

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
Office of International Affairs (OIA)	Cashier Section Located on 1F of the Administration Building	Registration Section 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.
(Received by)	(Received by)	(Received by)

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 生活輔導組 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
(承辦人簽章)	(承辦人簽章)	(承辦人簽章)

