

**National Taiwan University of Science and Technology (NTUST)**  
**New student check in procedures 外國學生報到單**  
**(Spring 2018 ) 106 學年度第 2 學期**

**Please go to related units step by step**

No.	Location	Items	Related unit's stamp
1	Office of International Affairs <i>4F of International Building</i>	International Affairs Office check in and NTUST scholarship affairs confirmation <input type="checkbox"/> 全額 <input type="checkbox"/> 半額 <input type="checkbox"/> 免學雜 <input type="checkbox"/> 無獎 <input type="checkbox"/> 台獎(教育部) <input type="checkbox"/> 台獎(外交部)	國際事務處
		Verify required documents for buying Medical and Accidental Insurance 1. Copy of the passport <b>If you already have NHI card, or have your own insurance from your country, please inform us.</b>	國際事務處
2	Student Assistance Division <i>2F of Student Center</i>	Dormitory check in assignment and dormitory fee confirmation	學務處 生輔組
3	Health Clinic <i>1 F of Student Center</i>	Health report review and new student health examination arrangement	學務處 衛生保健組
4	Post Office or 7-11 or Family Mart	Paying tuition fees and making photocopy of required documents.	/
5	Section of Graduate Studies <i>2F of Administration Building</i>	Verify required documents for enrollment 1.Passport 2.Original Diploma and its authentication 3.Original Transcript and its authentication 4.Financial Statement and its authentication 5.Medical and Accidental Insurance 6.Copy of the above documents. <input type="checkbox"/> I, _____(full name), have received and understood the content of “Important Notes for Academic Rules (Spring 2018)”	教務處研教組
6	Department	Department check in	各系所

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7.	Section of Graduate Studies  2F of Administration Building	領取學生證  Please submit the following to pick up student I.D. card.  <b>Student who fail to submit this form by <u>March 31, 2018</u> will be deemed as registration procedure is not complete.</b>  <input type="checkbox"/> 1 Student registration form.(generated from student information system) <input type="checkbox"/> 2.Copy of ARC <input type="checkbox"/> 3.Cell phone No. _____	教務處研教組
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