

傳播學院院級交換生報到流程 Arrival Notice for Exchange Students, College of Communication

	項目 Item	說明 Description	地點 Location
1	領取報到資料 To 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 Follow the Notification for Dorm Placement Approval's Move-in Reminder and finalize the move-in process.	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 Fire Workshop	住宿舍學生皆須參加 2018/9/11 消防演練。 All exchange students who stay in the dorm and the i-House must attend the Fire Safety Work shop and the date is Sep. 11, 2018.	地點另信通知。
4	繳交學雜費及宿費 Pay the fees	請自行印出繳費單前往繳費，繳交期限是 2018 年 9 月 21 日 列印方式將另寄信通知。 Print out your payment slip first and go to convenience store. Please note that the regulated payment deadline is Sep. 21, 2018. 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（學校對面有幾家手機業者） There're several shops in the opposite of NCCU 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） Before opening a bank account, you need to go to National Immigration Agency's website to apply for Uniform ID numbers. It is highly recommended that you open a bank account in the	移民署、各銀行或郵局櫃臺 Online applications for ROC Uniform ID Numbers for foreigners. *Foreigners filing an application must enter in Taiwan area, and at

		First Commercial Bank or Post Office considering which one will be in line with your interests.	least entry beyond 5 days. http://www.immigration.gov.tw/ct.asp?xItem=1191710&ctNode=32960&mp=oa2
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. *Departure Procedure form is already attached in this email.	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.

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