

National Taiwan University of Science and Technology (NTUST)
Check-in procedure Form 外國學生報到單
(Fall 2025) 114 學年度第 1 學期

學號 Student ID. No.:

就讀系所 Department :

姓名 Name:

***Please go through the procedures and collect the stamps step by step.**

Step	Office in charge	Things to do	Stamp
1	Office of International Affairs 4F, International Building	Pick up the following documents: 1. Check-in procedure form 2. Important notice from Academic Affairs Office 3. Application form to open a Postal Savings Account	/
		Insurance Please present: An insurance certificate from your country cover six months OR A Taiwan NHI card	國際事務處
		Documents certified Students from Indonesia, The Philippines, Vietnam or Malaysia please get your diploma and transcript certified in the OIA. If you are from one of the above countries and are holding a diploma and transcript issued by another country, please get these documents authenticated by an overseas Embassy or Mission Office of Taiwan.	國際事務處
		Scholarship confirmation (Please prepare your scholarship certificate if any) <input type="checkbox"/> 全額(full scholarship) <input type="checkbox"/> 半額(partial scholarship) <input type="checkbox"/> 免學雜(tuition and fees waiver) <input type="checkbox"/> 無獎(none) <input type="checkbox"/> 台獎(教育部 MOE scholarship) <input type="checkbox"/> 台獎(外交部 MOFA scholarship) <input type="checkbox"/> 其他(other)	國際事務處
2	Health Clinic 1F, the Gymnasium	1. Verify the result of Health Examination conducted in your country for ARC application. 2. Arrange a New Student Health Check-up in Taiwan .	學務處 衛生保健組

Continue to back side

Step	Office in charge	Things to do	Stamp
3	7-11 or family mart	<ol style="list-style-type: none"> 1. Make photocopy of required documents in A4 size for Section of Graduate Studies. 2. Pay the registration fee in CASH or by using a credit card issued in Taiwan. 	
4	Section of Graduate Studies 2F, Administration Building	Verify required documents for enrollment. <ol style="list-style-type: none"> 1. Passport 2. Original Diploma and its authentication 3. Original Transcript and its authentication 4. Financial Statement or scholarship letter 5. Language Proficiency Certificate 6. Copies of the above documents. 	教務處 研教組
5	Department	Consult the graduation requirements and department regulations.	各系所
6	New Student Health Check-up 1F of the Gymnasium	<ol style="list-style-type: none"> 1. According to the regulations of the Ministry of Education, every new student must complete a domestic health check-up in the school. When the international freshmen make registration at school, the school's health center will inform the freshman of the New Student Health Check-up information. 2. Please note that the New Student Health Check-up in Taiwan is different from the Health Examination conducted in your country for ARC application. 	學務處 衛生保健組
7	Section of Graduate Studies 2F, Administration Building	領取學生證 Please submit the following to pick up student I.D. card. Students who fail to submit this form <u>within 2 weeks</u> after you check in with section of graduate studies will be deemed as registration procedure incomplete. <ul style="list-style-type: none"> <input type="checkbox"/> 1 Student registration form.(generated from student information system) <input type="checkbox"/> 2. Check-in procedure form(yellow form) 	教務處 研教組