NKUST
國立高雄科技大學

INFORMATION FOR INTERNATIONAL FRESHMEN 2025 Spring

113-2 國際新生入學注意事項

重要時程Schedule

2025 Spring Semester / 113-2學期

日期 Date	內容 Important Events
1/9	獲取學號、登入校務系統 Obtain student ID number, Login Student Portal
1/10-1/14	學校宿舍申請 Application for a school dormitory
1/15-1/23	Ⅰ：網路選課（初選登記）Online course selection (primary registration)
2/1	開通學校Email Activate NKUST Email
2/3-2/17	新生繳交學雜費（含住宿費）Complete the tuition and dorm payment.
2/7	完成國際處新生預先報到單 Fill out the Pre-arrival Survey
2/10-2/21	國際處現場報到Check in at OIA
2/15 ~	開放宿舍進住 Dormitory check-in
2/17	113-2開學日(繳費期限) Start 2025 Spring / The last day to pay the registration fees.
2/17-2/26	Ⅱ：網路選課（加退選）Online course selection (add/drop) 2/17-2/26碩士班、博士班Graduate students (Master, PhD) 2/21-2/26全體學生All students
2/26	國際處新生說明會 OIA Orientation (Foreign Students)
2/28	繳交新生健檢報告Complete Freshman Health Examination

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新生入境前後重要作業

CRUCIAL STEPS TO TAKE BOTH BEFORE AND AFTER ARRIVAL

入境前Before Entering Taiwan

入境後After Entering Taiwan

JAN

FEB

1/25-2/2 Chinese New Year holidays

收到入學通知
Get LOA

辦理簽證
Apply for Resident Visas

獲取學號
Obtain NKUST Student ID

1/10-1/14
宿舍申請
Apply for Dorm

1/15-1/23
選課Course Selection

2/1
Activate NKUST Email

2/3-2/17
繳費Pay Tuition

2/7
預先報到
Fill out the Pre-arrival Survey

2/10-2/21抵台報到Check In at OIA

入境後15日內申請ARC
Apply for ARC within 15 days of your arrival

取得ARC後1個月內辦理台灣手機和銀行帳戶
Apply for a Taiwan mobile phone and bank account within a month of receiving ARC.

2/28
完成新生體檢Complete Freshmen Health Exam

注意事項 PRECAUTIONS

入境前Before Entering Taiwan

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- ✓完成新生預先報到單 Complete Pre-arrival Survey for the International
- ✓NKUST 住宿相關訊息 NKUST Dormitory information
- ✓選課 Course Selection
- ✓加入新生群組 Join Our Line Group
- ✓準備六個月以上生活費 Prepare living expenses for at least six months
- ✓連絡學伴 Contact your study buddy

入境後After Entering Taiwan

- ✓如何從機場抵達學校 How to get to the school from the airport
- ✓申請居留證 Apply for ARC
- ✓國際處報到 Check In at OIA
- ✓系所報到 & 校園巡禮 Register In Your Department & Campus Tour
- ✓新生體檢 Freshman Health Examination
- ✓如何辦理台灣手機門號Apply Your Taiwan Mobile Number
- ✓銀行開戶與獎學金提醒 Open a bank account
- ✓更新在台手機及地址 Update mobile phone number and address in Taiwan
- ✓問題求助Seeking Help

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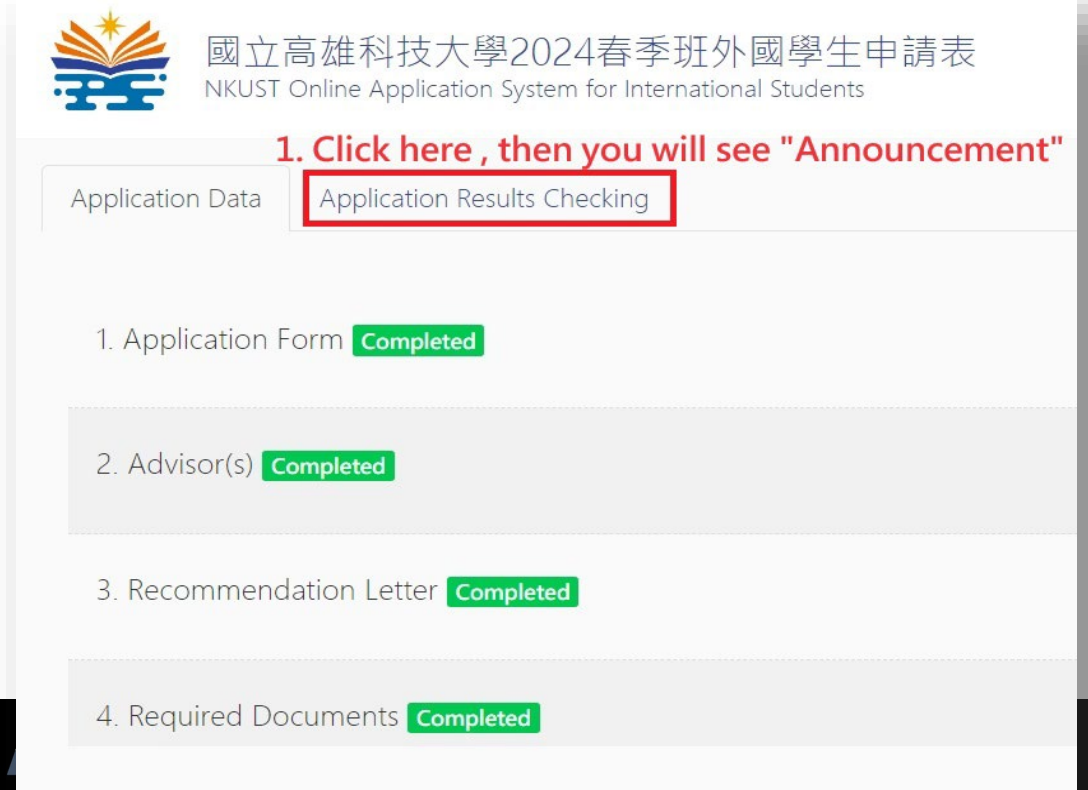
獲取學號
OBTAIN STUDENT ID

Enter your apply ID and password to log in【OIA System】after Jan.10, 2025

Undergraduate student ID starts from "C"
Master student ID starts from "F"
Ph.D. student ID starts from "I"



Know your Chinese Name
If you do not like the Chinese name provided by NKUST, please provide supporting documentation for your preferred Chinese name and write an Email to Office of Academic Affairs at sying@nkust.edu.tw or to the OIA staffs.

入境前Before Entering Taiwan

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開通學校電子郵箱

OPEN NKUST E-MAIL ACCOUNT

Please quickly activate your school email as of **February 1, 2025**, after obtaining your student ID. Important notices will be communicated through this email.
(student ID @nkust.edu.tw)

獲得學號後，請於2025/2/1之後，盡速開通學校電子郵件，重要通知都是透過此信箱

https://go.nkust.edu.tw/

(a) https://go.nkust.edu.tw/

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繳交學雜費或註冊費
PAY TUITION AND REGISTRATION FEES

- ✓ **Please print the tuition or registration fees payment bill from Student Portal System. The payment deadline is from Feb. 3 to Feb. 17, 2025; those who fail to pay the fee by the deadline will be withdrawal according to regulations. (Tuition and miscellaneous fees cannot be paid in installments)** 請至校務系統列印學雜費單，繳費期限為2025/2/3-2/17；逾期未繳款者將依規定註銷學籍。(請注意!學雜費無法分期付款)
- ✓ **International students can pay it online with a credit card from abroad.** 境外生可透過海外線上刷卡繳款。
- ✓ **Recipients of the full-tuition waiver scholarship are still required to pay for student insurance and internet fees (equivalent to registration fees). Those who fail to do so before the deadline will have their scholarship revoked.** 獲得全額學費減免獎學金的學生仍需支付學生保險和網絡費用(相當於註冊費用)。未能在截止日期前支付這些費用的，獎學金將被取消。

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繳交學雜費或註冊費
PAY TUITION AND REGISTRATION FEES

1. How to download your payment bill ?

Step 1: Log into the Student Portal. https://webap0.nkust.edu.tw/nkust

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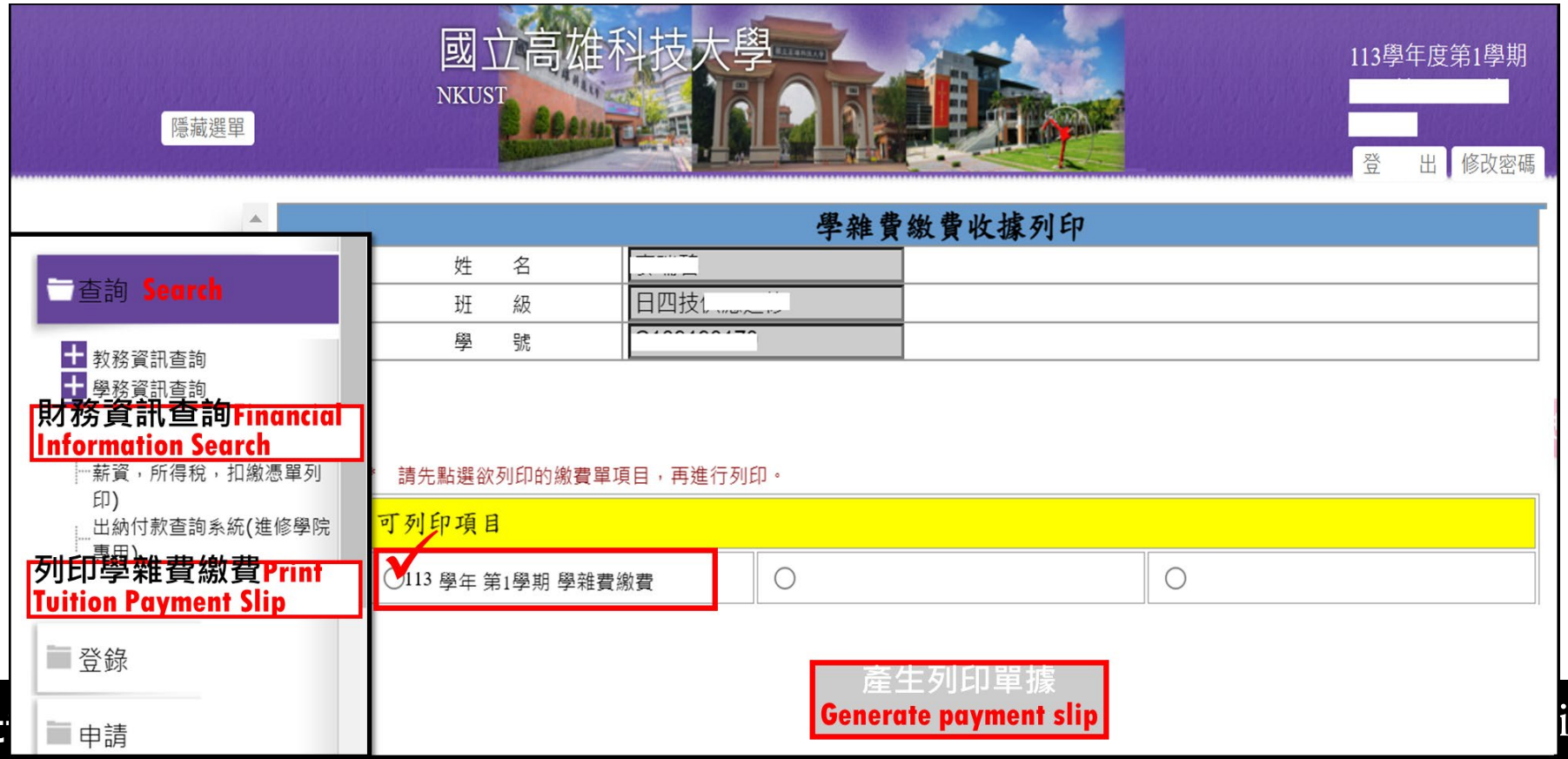
繳交學雜費或註冊費
PAY TUITION AND REGISTRATION FEES

1. How to download your payment slip ?

Step 2: Select your payment and Press the "Generate payment slip".



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繳交學雜費或註冊費
PAY TUITION AND REGISTRATION FEES

1. How to download your payment slip ?

Step 3: To get the payment account number of the slip.

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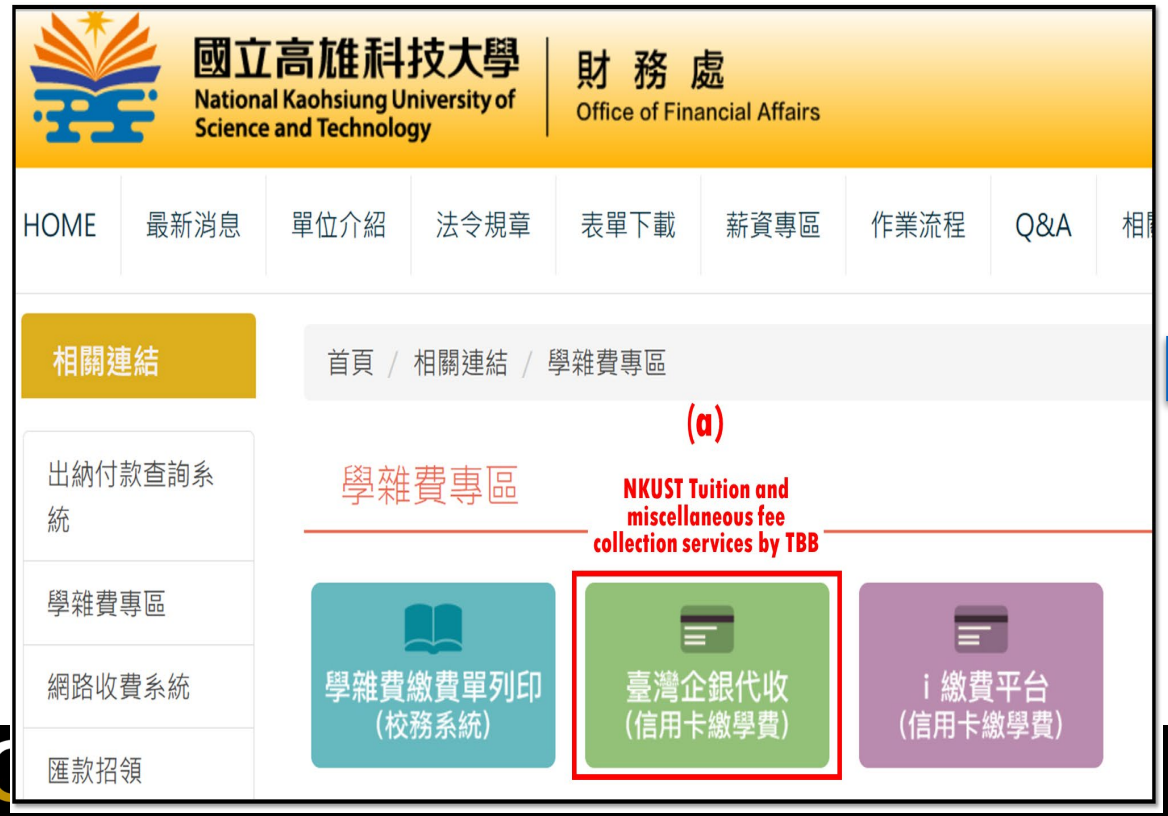
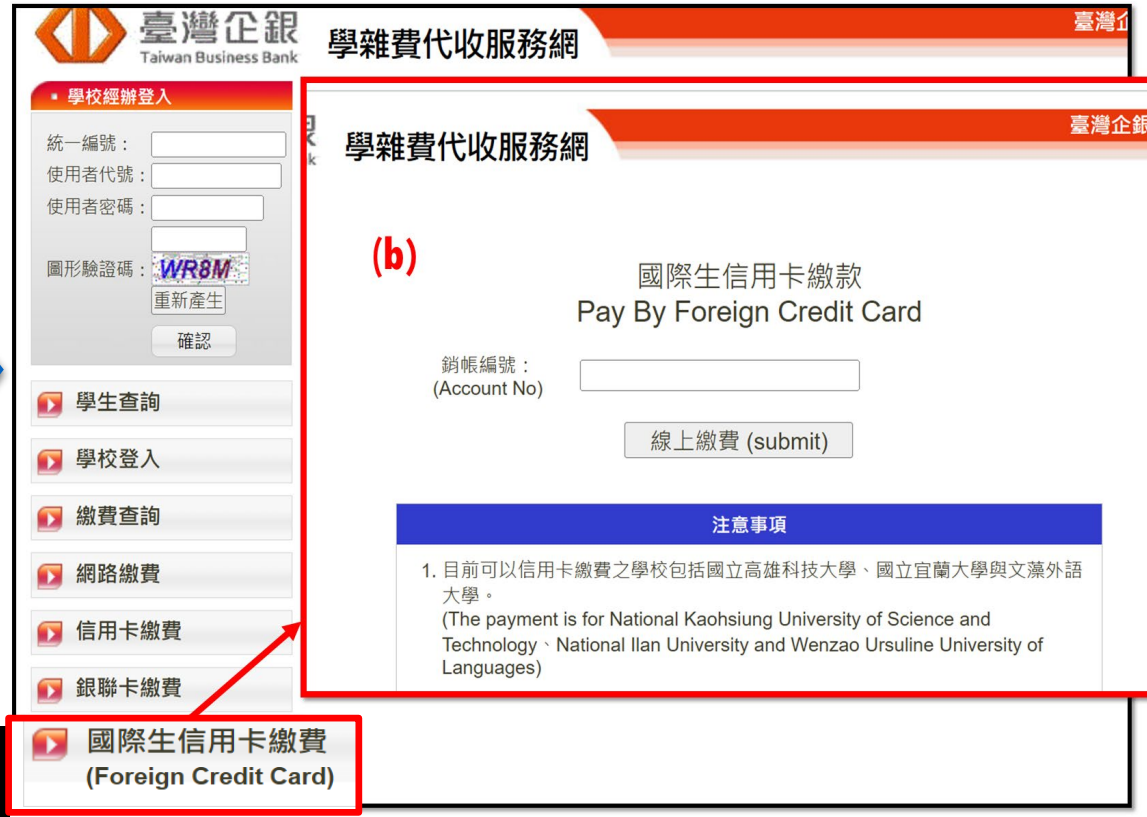
繳交學雜費或註冊費
PAY TUITION AND REGISTRATION FEES

2. How to pay your payment?

【NKUST Financial System】 **By Credit Card**





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繳交學雜費或註冊費
PAY TUITION AND REGISTRATION FEES

2. How to pay your payment?

By Credit Card

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繳交學雜費或註冊費
PAY TUITION AND REGISTRATION FEES

2. How to pay your payment?

By Cash / TW Bank remittance

- ✓ TBB Bank Counter (branch)(on-campus)
- ✓ Post Office Counter
- ✓ Convenience store (7-11, Family Mart, Hi-Life, OK Mart)

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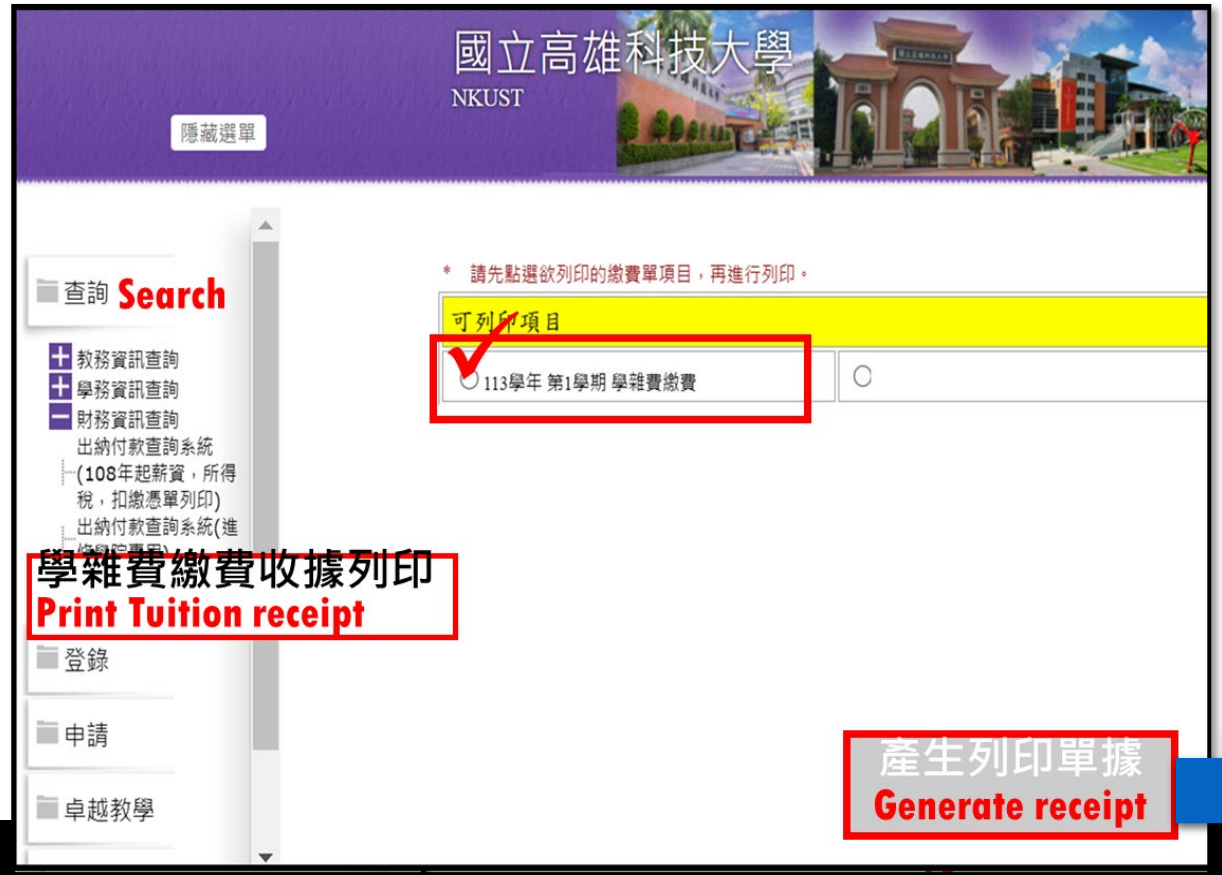
下載繳費收據

DOWNLOAD PAYMENT RECEIPT

✓The receipt is available for download on Student Portal 3 working days following the completion of the payment.



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填寫預先報到單
FILL OUT PRE-ARRIVAL SURVEY

After payment has been made, kindly fill out the survey and submit the following files to the Google Form by Feb. 7, 2025.繳費完成後，請於2025/2/7前填寫調查表並上傳資料。

https://forms.gle/wZVa3ihPmtuq7kZo9

- **Registration and tuition fee receipt (Scholarship Recipients are still required to pay for student insurance and internet fees for registration)** 註冊繳費收據 (獎學金受獎生仍需支付學生保險和網路費用以完成註冊)
- **Arrival Date** 預計抵台日期
- **Flight Schedule** 來台機票
- **Visa簽證**–ARC (if you have it) 居留證 (如果你已經有的話)
- Taiwan National Insurance (NHI) Card (if you have it, and let us know if you need to transfer to our school) 健保卡(如果已在台有健保，請告知是否要轉健保到學校)
- **Date of Check-in at OIA office** 國際處報到日期
- **Accommodation Upon Arrival in Taiwan** 抵台後住宿

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住宿資訊
DORMITORY INFORMATION

✓ **NKUST school dormitory 學校宿舍 webpage**

- **申請APPLY：We will hold bed reservations in the dorms for Spring 2025 students. If you plan to stay in the school's dormitory, please respond as soon as possible by 2/7 to the survey, indicating which campus dorm you would like to stay in.**
- **繳費PAYMENT：** Please make the payment before the deadline **Feb. 17** (Print out the payment slip from Student Portal .) 請於繳費期限截止(2025/2/17)前繳交住宿費。繳費單可由校務系統上下載列印。
- **入住CHECK-IN：** The dormitories will be open for check-in starting from **Feb. 15, 8:00-20:00** during duty hours. (Unable to check in off-duty hours) 學校宿舍自2/15起開放入住，請學生於宿舍值班時間內(8:00-20:00)辦理入住手續。※請注意!非值班時間無法辦理入住。

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住宿資訊
DORMITORY INFORMATION

✓校外租屋Off-campus Living

The school would not provide students with off-campus housing. You can ask your seniors for advice if you need to rent a place to stay. In Kaohsiung City, off-campus rentals start at NT$5,500 per month on average. The resources listed below can help you locate a rental that meets your needs.

學校無法替學生安排校外住宿，若有租屋需求可先向學長姊尋求建議。高雄市校外租屋費用每月平均5,500元起，可透過以下資源尋找合適的租屋處。

在外租屋參考 Off-campus Living

- 雲端租屋生活網 Formosa renting website(MOE)
- 建工及燕巢校區 Jiangong & Yanchao Campus
- 第一校區 First Campus
- 楠梓及旗津校區 Nanzih & Cijin Campus

NKUST Dormitory introduction:

- Jiangong Campus： https://reurl.cc/Ovg5Mg
- First Campus： https://reurl.cc/ID2NYv
- Nanzih Campus： https://reurl.cc/N0gbNq
- Yanchao Campus： https://reurl.cc/3xW6XO
- Cijin Campus： https://reurl.cc/Yeb4ko

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選課
COURSE SELECTION

- ✓ **Course information 113-2 選課資訊**
- ✓ **Please seek help from your department or advisor if you have any questions about choosing professional courses. For inquiries about various courses and contact details, please see the "Guideline to Course Selection."** 若遇選課問題，請聯繫各類課程承辦人或系所行政單位尋求協助。各類課程洽詢分機請查閱「選課宣導簡報」。
- ✓ **Applicants for the NKUST scholarship for the next academic year must either take Mandarin courses or provide a Mandarin proficiency certificate with a grade of B or above.** 欲申請明年度NKUST 獎學金者，一定要選修華語或提供B級以上華語證書。
  - NKUST Scholarships for Outstanding International Doctoral Students (2024Ver.)
  - NKUST Scholarships for Outstanding International Undergraduate and Graduate Students (2023Ver.)

選課
COURSE SELECTION

- Search course schedule查詢班級課表【System】(Login Student Portal)
- Online Course Registration System選課系統路徑 【System】
- Course Selection Guide選課操作說明【Download】
- Course Selection Video 選課操作影音:
  - Primary 初選【Youtube】
  - Add and drop 加退選【Youtube】
- 選課QnA

選課階段 Stage	選課系統開放時間 Course Selection System opening hours	適用對象 Applicable Students
初選 Primary	114年1月15日(三) 09:00起至1月22日(三)17:00止 9am Jan. 15 to Jan. 22 at 5pm	全體學生 All students
加退選 Add/drop	114年2月17日(一) 12:30起至2月26日(三)12:30止 Feb. 17 at 12.30pm to Feb. 26 at 12.30pm	研究所 (碩士班、博士班) Graduate students (Master, PhD)
	114年2月21日(五) 12:30起至2月26日(三)12:30止 Feb. 21 at 12.30pm to Feb. 26 at 12.30pm	全體學生 All students

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加入新生群組
Join OUR Line Group

- Use the link or QR code to join the NKUST 2025 Spring Int'l student on LINE.
  請立即加入113-2外籍生新生LINE群組。
- If you are not in the group, you may miss some important notifications or information. 若沒有加入群組, 可能會漏掉重要的通知或資訊。

Group link:
https://line.me/ti/g/F9bBaG9PwF

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準備六個月以上生活費
PREPARE AT LEAST 6 MONTHS LIVING EXPENSES

✓**Please prepare enough money for your living-related expenses, don't stress your life too tightly.** 請準備足夠的生活費相關費用，不要把生活壓得太緊！

- Transportation Expenses 交通費
- 6 months eating expenses only is about 30,000~50,000 NTD 六個月生活費
- Money for emergency preparation: about 10,000 NTD 緊急費用
- Rental Expenses: it depends on where you live. 住宿費

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連絡學伴
CONTACT YOUR STUDY BUDDY

- ✓ **Please check your mailbox to obtain your study partner's contact information on Jan. 15, and kindly report to your study partner when you have completed the following tasks:**
  - ✓ 1. Confirm that you have received the "New Student Guidelines PPT" sent by OIA.
  - ✓ 2. Confirm that you have activated your school email accounts.
  - ✓ 3. Confirm that you have selected your courses.
  - ✓ 4. Confirm that you have paid the fees.
  - ✓ 5. Confirm your arrival dates.
  - ✓ 6. Confirm that you have arrived at your accommodation.
  - ✓ 7. Confirm that you have applied for ARC.
  - ✓ 8. Confirm that you have applied for a student ID card.
  - ✓ 9. Confirm that you have updated your Taiwan local phone numbers and addresses in school's AP system.
  - ✓ 10. Confirm that you have completed the health check-ups.

- ✓ 請於1/15查閱信箱，獲取你的學伴連絡資料，並請回報學伴當你已完成下列事項:
  - 1. 確認新生已收到OIA寄出的「新生注意事項PPT」
  - 2. 確認新生已開通學校信箱
  - 3. 確認新生已選課
  - 4. 確認新生已繳費
  - 5. 確認新生入境日期
  - 6. 確認新生已抵達住所
  - 7. 確認已申請ARC
  - 8. 確定已申請存褶（如果需要）
  - 9. 確認新生已至AP系統更新在台手機與地址
  - 10. 確認新生已完成健檢

注意事項 PRECAUTIONS

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如何抵達學校
HOW TO GET SCHOOL

✓**Please note that there are 5 campus in NKUST, don't go to the wrong campus.** 請注意，NKUST共有五個校區，請不要走錯校區。
【 Colleges & Departments 】

✓**There is no pick-up service, please refer to the following transportation methods to get school.** 學校未安排接機服務, 請參考

如何到高科大 HOW TO GET SCHOOL

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申辦居留證
ARC APPLICATION

- **Please follow the guideline to apply for your ARC within 15 days of your arrival.**
  - **線上申辦系統Apply online：**外國與外僑大陸與港澳無戶籍國民學生線上申辦系統 (Guildeline系統操作手冊)
- **Application documents: Passport, Admission letter, Certificate of enrollment (can be downloaded from the NKUST Student Portal after payment is completed), Fee of NT$1,000, etc.** 申辦文件：護照、錄取通知書、在學證明（繳費完成後，可由本校校務系統自行下載）、費用新台幣1,000元等。

- 請同學務必於期限內申請居留證，居留期限會根據所持證件有所不同。如申請時遇到相關問題，請撥打客服專線：**02-2796-7162**，或查詢移民署各縣（市）服務站。

If you have any further questions, please feel free to contact us:

With regard to online operation/ system problems, please call Service Line ：02-2796-7162。

Foreigners in Taiwan Hotline (available in 7 languages) ：
Domestic：0800-024-111 Overseas：886-800-024-111

Office hours of NIA service centers：08:00 a.m. -5:00 p.m., Monday to Friday

國際處報到
CHECK IN AT OIA

IMPORTANT

- ✓**Please bring the following documents to the OIA within 1 week of the school start (Feb. 10 - 21).** 請於開學1週內(2/10-2/21) **8:00-17:00**，攜帶下列文件至國際處報到。
  - **Tuition receipt** 學費收據
  - **Diploma and transcript verified by the Taiwan Embassy** (one copy version and one original version). 經我國駐外館驗證之學歷及成績單正副本各一份。
  - **Foreign students health insurance (FSHI) Fee of 3,000 NTD** (500 NTD * 6 months) **or the original copy of the overseas insurance policy verified by ROC Embassies and Missions Abroad.**外國學生醫療商業保險費用台幣3000元或經我國駐外館驗證後的海外保險單正本。
- ✓**International Student Orientation is set for Feb. 26 (Subject to change)** 國際生新生說明會預計2/26辦理(依國際處公告為準) 。

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系所報到 & 校園巡禮
REGISTER IN YOUR DEPARTMENT & CAMPUS TOUR

✓**Please check in at your department.** 請至系辦報到

✓**Here are some school units you may visit and ask for help.** 以下是幾個你可能會拜訪並尋求協助的單位。

- **Office of General Administration 綜業處** (建工Jiangong、第一First、楠梓Nanzih、燕巢Yanchao、旗津Cijin) – Academic affairs supporting documents 教學綜合事務
- **Computer and Network Center 電算中心** – NKUST Email, Student Portal System 學校郵件帳號、校務系統
- **Health Division (School nurse) 衛保組**– Freshman health examination 新生體檢
- **Campus Security Center** (24 hours assistant number: 0800-550-995) 校安中心(24小時緊急連絡電口)

Please check what services they provide and their locations. 請了解各單位的業務及位置。

各校區校園地圖
https://www.nkust.edu.tw/p/412-1000-2797.php

NKUST

新生體檢
FRESHMEN HEALTH EXAMINATION

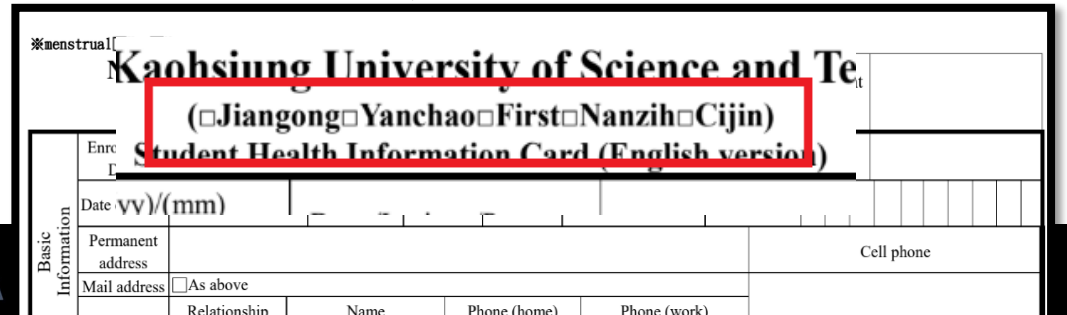
- ✓**Every freshman is required to undergo a health examination in NKUST, NKUST graduates need to do it again.** 學校規定每一位新生都需要做健康檢查，本校畢業生繼續就讀本校也要再做一次體檢。
- ✓**The exam results must be submitted to the Health Division at your campus by Feb. 28, 2025. It is advised to take the exam one week prior to the date.** 請於2/28前繳交繳交體檢報告到就讀校區的衛保組。

- **Contact for inquiries**、**FAQ**
  - 建工校區Jiangong Campus：分機ext.12531-12534
  - 燕巢校區Yanchao Campus：分機ext.18516、18535
  - 第一校區First campus：分機ext.31251-31254
  - 楠梓校區Nanzih Campus：分機ext.22086-22088
  - 旗津校區Cijin campus：分機ext.25085

新生體檢
FRESHMEN HEALTH EXAMINATION

✓**Required documents for the health exam** 健檢應備資料：

- **A valid passport and ARC (if you have it) original document and a photocopy.** 有效之護照、居留證正本(如果有的話)、證件影本*1份(初診掛號留存用)。
- **Health examination fee.**
- **New Student Health Check Form**：Fill out the first page of the form with your health information, and be sure to select your study campus. 列印新生健康檢查表並填寫資料卡第1頁個人健康資料, 務必勾選就讀校區。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Kaohsiung University of Science and Te
(□Jiangong□Yanchao□First□Nanzih□Cijin)
Student Health Information Card (English version)
Basic Information
Date yy)/(mm)
Permanent address
Cell phone
Mail address □As above
Relationship
Name
Phone (home)
Phone (work)

	健仁醫院Jiannren hospital	義大大昌醫院E-DA hospital
Location	Nearby Nahzih/ First/Yanchao Campus	Nearby Jiangong Campus
Fee	480 NTD	580 NTD
Open Hour	08:30-11:30 (Monday to Saturday) 14:30-16:30 (Monday to Friday)	08:30-11:30 (Monday to Saturday) 14:30-16:30 (Monday to Friday)
Contact	07-3517166 Ext.3129, 1322	07-559-6124
Exam Process	Register Counter (1F) → Physical Examination Room (1F)	Register Counter (1F) → Physical Examination Room (7F)
Exam Report	The results are sent straight from the hospital to the school.	1. Pick up in person 2. Mail by hospital (postage required)

如何辦理台灣手機門號
APPLY YOUR TAIWAN MOBILE NUMBER

✓**Process and required documents** 申請流程與應備文件：

- **Choose one telecom provider.** 選擇電信公司。

  中華電信(CHT)　台灣大哥大(TWM)　遠傳電信(FET)

- **Bring original copies of your passport, ARC and student ID card.** 攜帶護照、居留證及學生證正本。
- **Complete the application for a mobile phone number (based on the telecom provider).**填寫電信公司手機門號申請表。
- **According to each telecom company's policies, you might be required to pay a deposit or provide a Taiwanese guarantor.**根據各電信公司的政策，可能需要提供臺籍保證人或支付保證金。
- **After awaiting review and approval by the telecom provider, you can begin using the mobile number.**待電信公司審核通過後即可開始使用手機門號。

NKUST

銀行開戶&獎學金領取
OPEN ACCOUNT & SCHOLARSHIP

- Scholarship recipients MUST open an account in Taiwan business bank (TBB) / TBB on Campus or in the Post Office. (Those under the age of 20 can only apply for deposit at the post office.) *Before opening an account, you must have a local Taiwanese mobile number.
- Upload your bank book and any other required information to the【Google Form】for monthly stipend application.
- You have to submit your evaluation form and sign your name in OIA **every month before 10th** to apply for monthly stipend , and your stipend will be transferred to your bank account in next month.
- Although the award period is from February 2025 to January 2026, **the monthly scholarship will be granted from the month of your entry**.

- 請在台灣中小企銀或郵局開戶，受獎生請務必開戶。(二十歲以下只能申請郵局帳戶)
*開戶前您也必須確保您有台灣當地的手機號碼。
- 開戶完成請上傳相關資料至【GOOGLE表單】以利申請每月獎學金匯入。
- **每個月10日前**至OIA繳交評核表並簽名，才可領取每月獎學金。
- 雖然受獎期間為2025/2~2026/1，但**每月獎學金自你入境月份起算**。

NKUST

更新在台手機及地址

UPDATE MOBILE PHONE NUMBER AND ADDRESS IN TAIWAN

校務系統個人資料更新 Update School System personal information.

- Step 1: 登入校務系統 Log in Student Portal
- Step 2:點選 【登錄】登入校務系統 Log >【學生】個人通訊資料維護Click Maintaining Your Contact Information
- Step 3:更新通訊地址、學生手機和個人email. Update your **Current address, Mobile number and Personal email.**
- Step 4: 送出資料 Submit

問題求助
SEEKING HELP

If you have any questions, please read the NKUST International Student Guidebook first .

若您有任何問題，請先查閱高科大僑外生指南。

- **Question about admission and entering Taiwan**
  - International Education Division: admission02@nkust.edu.tw
- **Question about dormitory, tuition fee, ARC, insurance**
  - International Student Affairs Division: qcoffice01@nkust.edu.tw
- **Questions about course selection and requirements, please contact your department.**

Administration Systems for Students
學校各項業務線上系統

Overview of Administrative units
學校行政單位介紹

WELCOME TO NKUST!