

Notification of School Enrollment

for the First Semester of Academic Year 2025-2026

for Current International Students

(Oversea Chinese Students, Foreign Students, Mainland Chinese Students, and Exchange Students)

at National Central University

國立中央大學 114 學年度第 1 學期 **境外生** (僑生、外籍生、陸生、交換生)

舊生 註冊通知 (簡版、中英版)

2025 年 5 月 16 日修訂 Revised on May. 16, 2025

● School enrollment and classes start on Sep. 1 (Mon.), 2025.

註冊及上課日期：**9 月 1 日 (星期一)**

● NCU homepage: 網址：<http://www.ncu.edu.tw>

Tel.: 總機：03-4227151

Procedure 辦理事項	Allotted Time and Deadline 日期	Instructions 說 明	Office in Charge (Extension No.) 承辦單位 (校內分機)
Registration 報到	By Sep. 1 9/1 前	International students (including overseas Chinese students, foreign students, Mainland Chinese students, and exchange students) should submit the tuition invoice by Email and renew personal information on NCU Portal. 境外生(含僑生、外籍生、陸生、交換生)， 9 月 1 日(含)前 向國際事務處承辦人繳驗繳費單收據及更新個人資料。(採線上辦理) http://oia.ncu.edu.tw/index.php/	Office of International Affairs (Ext.: 57079、 57081) 國際事務處
Registering Student Data 學籍資料 登 錄	X	Every semester, all students have to confirm their English names, correspondence information and other data of student status on the website of the NCU Portal. <u>If any student fails to finish this confirmation process, his or her enrollment procedure will be considered incomplete.</u> 在校生 每學期 均須至學籍系統確認英文姓名、通訊資料及其他學籍資料， 否則將視為註冊程序未完成 。 1. Student Data System: Enter the <u>NCU Portal</u> on the website of NCU → Quick Window→ iNCU → Academic → Register → Registration System→ Registration Status 學籍系統：由 本校首頁 Portal 入口 進入→便捷窗口→服務櫃台 (iNCU)→教務專區→學籍/註冊→[學籍登錄]。 1. Please carefully verify each item of information that you input into the system. Your English name must be identical to that on your passport. 請務必確實核對系統中所填寫之各項資料，其中英文姓名須與護照姓名相同。	Office of International Affairs (Ext.: 57079、 57081) 國際事務處
Selecting Courses 選課	Aug.27-Sep.10 8/27-9/10	1. From Aug. 27 to Sep. 10 , log in the <u>National Central University Course Schedule Planning System</u> to select courses. The web address of the system is shown below. https://cis.ncu.edu.tw/Course/main/news/announce (選課網址) 2. From Sep. 12 to Sep. 16 , you can manually add more courses in your course schedule or drop courses from it.	Division of Curriculum (Ext.: 57166- 57171) 課務組

Procedure 辦理事項	Allotted Time and Deadline 日期	Instructions 說 明	Office in Charge (Extension No.) 承辦單位 (校內分機)
		9 月 12 日~9 月 16 日人工加退選。 3. Graduate students are obliged to receive an online course on Academic Research Ethics before applying for the oral defense. The website of the course is shown below. https://ethics.moe.edu.tw/ 研究生在申請論文口試前須完成學術研究倫理線上課程。 4. <u>The Procedure of Inter-Campus Course Selection(For NCU Students)</u> 校際選課程序及注意事項	
Paying Tuition 繳費	By Aug.31 8/31 前 Credit fee 9/23-10/3	1. Please download the tuition bill from the <u>NCU Portal</u> or from the <u>E-school page on the website of First Bank</u>. 繳費單請自至本校首頁 Portal 入口下載繳費單，或第一銀行第 e 學雜費入口網下載。 2. Payment Procedure: Student may pay tuition and incidental fees via ATMs, with credit cards, at convenient stores, or at every branch of First Bank in Taiwan. The payment should be made no later than Aug. 31. It takes 3 to 4 work days (excluding holidays) for the university to receive the payment if you pay via a credit card; 5 to 7 work days (excluding holidays) if you pay at a convenient store. 繳費手續請在 8 月 31 日(含)前以提款機轉帳、信用卡、超商繳費或第一銀行國內各分行臨櫃繳費，信用卡刷卡需 3~4 個工作天才能入帳(不含假日)，超商繳交需 5~7 個工作天才能入帳(不含假日)。 3. Standards of Charge: 收費標準： A. Concerning the standard for tuition and incidental fees, please refer to the “Standards of Charge for Tuition and Incidental Fees of National Central University in Academic Year 114.” Regarding the credit fee, students that should pay the credit fee after the period of adding and dropping courses include graduate students (of all departments, institutes, in-service training programs, and degree programs), students of non-degree programs, students taking courses at the Center for Teacher Education, and undergraduates who extend their studies and take nine credits or less in a semester. Payment of the credit fee should be made between Sep.23 and Oct. 3. Please refer to “Guidelines Governing Payment of Credit Fees at National Central University” on the website of the Office of Academic Affairs for related regulations. 各身份別應繳交學雜費詳如「國立中央大學 114 學年度學雜費收費標準」；本校各系(所、專班、學位學程)研究生、選讀學分生、修習師資培育中心課程學生及修習九學分(含)以內之學士班延修生，均應於加退選結束後另行繳交學分費(本學期繳交期間：9 月 23 日至 10 月 3 日)，相關規定詳如「國立中央大學學分費繳費辦法」。 B. Regarding the accommodation fee of each dormitory at NCU, please visit http://in.ncu.edu.tw/~ncu7221/OSDS/dorm.php (宿舍住宿費查詢網址)	Office of International Affairs (Ext.: 57079、 57081) 國際事務處 Division of Cashier (Ext.: 57346) 出納組 Health Center (Ext.: 57270) 衛生保健組

Procedure 辦理事項	Allotted Time and Deadline 日期	Instructions 說 明	Office in Charge (Extension No.) 承辦單位 (校內分機)
		C. Other fees (其他雜費): Please refer to Notice 1. (詳如附註一)	
Applying for Deferred Enrollment 延緩註冊	By Sep. 12 9/12 前	The application form for deferred enrollment can be found on the website at the following address: 延緩註冊申請表 http://pdc.adm.ncu.edu.tw/Register/form_reg.asp?roadno=53	Division of Registrar (Ext.: 57115~ 57118、 57122~ 57125) 註冊組
Tuition Refund Policy 退費標準	X	1. Students who apply for suspension of schooling not later than Sep. 1 will receive a full refund of tuition and incidental fees. However, the group insurance premium will not be refunded. 9 月 1 日(含)之前申請休學者，全額退費(學生團體保險費除外)。 2. Students who apply for suspension of schooling between Sep. 2 and Oct. 9 will receive a partial refund of two-thirds of tuition and incidental fees. Those who apply for suspension of schooling between Oct. 13 and Nov. 21 will receive a partial refund of one-third of tuition and incidental fees. The group insurance premium is non-refundable at any time. Any kind of payment will not be refundable after Nov. 24 . 9 月 2 日~10 月 9 日申請者，退還三分之二；10 月 13 日~11 月 21 日申請者，退還三分之一；11 月 24 日以後申請者，所繳各費不予退還。	Division of Registrar (Ext.: 57115~ 57118、 57122~ 57125) 註冊組
Dormitory Procedure 住宿事項	X	1. Students who will not extend their stay at their dormitories for the first semester in academic year 2025-2026 should submit an online waiver in the dormitory system before July 31 st . Please login to NCU Portal->iNCU->Student Affair (Std Affair) ->Dorm Application and Search -> Other Items -> Give up the next Semester Dorm by Jul. 31 and should move out from the dormitories and go through the check-out procedure at the dormitory service desk by Aug. 24 . Failure to complete the check-out procedure by the deadline will be regarded as the willingness to keep staying at a dormitory. 114 學年度不續住學生，請於 7 月 31 日前 至宿舍系統提出線上放棄宿舍(請至 Portal 登入->服務櫃台(iNCU)->學務專區->宿舍申請/查詢內->其他項目->放棄下學期宿舍。)，並於 8 月 24 日 13 點前 遷出宿舍，逾時視同欲繼續住宿。 2. Regarding the information on the move-in dates for dormitories, please refer to the announcement of the dormitory move-in dates in the second semester of academic year 2025-2026 . 114 學年 第一學期宿舍開放入住時間請依公告時間辦理。 3. Students who apply for suspension of schooling, graduation, withdrawal, and transfer should finish dormitory check-out at dormitory service desk before the completion of school-leaving procedure. 辦理休學、畢業、退學、轉學者須於離校手續核章前辦理退宿手續。 4. Website of the Division of Student Housing Service: http://in.ncu.edu.tw/~ncu7221/OSDS/index.php (住宿服務組網址)	Division of Student Housing Service (Ext.: 57282 and 57290) 住宿服務組

Procedure 辦理事項	Allotted Time and Deadline 日期	Instructions 說 明	Office in Charge (Extension No.) 承辦單位 (校內分機)
rent room off-campus 校外賃居	By Sep. 12 9/12 前	1. If you want to rent room outside school, You can check our school's off-campus rental information website page (https://house.nfu.edu.tw/NCU). If there are any rental dispute, You can report to the NCU Student Services Division and they can help you to deal with it. 同學欲至校外租屋時，可參考生活輔導組外宿資訊網頁 (https://house.nfu.edu.tw/NCU) 提供之租屋資訊，若有租屋糾紛可向生活輔導組反應協處。 2. If you are an off-campus renter, you need to key in the off-campus rental address on NCU Portal website. Enter and login to the NCU Portal website→Quick Window→iNCU→Academic→Register→Registration Status→Registration Status「go」→Step2 Communication and Information→Dormitory Information→Rent Off-Campus→check「agree」→fill or update「Rent Off-Campus Address」→press「Next」until Step6→press「All information is correct. SUBMIT」；Please complete before Sep. 12. 有校外租屋同學，需至 Portal 系統輸入校外租屋地址： 登錄網址：本校首頁 Portal 入口→便捷窗口→服務櫃台(iNCU)→教務專區→學籍/註冊→學籍登錄→學籍登錄「前往」→通訊資訊(step2)→住宿資料→校外賃居→勾選「同意」→輸入或更新「賃居地址」→按「下一步」到最後(step6)→資料確認無誤，送出；請於 9 月 12 日前完成。 3. Campus-Safety-Center 24-hours emergency contact number of NCU：03-2805666、0911949630, Students can contact and ask for help in emergency. 本校校安中心 24 小時緊急聯絡電話：03-2805666、0911949630，提供同學緊急事件聯繫及求助。	Division of Student Services 生活輔導組 (Ext.: 57212)
Activate Library Services 啟用 圖書館服務	X	Please login <u>Sign Service</u> with your Portal account to Activate Library Services before first using.  首次借書及使用各項圖書館服務前，請先登入 Portal 帳號完成<u>簽署</u>。 (For login problems or <u>change password</u>, please contact the Computer Center ext. 57555, 57566. 有登入問題或<u>修改密碼</u>，請洽電算中心 Service Desk 分機 57555、57566。)	Library (Ext.: 57415- 57417, 57429 and 57436) 典閱組
Retaking & Make-up Freshman English Course (exchange students and graduate	X	"Repeat and make-up students: Please first obtain the Freshman English Add/Drop Form from the Language Center. Freshman English is offered in three levels—basic, intermediate, and advanced—based on placement. Please enroll according to your original level and assigned course group. After obtaining the instructor's signature, submit the form to the Language Center office to complete the add/drop process."	Language Center (33816) 語言中心

Procedure 辦理事項	Allotted Time and Deadline 日期	Instructions 說 明	Office in Charge (Extension No.) 承辦單位 (校內分機)
students are exempted) 重/補修 「大一英文」 (不含交換 生、研究生)		<u>重/補修生</u> :請先至語言中心拿大一英文加退選單，本中心大一英文採取分級(初/中/高)上課，請依照原級數以及所屬課群選課，並由該班大一英文老師簽名後，拿至語言中心辦公室辦理加退選。	

Notice1.Other fees(附註一、其他雜費)：

Fees 費用名稱	Standard of Charge 收費標準	Fees 費用名稱	Standard of Charge 收費標準	
Computer & Internet Access Fee 電腦及網路通訊使用 費	TWD 600	Group Insurance Premium 學生團體保險費	Common Students 一般生	TWD 181
Dormitory Internet Access fee (Optional) 學生宿舍網路使用費 (自由申請)	TWD 800 for 6 months	Medical Insurance for Foreign Students 外籍生醫療保險費	Foreign students possessing National Health Insurance IC Cards should pay TWD 4,956; foreign students without a National Health Insurance IC Card should pay TWD 3,000. 已有健保IC卡之外籍生4,956元，未有健保 IC卡之外籍生3,500元	
Dormitory Air Conditioning Fee (Optional) 學生宿舍冷氣使用費 (自由申請)	TWD 100 per card	Medical Insurance for Mainland Chinese Students 陸生醫療保險費	Mainland Chinese students who are eligible for National Health Insurance should pay TWD 4,956. Those who are not eligible should pay TWD 3,000 to extend coverage provided by Cathay Life Insurance. 符合健保資格者加保保費4,956元，若未 符合健保資格則需加保國泰人壽保險 3,000元。	
		Medical Insurance for Overseas Chinese Students 僑生醫療保險費	Freshmen who are overseas Chinese students are required to pay TWD 600 for the New Students' Insurance, but only for the first semester. 僑生新生僑保保險費600元 (僑保僅限上學期)	
			Freshmen who are overseas Chinese students and are granted a subsidy for disadvantaged students only have to pay TWD 2,478. Students who are not granted this subsidy should pay TWD 4,956. Those who are not eligible for National Health Insurance should pay TWD 3,000 to extend coverage provided by Cathay Life Insurance. 僑生新生若有申請清寒補助者，學生只 需負擔2,478元，未得補助者4,956元。 未符合健保資格者加保國泰人壽保險 3,000元。	