表	桃園校園行政處
1644	提前復學暨隔年級申請表	教務處

進入電子表單系統 申請其他電子表單 返回教學單位所屬校園

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
1462	Registration Application Form	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 Camous 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

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1462

常用表單(TOP 10)

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1644	提前復學暨隔年級申請表	教務處

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. At the top, there is a header with the MCU logo and the system name in Chinese and English. Below the header, a navigation bar shows the current path: 'e-Form > All Department Location > Submit Form > Registration Application Form'. The main content area is titled 'Complete Form' and includes a 'Logout' link. A sidebar on the left lists various system functions: 'Work', 'e-Form', 'Site Builder', 'Student System', 'E-mail (me)', and '貴重設備專區'. The main form area is titled 'Registration Application Form' and contains a disclaimer about data usage. Below the disclaimer, there are several input fields: 'Submitted On' (set to 2021), 'ID Number and Name', 'Dept/Class Info.' (with sub-fields for Role, Department, and Class), 'Email Address', and 'Fee Payment Receipt'. The 'Fee Payment Receipt' field has a red warning message: 'Please upload your photographed or scanned fee payment receipt.' and includes 'Browse' and 'Clear' buttons. At the bottom of the form are 'Submit' and 'Cancel' buttons.

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貴重設備專區

e-Form > All Department Location > Submit Form > Registration Application Form

Complete Form

This page displays the form selected by the user so that details can be filled in and submitted.

Registration Application Form

The information collected on this form is only used in the range and region required for the purposes of holding academic affairs data management and university affairs analysis; the period of keeping the information on file is based upon the activity. You will have rights in accordance with Item 5, Article 3 of Personal Information Protection Act. Please refer to MCU Guidelines for Personal Information Protection Management and MCU Personal Information Management System at URL <http://pims.mcu.edu.tw/> for further understanding of MCU personal information management policy, regulations and contact information.

Submitted On 2021

ID Number and Name

Dept/Class Info.

Role : Student

Department :

Class : Student Program Type : Undergraduate

Email Address

Fee Payment Receipt

Please upload your photographed or scanned fee payment receipt.

Submit Cancel