

| | To-Do List | 說明 Description | 地點 Location |
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| 1 | 領取報到資料 Obtain the Arrival package | 1.學生證（亦即宿舍門禁卡） Student ID card (use this card to enter the on campus dorm) 2.核准住宿通知單 Notification for Dorm Placement Approval 3.中國籍學生繳交入臺證辦理費用 600 元及手續費。 | 本院研究中心（傳院院館一樓 310101 室） Room310101, 1 st floor R&D center of Communications Building. |
| 2 | 入住宿舍 Dorm check-in | 攜帶身份證件及核准住宿通知單辦理入住 | 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 st 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 9 月 6 日下午 13:30 至 16:30 在季陶樓教室舉辦，請住校生務必參加。詳情請見： https://oic.nccu.edu.tw/Post/14893 。 All exchange students who stay in the dorm and the i-House must attend the Fire Safety Work shop and the date is Sep. 6, 2024 . For more information: https://oic.nccu.edu.tw/Post/14893 | |
| 4 | 繳交雜費及宿費 Pay the fees | 請自行印出繳費單前往繳費，繳交期限是 2024 年 9 月 13 日 Go to convenience store to pay the fees. Please note that the regulated payment deadline is Sep. 13, 2024 . Please keep your payment receipt for future reference. | 便利商店 Convenience store. |
| 5 | 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。(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) Fill in the Library card request form (Deposit) and pay the deposit of NT\$3000. (We only accept the Library Card request in “Deposit” way.) | 中正圖書館服務台 Service counter of the Main Library |
| 6 | 辦理台灣聯絡手機 Get a mobile phone in Taiwan if you need | 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...) Prepare two kinds of identity documents to apply. | 校外商店或山下合作社 Those shops around NCCU. *注意:手機號碼需告知助教 * Please inform the R&D center of your cellphone number. |
| 7 | 開立銀行或郵局帳戶 To Open a bank account if you need | 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） https://egate.immigration.gov.tw/NIA_OnlineApply_inter/foreignApply/foreignApplyForm.action Before opening a bank account, you need to go to National | 移民署、各銀行或郵局櫃臺 Online applications for ROC Uniform ID Numbers for foreigners. *Foreigners filing an application |

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| | | Immigration Agency's website to apply for Uniform ID numbers. 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. | must enter in Taiwan area, and at least entry beyond 5 days. |
| 8 | 離校流程 Departure procedure | 請依照附件離校流程辦理。 Follow the steps of the Departure Procedure before you leave the school. | 傳院大樓一樓研究中心 1 st floor R&D center of Communications Building |

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.

傳播學院研究中心聯絡人：林羿昶助教(02-29387594)。
Contact: Ms. Yi-Wen Lin, phone no. 02-29387594
E-mail: commrd@nccu.edu.tw