

## National Taiwan Ocean University

1st 2nd Semester of Academic Year \_\_\_\_\_

### Form of Registration Procedures for Newly-admitted International Students

Student ID No.:

Name:

Department/Institute:

Please tick  Master's Programs  Doctoral Programs  Bachelor's Programs

Steps	Processes	Official Stamp
1. Health Examination	1. Please fill out the NTOU Student Health Form <sup>1</sup> in advance and stick a photo on it 2. Finish the payment of the medical examination 3. Undertake medical examination 4. Hand in the NTOU Student Health Form	Division of Health Services
2. Student Affairs	Hand in "International Student Information Form <sup>2</sup> "	Division of International Affairs
3. Payment of Fees (Tuition/Dorm/Insurance)	1. The Division of Cashier will check the receipts of tuition, dorm and medical insurance. 2. Students who have not finished the payment should make the payment at the Division of Cashier.	Division of Cashier
4. Registration	1. Verification of passport and documents which prove the educational background 2. Check the precision of the student information 3. Check all registration procedures and collect the form of registration procedures	Division of Registration and Curriculum

Note:

1. The form of NTOU Student Health Form is available to download at the Division of Health Services website. Please fill out the form in advance and stick a photo on the form.
2. International Student Information Form is available to download at the Division of International Student Affairs→International Students→Downloads.
3. Please pay the required fees in advance and keep the receipts for the Division of Cashier. If not, students may pay the required fees at the Division of Cashier at the time of registration (1<sup>st</sup> floor of the Administration Building.)
4. The Division of Registration and Curriculum will verify the authenticity of the graduation certificate (or certificate of studies) and passport. Please go to the NTOU website→Academic and Student Affairs System →Student Records →Student Information →Maintain Student Information, fill in the information online. The username is your Student ID Number and the password is an eight-digit number with the last four digits of the passport number and the other four digits of the month and the day of your birthday (e.g. If your birthday is 1988/12/30, your password to enter the system is \*\*\*\*1230.)