

長庚大學 Chang Gung University

Academic Year \_\_\_\_ 學年度 Semester 第 \_\_\_\_ 學期

外國學生註冊程序單 International Students Registration Form

學制 Degree	<input type="checkbox"/> 學士 Bachelor <input type="checkbox"/> 碩士 Master <input type="checkbox"/> 博士 Doctoral	就讀學系 (所) Department (Institute)	
學號 Student ID Number		姓名 Name	
護照號碼 Passport No.		性別 Gender	<input type="checkbox"/> 男 Male <input type="checkbox"/> 女 Female

順序 Step	單位 Office/Division	辦理事項 Content	簽章 Office Signature / Stamp
1.	衛生保健組 Health Care Section	<input type="checkbox"/> 繳交健康證明文件 Submit health certificate <b>【學生健康資料卡】 Student Generalized Medical Record</b>	
2	生活輔導組 Student Guidance Section	至校務資訊系統登錄學籍資料並已確認「繳交送出」 Please log onto the CGU Information Portal, enter your student registration information, and then press "submit".	
3	出納組 Cashier Division	<input type="checkbox"/> 收據 Receipt <input type="checkbox"/> 未繳費者，請至郵局繳費 All unpaid fee should be paid at the Post Office.	
4	註冊組或研究生教務組 Registry Section or Graduate Studies Section	<input type="checkbox"/> 繳交本程序單 (大學部請繳至註冊組，研究所、博士班請繳至研究生教務組) Submit this form (For undergraduate students, please submit this form to the Registry Section. For graduate students, please submit this form to the Graduate Studies Section) <input type="checkbox"/> 經駐外辦事處驗證之畢業證書及成績單正本 Submit diploma and transcript verified by the Taiwanese Overseas Consulate in the country of their original school.	領取學生證 Obtain student ID card

※注意事項 Note :

1. 註冊時請攜帶本程序單 Please bring this Registration Form with you when you register.
2. 本程序單請於開學二週內前繳至教務處註冊組或研究生教務組完成註冊手續 (未繳交者視同未註冊)。  
In order to complete your registration, please return this form to the Registry Section or the Graduate Studies Section within 2 weeks from the registration date as stated in the academic calendar of this university. (If you do not submit this form, the registration is not completed.)
3. 逾期未完成註冊者，即令退學。 If the registration is not completed within the deadline, the student will be expelled.