

Ming Chuan University 2021 Fall Semester New Foreign Students Registration Procedures

※適用對象：預期入境之境外新生(不含陸生)

The Procedures are applicable to new foreign students (excluding Mainland Chinese students) who are coming to attend the Fall semester of the 2021 school year.

預估時間 Estimated Schedule	程序 Procedures	負責單位 Responsible Divisions
8 月底 End of August	<ul style="list-style-type: none"> ● 新生回覆就讀意願 New foreign students confirm the acceptance. 	國際教育處 Division of International Education & Exchange
	<ul style="list-style-type: none"> ● 境外生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 國際副校長室 Office of VP for International Affairs
9 月第一週 First Week of September	<ul style="list-style-type: none"> ● 提供新生學號/密碼/TEAMS 帳密 Provide MCU Student ID Number, Student System Password, TEAMS ID & Password to new students 	國際教育處 Division of International Education & Exchange
	<ul style="list-style-type: none"> ● 國教處網站公告繳費單下載資訊、銘傳帳戶資訊 IEE website announces Tuition Fees Statement Download Procedures, and MCU Bank Account Information to new students 	國際教育處 Division of International Education & Exchange
	<ul style="list-style-type: none"> ● 學生上網下載繳費單(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) Students transfer tuition fees into MCU bank account and upload bank transmission proof to MCU Student System 	境外新生 Students
	<ul style="list-style-type: none"> ● 教育部審核新生名冊、轉外交部發駐外館處 	教育部、外交部

9月初~9月中 Early of September~ Middle of September	Ministry of Education reviews and approves the list and Ministry of Foreign Affairs sends ROC Taiwan Embassies/ Taipei Representative Office overseas	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	國際副校長室 Office of VP for International Affairs
	● 國教處網站通知新生核准公函號碼 Inform new students of the official approval letter number	國際教育交流處 Division of International Education & Exchange
9月中~9月底 Middle of September ~ End of September	● 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 contact MCU Office of International Student Service (OISS) and fill in the google form with flight information that is departing at least 2 weeks after
9月22日 22 nd of September 【仍未入境、居家檢疫期間】 【Before entering Taiwan、During quarantine period】	開始上課 Class Begins TEAMS 上課 Join TEAMS online classrooms	境外新生 Students
9月22日至 9月30日 22 nd September to 30 th September	課程加退選期間 Online Course Selection	境外新生 Students
9月下旬 Late September	新生入住集中檢疫所或防疫旅館 Check in government-arranged group quarantine facility or quarantine hotel	境外新生 Students
	新生每日體溫監測 Check daily temperature	境外新生 Students
	學生居家檢疫期間 第10至12天學生自行以「家用快篩」採檢一次;檢疫結束期滿前(第12至14天)PCR檢測 During the quarantine period,	境外新生 Students

	<p>take a rapid home test between the 10th and 12th day Take a PCR test at the end of the quarantine period (between the 12th ~ 14th day)</p>	
	<p>14 天居家檢疫與 7 天自主管理結束 新生返回宿舍或租屋處 When completing 14-day quarantine and 7-day self-health management, new students check in Taipei JiXian dorm or Taoyuan on and off-campus dorms, or the private apartment arranged by yourself.</p>	<p>境外新生 Students</p>
<p>10 月中~11 月 Middle of October~ November</p>	<p>返回學校上課 新生註冊與工作證申請資訊 New students attend classes on campus Orientation and work permit regulations</p>	<p>國際學生顧問室 Office of International Student Service (OISS)</p>
<p>10 月 15 日 15th of October</p>	<p>2021 秋季新生務必於 10 月 15 日 週五上午 10 點前完成繳費並上傳繳費證明，若無法完成者將取消 2021 秋季入學資格。 Students must pay tuition fees and upload proof to MCU Student System before 10am, 15th of October. Otherwise, student's admission of 2021 Fall semester will be cancelled.</p>	<p>境外新生 Students</p>
<p>10 月底 End of October</p>	<p>確認學生學費匯款實收金額、通知學生多退少補 Inform students of the amount of the tuition fee transfer, 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.</p>	<p>境外新生 Students</p>
<p>2022 年 1 月 14 日前 Before the end of the Fall semester 2021, i.e. before 2022/1/14</p>	<p>秋季學期結束前 新生繳驗學歷證件予教務處、完成註冊程序 Before the end of the Fall semester Students submit verified certificates and transcripts to the Division of Academic Affairs so as to complete the registration procedures</p>	<p>境外新生 Students (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 *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.</p>

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：TPBKWTWP

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 on the bank transfer. |
| 2 | 完成匯款後，上傳繳費證明。
Students transfer tuition fees into MCU bank account and upload bank transmission proof to MCU Student System |
| 3 | 請將匯款單正本帶回來台灣。
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. |