

### Applicant

Fill out the application form to Office of International and Cross-Strait Affairs and pay 1/3 of the tuition and other required fees before step 6.

### 1. Office of Student Affairs/Office of International and Cross-Strait Affairs

The staff-in-charge checks whether the applicant receives any scholarships or grants. The applicant then delivers his/her application to the responsible department assistant.

### 2. Department Assistant

Check whether all required documents are enclosed.

### 3. Advisor

Counseling record

### 4. Department Chair

Counseling record

### 5. Office of Accounting

Check the ratio of household income.

### 6. Cashier Section

Check whether the applicant paid off previous installments.

### 7. Office of Academic Affairs/Office of International and Cross-Strait Affairs

Archive the application.

### 8. Dean of Academic Affairs/Dean of International and Cross-Strait Affairs

Approve/decline the application.

Approved

NO

### Cashier Section

1. Ask the applicant to pay off the tuition and other require fees within two weeks of the beginning of the semester.
2. Conduct the collection of overdue receivables in the future.

### Cashier Section

Assist the applicant to enroll in an installment plan.