

**義守大學**  
**境外生(港澳僑陸外生)在校生補註冊程序單**

基本資料			
中文姓名		英文姓名	
學號		年級	
系所			
學制	<input type="checkbox"/> 博士班 <input type="checkbox"/> 碩士班 <input type="checkbox"/> 學士班	國籍	
email		手機	
住宿	本學期末住宿學校宿舍同學, 請務必填寫以下資料: ※首次租賃校外住宿同學, 請務必將家長同意書繳至國際事務處 租賃地址: 房東姓名及電話:		

※備註：

**一、學雜費繳費說明如下(共兩種):**

- (一) 請自行於義守大學應用資訊系統列印繳費單後, 持繳費單至郵局、超商(7-11、全家、萊爾富、OK)繳費。(注意:萊爾富繳納金額上限為台幣四萬元)。
- (二) 應用資訊系統亦提供信用卡線上繳費服務。

**二、註冊程序說明如下:**

- (一) 務必填寫此單(完成3步驟註冊程序), 未完成者視同未註冊, 將依學校規定予以退學:
  1. 獲得義守大學外國學生全額獎助學金之境外生, 亦即學費繳費單金額為**0**或負數; 或,
  2. 未於**2026年2月11日**前完成繳費者。
- (二) 於**2026年2月11日**前完成繳費之學生, 即代表註冊程序完成, 毋須填寫此單。
- (三) 註冊程序完成後, 即可至應用資訊系統下載在學證明, 不需持學生證至註冊組加蓋註冊章。

**(四) 3月6日前未完成註冊程序者, 依學校規定予以退學。**

**三、加退選課程說明如下:**

- (一) 2026年2月23日至3月1日開放網路加退選課程。
- (二) **2026年3月1日前**未完成完整註冊程序之學生, 將無法加退選課程。

**四、居留證更新說明如下:**

註冊後, 請持在學證明, 於居留證到期前, 線上自行申辦居留證延期 (僑外生: 期滿前90天內、港澳生: 期滿前30天內)



步驟1	步驟2	步驟3
國際事務處 報到 備註：醫學分部同學請至分部 <b>生活輔導組</b> 報到	出納組 出示繳費單收據 備註：醫學分部同學請至分部出納組出示交繳費單收據	註冊組 繳回註冊程序單 備註：醫學分部同學請至分部註冊組繳回註冊程序單
<b>(承辦人簽章)</b>	<b>(承辦人簽章)</b>	<b>(承辦人簽章)</b>

# I-SHOU UNIVERSITY

## Registration Form for Current International students and Overseas Chinese students

### Personal Information

Chinese Name				English Name		
Student ID				Year		
Major						
Program	<input type="checkbox"/> Bachelor <input type="checkbox"/> Master <input type="checkbox"/> Doctorate		Nationality			
E-mail				Mobile		
Housing	Please fill in the housing information below if you live off-campus. Residential Address: Landlord Name and Phone #: If this is your first semester living off-campus, please submit the parental agreement form to OIA prior to the moving date.					

#### Notice:

Tuition Payment Methods:

1. Please print the payment slip from the ISU Information System and make payment at a post office or any of the four convenience stores (7-Eleven, FamilyMart, Hi-Life, or OK).  
Note: The maximum payment amount at Hi-Life is NTD 40,000.
2. Online credit card payment is also available through the ISU Information System.

Registration procedure:

1. **MUST complete this form** (the three-step registration process); failure to do so will be regarded as **incomplete registration**, and the student will be **dismissed in accordance with university regulations** if any of the following conditions apply:
  - International students who are awarded a **full I-Shou University scholarship**, meaning the tuition payment slip shows an amount of **TWD 0 or a negative balance**; or
  - Students who **fail to complete payment by February 11, 2026**.

2. **NO NEED to fill out this form:**

Students who **complete payment by February 11, 2026** are considered to have **completed the registration process**.

3. After completing registration, students may download the **Certificate of Enrollment** from the ISU Information System. There is **no need to present a student ID to the Registration Division for a registration stamp**.
4. **Students who fail to complete the registration process by March 6, 2026 will be dismissed in accordance with university regulations.**

Add & drop course:

1. The course add/drop period will be conducted online from **February 23 to March 1, 2026**.
2. Students who **have not completed the full registration process by March 1, 2026** will **not be permitted to add or drop courses**.

ARC extension :

After completing registration, please use your Certificate of Enrollment to apply online for an extension of your permit before its expiration date (Overseas Chinese and international students: within 90 days prior to expiration; and Macao students: within 30 days prior to expiration).



Step 1	Step 2	Step 3
<b>Office of International Affairs (OIA)</b>	<b>Cashier Section</b> Located on 1F of the Administration Building	<b>Registration Section</b> Located on 1F of Administration Building
Report to OIA <u>Students on Medical Campus shall report to the Campus Life Guidance</u>	Submit your receipt of payment.	Submit this form to the Registration Office in order to register.
<b>(Received by)</b>	<b>(Received by)</b>	<b>(Received by)</b>