

	To-Do List	說明 Description	地點 Location
1	領取學生證 Obtain Student ID card	1.學生證（亦即宿舍門禁卡） Student ID card (use this card to enter the on campus dorm) 2.於 8/15 之前 Email 體檢報告相關資料至 R&D center. Email your health exam reports to <a href="mailto:commrd@nccu.edu.tw">commrd@nccu.edu.tw</a> by <b>August 15, 2026.</b>	本院研究中心（傳院院館一樓 310101 室） Room310101, 1 <sup>st</sup> floor R&D center of Communications Building.
2	入住校內宿舍 Check in the On-Campus Dorm	攜帶身份證件及學生證辦理入住 Please bring your ID and student card when checking in.	各宿舍服務台 The counter of your Residence Hall.
3	宿舍安頓 Settle down	買寢具、生活用品、認識校園 To buy some personal items such as blankets, mattress and toiletries...	山上自強 9 舍地下室或山下合作社 Uphill Campus Store is at B1 <sup>st</sup> floor of Zih Chiang Residence Hall No. 9 or the downhill Campus store.
4	參加消防演練 Attend Fire Workshop	消防演習將於 <b>2026 年 9 月 4 日</b> 舉辦，無法參加需要自行補參加。Fire Workshop will be held on September 4 <sup>th</sup> , 2026. Those who are unable to attend are required to arrange a make-up session on their own.	Only for students who stay in the on-campus dorm and iHouse residence
5	繳交雜費及宿費 Pay the fees	繳交校內宿舍住宿費及平安保險費用。請自行印出繳費單前往繳費， <b>繳交期限是 2026 年 9 月 8 日。</b> You need to pay Student Safety Insurance Fees. Please go to the following website to print the payment slip first: <a href="https://moltke.nccu.edu.tw/stuschfee_SSO/index.jsp">https://moltke.nccu.edu.tw/stuschfee_SSO/index.jsp</a> . Then take this slip to the Cashier Section on the 5th floor of the Administration Building to pay. Note that the regulated payment deadline is <b>September 8, 2026.</b> Keep your payment receipt for future reference.	The Cashier Section on the 5th floor of the Administration Building Read the “ <b>Tuition Fee Payment Notice</b> ” to learn more. Students who do not complete payment by the due date will forfeit their enrollment.
6	申請圖書館借書證 To apply for a library card if you need	填寫圖書館借書證申請表，並繳交 3000 元保證金至圖書館總館服務台辦理。 <b>(本院僅接受以”保證金”方式辦理，若不需使用借書證，可免申請)</b> Fill in the Library card request form (Deposit) and pay the deposit of NT\$3000. <b>(We only accept the Library Card request in “Deposit” way.)</b>	中正圖書館服務台 Service counter of the Main Library
7	辦理台灣聯絡手機 Get a mobile phone in	1.自行辦理（學校附近有幾家手機業者） There're several shops nearby for you to apply for a cell phone number. 2.須持雙證件辦理(入台證、通行證、身份證、護照...)	校外商店或山下合作社 Shops around NCCU.

	Taiwan if you need	Prepare two kinds of identity documents to apply.	
8	開立銀行或郵局帳戶 To Open a bank account if you need	<p>開立帳戶前需先申請統一證號，可至移民署網站線上辦理（但須入臺五日後使得申請）</p> <p><a href="https://egate.immigration.gov.tw/NIA_OnlineApply_inter/foreignApply/foreignApplyForm.action">https://egate.immigration.gov.tw/NIA_OnlineApply_inter/foreignApply/foreignApplyForm.action</a></p> <p>Before opening a bank account, you need to go to National Immigration Agency's website to apply for Uniform ID numbers.</p> <p>It is highly recommended that you open a bank account in the First Commercial Bank or Post Office considering which one will be in line with your interests.</p>	<p>移民署、各銀行或郵局櫃臺</p> <p>Online applications for ROC Uniform ID Numbers for foreigners. *Foreigners filing an application must enter in Taiwan area, and at least entry beyond 5 days.</p>
9	離校流程 Departure procedure	<p>請依照附件離校流程辦理。</p> <p>Follow the steps of the Departure Procedure before you leave the school.</p>	<p>傳院大樓一樓研究中心</p> <p>1<sup>st</sup> floor R&amp;D center of Communications Building</p>

#### 注意事項 Notes :

- 務必依照入出境規定停留，簽證若於學期結束前到期，必須自行依照相關法規，於簽證到期前完成延期手續。  
Must comply with the Exit-Entry Administration Regulations for Foreigners. If your Alien Resident Certificate or visa expires, you need to extend your residency at the National Immigration Agency at least 7 days before its expiration date.
- 其他請依學校相關通知及規定辦理。  
Must comply with the NCCU rules and other relevant regulations.

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