

線上申請操作說明 Online Application Instruction

中文版 English Version

步驟一:進入線上報名系統

請於報名截止日(**台灣時間 5 月 10 日**)以前,以微軟瀏覽器(Internet Explorer)進入線上報名系統。 (http://cis.nccu.edu.tw/icsummerschool/),點選頁面左側「註冊 Sign In」如下方畫面所示。

登入(Log In)	
護照號碼/身分證字號 Passport Number /ID Number	課程編號 Course Code
出生年月日 Date of Birth	NCCUS01
(YYYYMMDD) L 登入 Log In	NCCUS02
新註冊(Sign In)	NCCUS03
首次登錄,請申請帳號 If you log in factor factorism, please sign in. 註冊 Sign In	NCCUS04
	NCCUS05
	NCCUS06
線上申請說明 (Textestion for Online Application)	NCCUS07
(Instruction for Online Application)	NCCUS08

■ 報名截止日: 5 月 10 日以前 (台灣標準時間),請於 5 月 12 日前完成繳費。

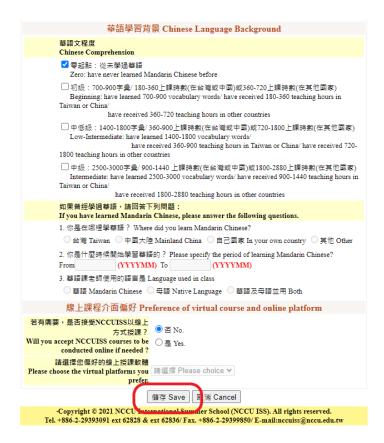
■ 報名資格:大專校院以上或其所屬語言中心學生

■ 課程大綱:請點選課程名稱,下載課程大綱

步驟二:填寫報名資料

進入註冊頁面後,請填寫報名資料,並點選「儲存 Save」,如下方畫面所示。

基本資料 Applicant Information					
中文姓名 Full Name (in Chinese)		英文姓名 Full Name (in English)			
	(格式: YYYYMMDD) (Format: YYYYMMDD)	性別 Sex (Male/ Female)	●男 Male ○女 Female		
護照號碼/ 身分證字號 Passport number/ID number		國籍 Nationality			
教育背景 Education					
you know NCCU Int'l	大國際夏日 課程: 田ww do you know NCCU Int'l Summer 其他 other				
在課程期間,是否有 特殊需求顧? Do you need special care during your stay at NCCU?	●是 Yes. Please specify				



- 持有中國大陸護照(PRC)學員,將另外收到通知,填寫、繳交相關申請入台證事宜。
- 依內政部移民署(National Immigration Agency, R.O.C)規定,持有中國大陸護照(PRC)者,必須申請並獲得內政部移民署許可(入台證)。

步驟三:重新登入並選擇課程

註冊成功後,以護照號碼(或身分證字號)與出生年月日再次登入,如下圖所示。

請選擇報名的課程 Please select one of the program options below:

-- 請選擇 Please select --- 請選擇 Please select -Option 1: 4-week Chinese Language Program
Option 2: 4-week English-taught Program (select at least 2 courses, including field trip)
Option 3: 4-week Chinese Language Program and English-taught program (no field trip)

| 確認申請資料(確認後不得修改) Confirm the application (If you confirm, the file will be locked) |

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Option 1: 4-week Chinese Language Program (無參訪安排)

Option 2: 4-week English-taught Program (至少選2門課,含參訪安排)

Option 3: 4-week Chinese Language Program and English-taught Program (無參訪安排)

■ 無時段衝堂情況,可選修華語課與1門或2門英語授課

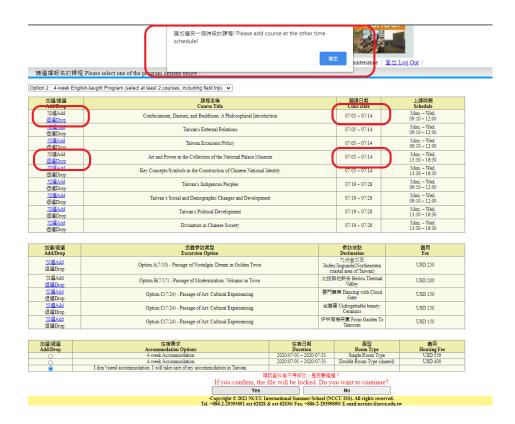
- 接著選課、選擇住宿(確認後無法更改),如下圖所示。
- 若選擇 4 週 English-taught program (含參訪),需選修 2 門課(上課日期分別在 7 月前 2 週與後 2 週)。
- 每門英語授課名額為35名;若人數額滿,將通知其學員再次選課。
- 若課程或床位名額已滿,系統選項將無法選取。

	k English-taught Program (select at least 2 courses, including field trip)		
加選/退選 Add/Drop	課程名稱 Course Title	開課日期 Class Date	上課時間 Schedule
加選Add 退選Drop	Confucianism, Daoism, and Buddhism: A Philosophical Introduction	07/05 ~ 07/14	Mon. – Wed. 09:10 – 12:00
<u>加選Add</u> 退選Drop	Taiwan's External Relations	07/05 ~ 07/14	Mon. – Wed. 09:10 – 12:00
加選Add 退選Drop	Taiwan Economic Policy	07/05 ~ 07/14	Mon. – Wed. 09:10 – 12:00
<u>加選Add</u> 退選Drop	Art and Power in the Collection of the National Palace Museum	07/05 ~ 07/14	Mon. – Wed. 13:30 – 16:30
加選Add 退選Drop	Key Concepts/Symbols in the Construction of Chinese National Identity	y 07/05 ~ 07/14	Mon. – Wed. 13:30 – 16:30
<u>加選Add</u> 退選Drop	Taiwan's Indigenous Peoples	07/19 ~ 07/28	Mon. – Wed. 09:10 – 12:00
<u>加選Add</u> 退選Drop	Taiwan's Social and Demographic Changes and Development	07/19 ~ 07/28	Mon. – Wed. 09:10 – 12:00
<u>加選Add</u> 退選Drop	Taiwan's Political Development	07/19 ~ 07/28	Mon. – Wed. 13:30 – 16:30
<u>加選Add</u> 退選Drop	Divination in Chinese Society	07/19 ~ 07/28	Mon. – Wed. 13:30 – 16:30
加選/退選 Add/Drop	自費參訪案型 Excursion Option		
加選Add 退選Drop	Option A(7/10) - Passage of Nostalgia: Dream in Golden Town	九份金瓜石 Jiufen/Jinguashi(Northeastern coastal area of Taiwan)	USD 250
加選Add <u>退選Drop</u>	Option B(7/17) - Passage of Modernization: Volcanic in Town		USD 200
加選Add	0.0.00000000000000000000000000000000000	室門舞集 Dancing with Cloud	

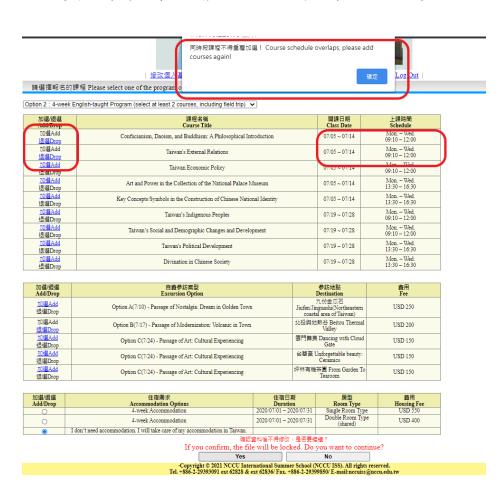
加選/退選 Add/Drop	目費參訪業型 Excursion Option	参訪地點 Destination	費用 Fee
<u>加選Add</u> 退選Drop	Option A(7/10) - Passage of Nostalgia: Dream in Golden Town	九份金瓜石 Jiufen/Jinguashi(Northeastern coastal area of Taiwan)	USD 250
加選Add <u>退</u> 選Drop	Option B(7/17) - Passage of Modernization: Volcanic in Town	北投與地熱谷 Beitou Thermal Valley	USD 200
<u>加選Add</u> 退選Drop	Option C(7/24) - Passage of Art: Cultural Experiencing	要門舞集 Dancing with Cloud Gate	USD 150
加選Add 退選Drop	Option C(7/24) - Passage of Art: Cultural Experiencing	台華窯 Unforgettable beauty: Ceramics	USD 150
加選Add 退選Drop	Option C(7/24) - Passage of Art: Cultural Experiencing	坪林有機茶園 From Garden To Tearoom	USD 150

加選/退選 Add/Drop	住宿需求 Accommodation Options	住宿日期 Duration	房型 Room Type	費用 Housing Fee
0	4-week Accommodation	2020/07/01 - 2020/07/31	Single Room Type	USD 550
0	4-week Accommodation	2020/07/01 - 2020/07/31	Double Room Type (shared)	USD 400
•	don't need accommodation. I will take care of my accommodation in Taiwan.			

◆ 如果選的課程只有 2 週, 而非 4 週時, 會出現提醒視窗, 請另外加選。



◆ 選課如有衝堂情況,會出現提醒視窗,請再次加/退選。



步驟四:第1封確認信(報名與選課確認)

線上報名後,將會收到第1封確認信(e-mail),告知繳費、上傳檔案的期限(線上報名後5月12日前需完成繳費、上傳相關文件)。

	1 施五	改個人基本資料 kevise Per	sonal Information 資料維護 Data I	Maintenance 登出 Log Out		
形時記息 Instant Message						
檔案上像 Files Uploading						
護照影本上傳 Copy of Passport			Browse 上傳 Upload			
個人相片上傳 Passport-Size Personal Photo			Browse 上傳 Upload			
在學程明求學生證檔案上傳 Certificate of University Enrollment or Student ID Card						
Wire Transfer Recei	匯軟收據或匯票與影客收 pt or Bank Check & Registered Mail Recei		Browse 上傳 Upload			
			徽費明細 Payment Item List			
收費項目 Fee items	註冊費 (不遊費) Registration Fee (Non- refundable)	學費 Tuition Fee	住宿費 Accommodation Fee	参前費 Excursions	總費用 Total Charge	
費用(USD) Charge (USD)	200	630.0	550	150	1530.0	
		}	建深資料 Your Chosen Course(s	A.	700 A 100 A	
課程名傳 Course Title			期課日期 Class Date		上課時間 Class Time	
Cross-Strait Enterprise Development		07/20 ~ 07/29			9:10 a.m. – 12 p.m. Mon. – Wed.	
Global Leadership				9:10 a.m. – 12 p.m. Mon. – Wed.		
知用複核光谱授度,据提供非學費早與折扣(10%/度重,請於3月29日期 fyou select English-taught course, you will be offered an early bird dis- calculated on the basis of regular fullion. 如以種類方式付款,護上律收拾締結概率,以下為本校銀行帳戶資訊: fyou make payment by wire transfer, please upload the scanned file of Bank: First Commercial Bank, MUH JAH BRANCH Owth Code: FCBKTWTPXXX Koownt Name: ALTONAL CHENCH UNIVERSITY 401 Bank Address: NO.11, BAO YI ROAD, WENSHAN 116, TAIPEI CITY, TAM File +886-2-2345101	count (10% off) for English-taught course's builton receipt. The following is NCCU's bank account.			quired documents before or on the dea	dline, March 29. Otherwise, after the deadline, t	

步驟五:繳費

收到確認電子郵件後,請於期限前,根據您的居住地(在台灣或海外),選擇繳費方式,並於繳費後,

上傳相關的掃瞄檔案(例:匯款收據)。繳費方式、資訊如下,請點選:

(1)海外繳費方式:寄送美金匯票

(2)海外繳費方式:美金匯款

(3)在台灣繳費

步驟六:上傳檔案 (上傳檔案格式以 JPG 及 PDF 檔案為主,每一個檔案大小請勿超過 1MB) 登入線上報名系統 (http://cis.nccu.edu.tw/icsummerschool/),請點選資料維護,如圖所示。

上傳以下檔案影本:

- 1. 護照
- 2. 兩吋照片
- 3. 學生證或在學證明
- 4. 繳費收據(在台灣繳費者,請上傳收據影本;在海外繳費者,請上傳美金匯款收據,或是美金匯 票影本與掛號郵寄收據)

步驟七:第2封確認信(完成報名)

完成步驟五與步驟六之後,將會收到第2封確認信(e-mail),若未收到通知,請與我們聯絡。

步驟八:寄發入學許可(電子文件)

收到第2封確認信(e-mail)之後,將會寄送入學許可(電子文件)。

※如有任何相關問題,歡迎與我們聯繫:

Phone: +886-2-29393091 ext. 62836 / E-mail: nccuiss@nccu.edu.tw

注意事項

- 1. 報名依先後順序為原則,額滿為止;相關報名說明及退費辦法,請見網站。
- 2. 每門課與床位名額以報名先後順序為原則,額滿為止,若無名額,系統選項將無法選取。
- 3. 每門英語授課名額為35人;但若人數不足8人,將予以取消,並通知其學員再次選課。
- 4. 持有中國大陸護照(PRC)學生必須申請並獲得內政部移民署核發的入台證件。
- 5. 報名學員需自行購買在台期間相關意外及醫療保險。
- 6. 因學校設施與資源有限,本校保有最終決定是否接受學生報名的權利。

Step 1: Sign-In

Please use Microsoft Internet Explorer or Google Chrome and key in the link to enter the Online Application System before or on the deadline, March 31 (Taiwan Standard Time):

http://cis.nccu.edu.tw/icsummerschool/

Please click the "Sign-In" tab.



- Application deadline (Taiwan Standard Time): **May 10th** (The payment should be completed before May 12th.)
- Eligibility: students currently enrolled in a university or an affiliated language institute.
- Please click the course title for downloading the syllabus (subject to change)

Step 2: Applicant Information

Fill out the Applicant Information form and click the "Save" tab.

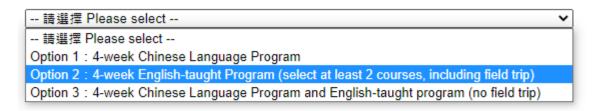
	基本資料 App	licant Informa	ition	
中文姓名		女子世夕		
Full Name		英文姓名 Full Name (in		
(in Chinese)		English)		
出生日期		性別		
	(格式:YYYYMMDD)		● 男 Male ○女 Female	
	(Format: YYYYMMDD)	Female)		
護照號碼/				
身分證字號		國籍		
Passport number/ID		Nationality		
number				
	請選擇 Please choose		~	
教育背景				
Education		系/所 Dept		
	● 大學部 Undergraduate ○ 碩士班 M	[aster ○博士班]	Doctorate	
如何得知政				
大國際夏日 課程:	○網路搜尋 Web search engine, such as	Google or Yahoo		
How do	● 文宣、公佈欄、電子郵件 Promotion	nal materials, infor	mation bulletin board or e-mails	
you know		from professors, i	faculties, friends or relatives	
NCCU Int'l Summer	() 世份			
School.				
在課程期				
間,是否有				
特殊需求或 照顧?	〇否 No.			
児園 ? Do you				
need	€ π 1es. Flease specify			
special care during				
your stay				
at NCCU?				
	華語學習背景 Chines	e Language B	ackground	
3	華語文程度		_	
	Chinese Comprehension			
	☑ 零起點:從未學過華語			
	Zero: have never learned Mandarin Chin	ese before		
	□ 初級:700-900字彙/180-360上課時數 Beginning: have learned 700-900 vocabu			
1	Taiwan or China/ have received 360-720 teac	hing hours in other	countries	
	□ 中低級: 1400-1800字彙/360-900上課	_		
	Low-Intermediate: have learned 1400-18			
		900 teaching hours	in Taiwan or China/ have received 720-	
	1800 teaching hours in other countries			
	□ 中級: 2500-3000字彙/900-1440 上課 Intermediate: have learned 2500-3000 vo			
'	Taiwan or China/ have received 1800-2880	teaching hours in	other countries	
	如果曾經學過華語,請回答下列問題:		n	
	f you have learned Mandarin Chinese, pl			
1	I. 你是在哪裡學華語? Where did you lead			
	○ 台灣 Taiwan ○ 中國大陸 Mainland C			
2. 你是什麼時候開始學習華語的? Please specify the period of learning Mandarin Chinese? From (YYYYMM) To (YYYYMM)				
3	3. 華語課老師使用的語言是 Language use	d in class		
	○ 華語 Mandarin Chinese ○ 母語 Nativ	e Language 🏻 🛱	語及母語並用 Both	
	線上課程介面偏好 Preference of	f virtual cours	e and online platform	
若有需要	,是否接受NCCUISS以線上	. II vali coul s	variato partivita	
*****	方式授課? ● 否 No.			
Will you ac	cept NCCUISS courses to be			
請選擇您偏好的線上授課軟體				
Please choose the virtual platforms you 請選擇 Please choice >				
	prefer.			
	儲存 Save	耳消 Cancel		
	Copyright © 2021 NCCU International Su			
	886-2-29393091 ext 62828 & ext 62836/ F			

- The student with People's
 Republic of China (PRC)
 passport will be notified
 individually to fill out additional
 form and submit documents
 required by National
 Immigration Agency (Taiwan,
 ROC).
- According to the regulations of National Immigration Agency (Taiwan, ROC), the student with PRC passport must receive the approval and Taiwan Entrance Permit document. There is no guarantee that the permit will be issued based on the status.

Step 3: Course Selection

Log in again by your passport number (ID number) and birth date (YYYYMMDD). Then select one program among three options:

請選擇報名的課程 Please select one of the program options below:



| 確認申請資料(確認後不得修改) Confirm the application (If you confirm, the file will be locked) |

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Option 1: 4-week Chinese Language Program (no excursion arrangement)

Option 2: 4-week English-taught Program (select at least 2 courses, including excursions)

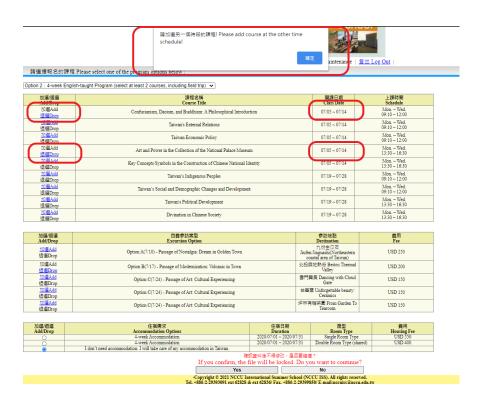
Option 3: 4-week Chinese Language Program and English-taught program (no excursion arrangement)

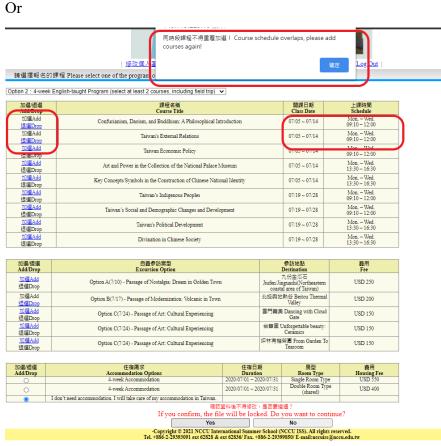
■ Without timetable conflicts, you can select Chinese Language Study and 1 or 2 English-taught courses.

Next, please select courses, accommodation options, and click the confirmation tab (Once you click the tab, the selected courses will be locked).

- If you select 4-week English-taught program (including excursion), you need to select at least 2 courses: one course for first two weeks and the other course for second two weeks.
- Each English-taught course's maximum number of student is 35. If the course enrollment is full, the students will be informed to re-select another course.
- If the course or accommodation is full, the option will be not available in the Online Application System.

If the schedule of your selected courses overlaps or your selected courses are only for 2-week, there will be a pop-up message indicating to add or drop courses again.





Step 4: The 1st Confirmation E-mail

After completing the online application, you will receive the first confirmation e-mail notifying the deadline (you need to make a full payment and upload the required files before May 12th).

Step 5: Payment

Once you receive the first confirmation e-mail, <u>please choose a preferred method to pay the tuition as well as other fees and upload the required files before or on the deadline.</u> For payment methods, please check the following information by the links:

- (1) Payment Method in Other Countries: Bank Check or Bank Wire Transfer
- (2) Payment Method in Taiwan: make a payment in NTD at any branch of First Commercial Bank

Step 6: Uploading Required Files (each file size should be in JPG or PDF format less than 1 MB) After making the payment, please upload a scanned file of bank wire transfer receipt or bank check and registered mail receipt before or on the deadline. Please log in the Online Application System and click "Data Maintenance" tab: http://cis.nccu.edu.tw/icsummerschool/.



Then upload the scanned files of required documents: (1) passport (2) personal photo of passport-size (3) student ID card or certificate of enrollment (4) the receipt of bank wire transfer or bank check and the receipt of registered mail receipt.

Step 7: The 2nd Confirmation E-mail

Once you have finished step 5 and step 6, you will receive the second confirmation e-mail with a message indicating application completion.

Step 8: The Letter of Admission (electronic document)

Following the second confirmation e-mail, the letter of admission will be sent to you.

* If you have any questions about the online application, please feel free to contact us:

Phone: +886-2-29393091 ext. 62836 / E-mail: nccuiss@nccu.edu.tw

Notice:

- 1. Admission is based on a first-come, first-serve process. For more information about **application instruction** and **refund policies**, please check the website.
- 2. The available course seats and bed spaces will be assigned on a first-come, first-serve basis. If the accommodation or course is full, the option will be not available in the Online Application System.
- 3. Each English-taught course's maximum number of student is 35. If the course enrollment is less than 8, the course is subject to cancellation, and students will be informed to re-select another course.
- 4. According to the regulations of National Immigration Agency (Taiwan, ROC), the student with PRC passport must receive the approval and Taiwan Entrance Permit document. There is no guarantee that the permit will be issued based on the status.
- 5. Please make sure to purchase and obtain the medical and accident insurance before your arrival.
- 6. <u>Due to limited facilities and academic support resources, NCCU Int'l Summer School (NCCU ISS)</u> reserves the right to admit or decline students.