

Registration Procedures for International Students

Step 1

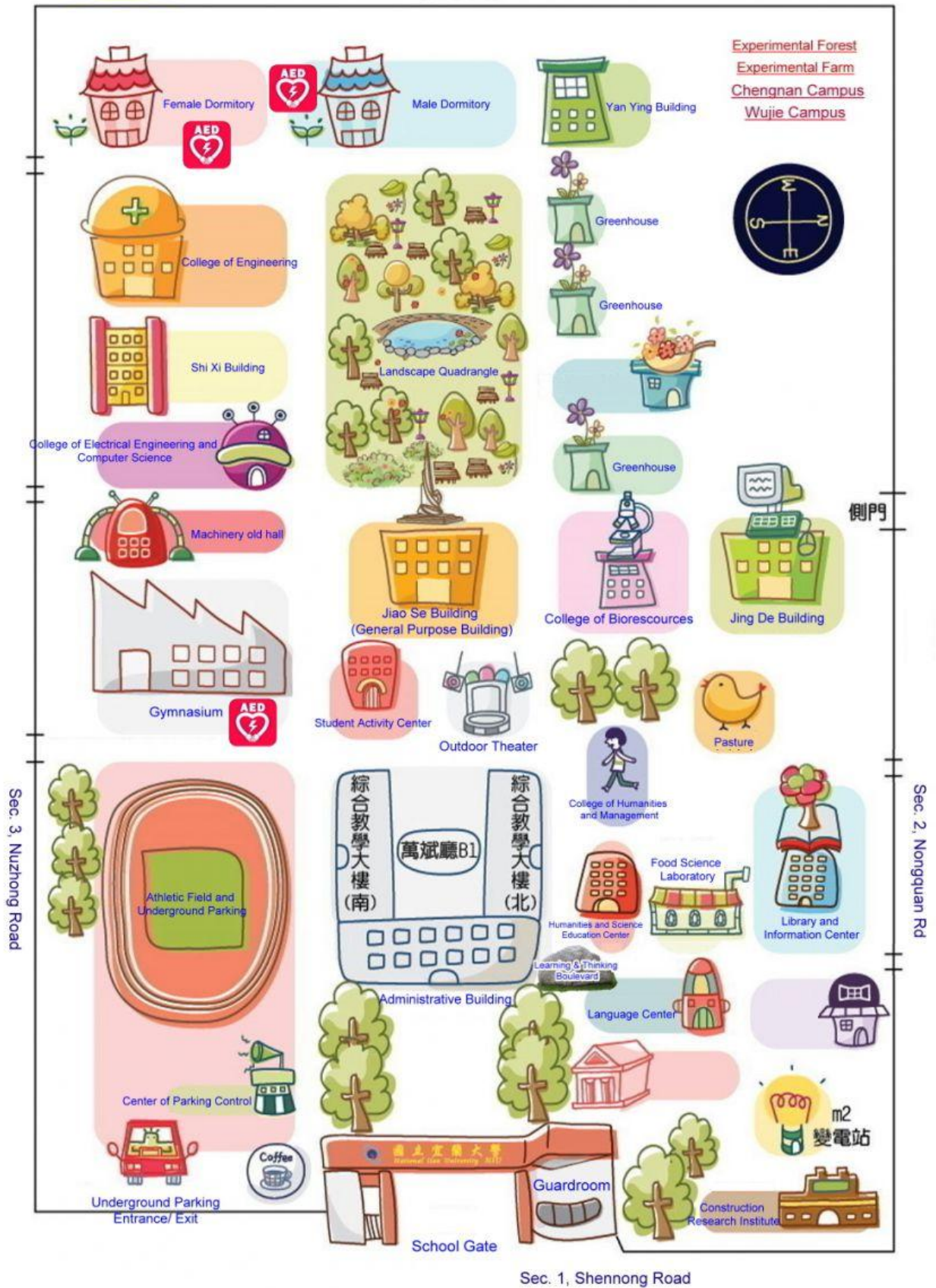
Check in at Office of International Affairs(OIA, 5th floor of Administration Building) and then we will take you to complete the following procedures:

- (1) Hand in the following documents and get Student Number at Registrtrion & Curriculum Division:
 - a. **Verification** of **diplomas** and **transcripts**
 - b. A recent 2-inch photograph(for making Student Card)
 - c. Proof of 6 months of insurance coverage or National Health Insurance Card(**After having an ARC for 6 months, you are eligible for national healthcare coverage. Please contact Ms. Wu #7277, Health Section**)
- (2) Print fee statement of Tuition & Miscellaneous Fee, Accommodation Fees, Students' Safety Insurance,and Internet access fee at Cashier Division (please pay fees by cash at convenience stores or post offices).
- (3) Learn on-line courses selection at Registrtrion & Curriculum Division.
- (4) Move into the dormitory.
- (5) Get familiar with Campus: Language Center, Library and Imformation Center, Foreign Students Care Center, Department Office, and shops around school.

Step 2

Pay fees by cash at convenience stores or post offices with fee statement printed at Cashier Division.





Step 3

Apply for Alien Resident Certificate(ARC):OIA will invite officers of National Immigration Agency to deal with application in our school. If you cannot come at appointed time, please apply to National Immigration Agency by yourself.

- (1) **Foreigners should apply for ARC within 15 days counted from the next day of arriving Taiwan.**
- (2) Please prepare the following documents:
 - a. Complete Application Form (with a recent 2-inch photograph)
 - b. Passport
 - c. Visa(with Copy)
 - d. NIU Registration Proof
 - e. Application fee for ARC NT\$1,000

Step 4

Select courses online: Please go to the Department Office of your major if you need any suggestions of courses selection.

Step 5

You can apply following items after having ARC:

- (1) Bank Account: Apply at post offices or banks with passport and ARC(or ARC application proof). Some institutions would ask the stamp, you can make one in the stamp making shop in front of school gate.
- (2) Mobile Phone number: You can apply in the mobile phone shop nearby with your passport and ARC.
- (3) Scholarship(if any): Come to OIA with your bank account to apply monthly wire transfer.
- (4) Work Permit(if you need): Please refer to oia.niu.edu.tw.

