

Ming Chuan University 2021 Spring Semester New Foreign Students Registration Procedures

※適用對象：預期入境日期或居家檢疫期間介於開學日(2月22日)及學期第3週(3月12日)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 second semester of the 2021 school year, entering Taiwan and/or completing the quarantine requirement between February 22nd and March 12th 2021.

| 預估時間 Estimated Schedule | 程序 Procedures | 負責單位 Responsible Divisions/ Offices/ Persons |
|---|---|--|
| 12 月底 End of December | 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 |
| 1 月中~1 月底 Mid of January~ End of January | 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 |
| | <ul style="list-style-type: none"> 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 |
| 1 月底~2 月初 End of January ~ Early February | <ul style="list-style-type: none"> 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 |

| 預估時間 Estimated Schedule | 程序 Procedures | 負責單位 Responsible Divisions/ Offices/ Persons |
|--|---|--|
| | | is departing at least 2 weeks after |
| | 提供新生註冊繳費單、學校帳戶資訊(註 2) Provide tuition fees statement 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 |
| | 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 |
| | 匯款學雜費、提供匯款證明予國際教育交流處(註 3) Transfer tuition fees to MCU bank account and provide bank transmission proof to the Division of International Education and Exchange (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. |

| 預估時間 Estimated Schedule | 程序 Procedures | 負責單位 Responsible Divisions/ Offices/ Persons |
|--|--|--|
| | | 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19日 19th of February | 新生註冊日 New International student Registration | |
| 2月22日 22nd 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 |
| 3月2日 2 nd of March | 2021 春季新生務必於 3/2 上午 10 點前完成填寫 google 表單，若無法完成者將輔導轉入 2021 秋季班入學 Students must complete google form before 10am, 2 nd of March. Otherwise, students failing to complete google form, will be postponed to September 2021 intake. | 境外新生 Students |
| 3月16日 16 th of March | 2021 春季新生最後抵台日 Last arrival date for 2021 Spring new foreign students | 境外新生 Students |
| 2月底~3月 初 End of February~ Early of March | ● 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 |
| 3月初~3月 底 Mid of March~ End of March | 抵台後進行居家檢疫 Conduct a 14-day quarantine | 境外新生 Students |
| 4月初 | 居家檢疫結束、進入校園實體上課 | 境外新生 Students |

| 預估時間 Estimated Schedule | 程序 Procedures | 負責單位 Responsible Divisions/ Offices/ Persons |
|--|--|---|
| Early of April | Complete quarantine and attend 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 |
| 春季學期結束 前 (即 2021/6/25 之前) Before the end of the Spring semester 2020, i.e. before 2021/6/15 | 繳驗學歷證件予教務處、完成註冊程序 Submit verified certificates and transcripts to the Division of Academic Affairs so as to complete the registration procedures | 境外新生 Students |

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

- | | |
|---|--|
| 1 | 請聯繫國際教育處取得繳費單與學號。 Contact MCU admission office for tuition fees statement and Student ID Number. Ms. Yvonne 林郁萍(ihp@mail.mcu.edu.tw) and Ms. Anne 詹宜書 (oas@eta.mcu.edu.tw). |
| 2 | 請在匯款單上註明學生姓名與學號。 For tracking purpose, please note down Student's Name and MCU Student ID Number in bank transfer. |
| 3 | 匯款後，請 email 收據給國際教育處。 Scan and email bank transmission proof to MCU admission office. |
| 4 | 請將匯款單正本帶回來台灣。 Bring the original bank transmission proof to Taiwan. |
| 5 | 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 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. |