



INFORMATION FOR EXCHANGE STUDENTS

2024 SPRING

PRECAUTIONS CONTENTS

Before Entering Taiwan

- **Before Entering Taiwan**
 - 獲取學號 Obtain student ID
 - 開通學校電子郵件信箱 Activate the school email account
 - 繳交註冊費 Pay the registration fees
 - 上傳繳費收據 Upload payment receipts
 - 選課 Course Selection
 - 加入新生群組 Join Our Line Group
 - 準備六個月以上生活費 Prepare living expenses for at least six months
 - 連絡學伴 Contact your study buddy

After Entering Taiwan

- **After Entering Taiwan**
 - 如何從機場抵達學校 How to get to the school from the airport
 - NKUST 住宿相關訊息 NKUST Dormitory information
 - 更新簽證 Extend your Visa
 - 國際處報到與系所報到 Register in OIA and your Department
 - 交換生新生體檢 Freshman Health Examination

OBTAIN STUDENT ID

Your student ID number will be notice via email when OIA get it. Please note:

Undergraduate student ID starts from “C”

Master student ID starts from “F”

Ph.D. student ID starts from “I”

Chinese Name

If you do not like the Chinese name provided by NKUST, please provide supporting documentation for your preferred Chinese name and write an Email to Office of Academic Affairs at [syng@nkust.edu.tw](mailto:sying@nkust.edu.tw) or to the OIA staff in your campus.

OPEN NKUST E-MAIL ACCOUNT

After obtaining your student ID number, please promptly activate your school email. Important notices will be communicated through this email. (student ID @nkust.edu.tw).

* If you are using a Chinese system, please use Google Translate for assistance)

* If you have problems to activate your NKUST email, please write to pcoffice01@nkust.edu.tw

<https://go.nkust.edu.tw/>



PAY TUITION AND REGISTRATION FEES

- Please print your payment bill from student portal system, exchange students only need to pay the internet usage fee, and accommodation fee. The payment deadline is from 2024/2/1 to 2024/2/19.
- International exchange students can pay it online with a credit card from abroad.

PAY TUITION AND REGISTRATION FEES

I. How to download your payment bill ?

Step 1: Log into the portal system.
(<https://webap0.nkust.edu.tw/nkust/>)

步驟 1：登入校務系統
步驟 2：輸入帳號（學生證號）、密碼（居留證後或護照後 4 碼）
Step 1: Please enter this link: <http://webap.nkust.edu.tw/nkust/>
Step 2: Fill in your student ID no. and your password

國立高雄科技大學
歡迎使用
校務行政資訊系統

Student Portal: <https://webap.nkust.edu.tw/nkust/>

Account 帳號: your student ID number

Password 密碼: last 4 digital numbers of your passport



Step 2: Select your payment and Press the
“Print”.

國立高雄科技大學
NKUST

顯示清單

列印學雜費繳費單

姓名	班級	學號

1. 在學期間，每位學生每一學期(不含暑假)繳費單均有一次「平安保險費」及「電腦及網路通訊使用費」需要繳納，請同學記得列印、繳費，尚未繳納者請務必列印繳款以維權益。
2. 103學年度起，學雜費及住宿費繳費單分開列單，請同學在繳費時，需分別列印住宿費繳費單，並於繳費單上繳費截止日前繳費。
3. 103學年度起，如欲辦理學雜費及住宿費繳費查詢，請備用繳費單至銀行辦理繳費後，至學務處繳納繳款單及用繳費單，繳完收訖後請同學將繳費單對照止日後學務處繳納。
4. 請先點選欲列印的繳費單項目，再進行列印。

可列印項目

◎ 112學年第1學期 初級繳費

payment bill

Print

PAY TUITION AND REGISTRATION FEES

Step 3: To print your bill and pay it

查詢

檔案下載

教務資訊查詢

- *【學生】學籍資料
- *【學生】學期成績
- *【學生】期中預留資

【學生】個人課表

- *【學生】在學證明書
- 列印
- *【系所】教室課表
- *【系所】班級課表
- *【系所】班級人數
- Office Hour查詢
- *【學生】畢業預審報
- 表(初步審查)
- 教師補(調)課查詢
- 學程修習狀況查詢
- 可修學程建議查詢

學務資訊查詢

- 班級名單(紙本列印)
- 學生個人缺曠請假明細
- 表
- 學生個人獎懲狀況明細
- 表
- 弱勢助學補助申請查詢
- 學生社團紀錄查詢
- 個人兵役申辦紀錄
- 校內外獎學金申請

財務資訊查詢

- 出納付款查詢系統(108
- 年起薪資, 所得稅, 扣
- 繳憑單列印)
- 出納付款查詢系統(進修
- 學院專用)
- 列印學雜費繳費單
- 學雜費繳費收據列印

登錄

繳費注意事項:

- 一、現金繳款: 持本單至臺灣企銀各分行、各郵局或四大超商(超商繳費限8萬元以下)繳納。繳費截止日: 112年09月11日
- 二、ATM轉帳繳款: 使用提款機或網路ATM, 選擇【轉帳】或【繳費】→銀行別輸入【050】台灣企銀→輸入虛擬帳號: 2410312111 →輸入金額: 655 →【確認】。使用「繳費」功能轉帳時, 不受3萬元限制。
- 三、信用卡繳款: 語音繳費專線02-27608818 (學校代碼8814602412; 繳款虛擬帳號2410312111)

網路繳費專屬網頁<https://newsch.tbb.com.tw/cpbl/index.aspx>。

- 四、行動支付: 可使用之行動支付方式及相關資訊請參閱財務處出納組網頁學雜費繳費通知公告。
- 五、就學貸款: 既學貸款可貸金額為學雜費繳費單及住宿費繳費單, 欲貸全額者, 請持兩張繳費單併同申請。銀行(承辦銀行: 高雄銀行各分行均可)對保手續完成後, 請務必將完成對保之銀行撥款單、繳費單、學校網路申請單、戶籍謄本(日間部第2次以上申請且戶籍資料無任何異動者得免繳)等資料於申辦期限前繳回學校承辦單(詢問分機: 日間部 楠梓52202, 旗津25033; 進修部楠梓綜合二組52112; 申貸流程及注意事項請上學務處生輔組就學貸款網頁查詢)。
- 六、申請減免或弱勢助學計畫: 如繳費單未列記減免類別請先向本校承辦單位辦理減免並至出納組更換繳費單後, 再行繳費。(詢問分機: 日間部楠梓52206, 旗津25033; 進修部楠梓綜合二組52106)
- 七、日間部學生住宿申請、退宿: 詢問分機: 楠梓校區住宿服務組23853、23854; 旗津校區住宿服務組26101、26117。
- 八、繳費單如有疑義: 詢問分機: 出納組12103。
- 九、列印繳費收據: 可至本校校務系統網頁下載列印; 使用郵局、超商、信用卡繳費請於3~5個工作天後再行下載列印收據。

國立高雄科技大學[楠梓/旗津校區]112學年度第1學期學雜費繳費單

高科大第1211810095號 第一聯: 學生收執聯

姓名	學號	部別學制	系所/科別	時數	學分數	減免類別
Chinese name	student ID	日間部博士	海院海科產學博	Account number		
			年級/班別	繳款虛擬帳號(納帳編號)		繳款截止日
			海事產學博班一	2410312111		112年09月11日
收費項目	金額	收費項目	金額	every one has different number		
學生團體保險費	455	insurance fee		一、請務必確認繳費單之姓名、學期是否正確, 每位學生的各學期、各張繳費單「繳款虛擬帳號」均不同, 請勿誤繳。 二、學生需自行負擔手續費說明: 1. ATM跨行轉帳, 依各行標準另扣, 勿自行加入應繳金額內。操作步驟請依上方繳費注意事項第二項說明辦理。 2. 其他手續費收取金額依各繳費管道標準另收。 三、超商繳費: 8萬元以上無法代收。		
電腦及網路通訊使用費	200	internet fee				
合計: 655	Total fee	新台幣 陸佰伍拾伍元整		請務必妥善保管收據或收執聯以備查驗或辦理退費。		
主辦出納: 陳淑鑫	主辦會計: 江淑惠	校長: 楊慶煜				

Download the payment bill

To print your payment receipt

PAY TUITION AND REGISTRATION FEES

2. How to pay your payment online with credit card ?

<https://ofa.nkust.edu.tw/p/412-1001-5031.php?Lang=zh-tw>



UPLOAD PERSONAL INFORMATION AND PAYMENT RECEIPTS

After completing the payment, please upload the following information to the [【Google Form】](#) before 2/15.

- Facility fee receipt
- Arrival Date
- Flight Schedule
- Visa
- Medical Insurance Receipt for 6 months(if you bought from your country)

***Students who have already upload it to our online application system do not have to do it again.**

COURSE SELECTION

- Course information : <http://oia.nkust.edu.tw/en/unit-4-319-22.html>
- Please refer to the add/drop course selection schedule (2024/2/19~2/29) for course selection. If you have any questions regarding course selection, please contact your department.

COURSE SELECTION

Course Selection Information :

- Search course schedule 【[Download](#)】
- Online Course Registration System
【[Download](#)】
- Course Selection Guide 【[Download](#)】
- Course Selection Information in 2024
Spring semester. I I 2-2 【[Download](#)】
- Course Selection Video :
Add and drop 【[Download](#)】

加退選 (即時選課) Add and drop (Real-time course selection)	113 年 2 月 19 日(一) 12:30 起至 2 月 29 日(四)12:30 止 From February 19, 2024 (Monday) at 12:30, until February 29, 2024 (Thursday) at 12:30.	研究所 (碩士班、博士班) Master& Ph.D. students
	113 年 2 月 20 日(二)12:30 起至 2 月 29 日(四)12:30 止 From February 20, 2024 (Tuesday) at 12:30, until February 29, 2024 (Thursday) at 12:30.	大四、專五、延修生 Undergraduate Senior & postpone graduation
	113 年 2 月 21 日(三)12:30 起至 2 月 29 日(四)12:30 止 From February 21, 2024 (Wednesday) at 12:30, until February 29, 2024 (Thursday) at 12:30.	大三、專四 Undergraduate Junior
	113 年 2 月 22 日(四)12:30 起至 2 月 29 日(四)12:30 止 From February 22, 2024 (Thursday) at 12:30, until February 29, 2024 (Thursday) at 12:30.	大二、專三、專二 Undergraduate Sophomore
	113 年 2 月 23 日(五)12:30 起至 2 月 29 日(四)12:30 止 From February 23, 2024 (Friday) at 12:30, until February 29, 2024 (Thursday) at 12:30.	全體學生 All students

PREPARE AT LEAST 6 MONTHS LIVING EXPENSES

- Please prepare enough money for your living-related expenses, don't stress your life too tightly.
 - ✓ Transportation Expenses
 - ✓ 6 months food expenses only is around 60,000 NTD
 - ✓ Money for emergency preparation: about 10,000 NTD
 - ✓ Rental Expenses: it depends on where you live

WHO IS YOUR STUDY BUDDY

- The buddy list will be announced after New Year Holidays (2024/02/08-14), and your buddy will contact you first via your NKUST email.
- Please do join OUR Line Group to get to know more information on time. 😊
- For the Line Group QR code please via the next slide.

JOIN OUR LINE GROUP

- Use the following **link** or **QR code** to join the NKUST 2024 Spring Semester Exchange student group.
 - Group link:



- If you are not in the group, you may miss some important notifications or information.

CONTACT YOUR STUDY BUDDY

Please check your mailbox to obtain your study buddy's contact information, and kindly inform your buddy when you have completed the following tasks :

- 1. Confirm that you have received the "New Exchange Student Guidelines PPT" sent by OIA.
- 2. Confirm that you have activated your NKUST email accounts.
- 3. Confirm that you have selected your courses.
- 4. Confirm that you have paid the fees.
- 5. Confirm your arrival dates.
- 6. Confirm that you have arrived at your accommodation.
- 7. Confirm that you have updated your Taiwan local phone numbers and addresses in school's Portal system.
- 8. Confirm that you have completed the health check-ups.

HOW TO GET SCHOOL

- Please note that there are 5 campus in NKUST, don't go to the wrong campus.
- There is no pick-up service, please refer to the following transportation methods to get to the campus.

From Taoyuan Airport to Kaohsiung

From Kaohsiung Airport to the Residence

DORMITORY INFORMATION

- **NKUST school dormitory**

- All exchange students who applied for accommodation this time have been arranged for a bed. Please pay the accommodation fee before the payment deadline (2024/2/15).
- Please make the payment before the payment deadline (by 2024/2/15). The dormitories will be open for check-in on 2/17-18 from 8:00-17:00 during office hour. (unable to check in off the office hours)

NKUST Dormitory introduction:

Jiangong Campus : <https://reurl.cc/Ovg5Mg>
First Campus : <https://reurl.cc/ID2NYv>
Nanzih Campus : <https://reurl.cc/N0gbNq>
Yanchao Campus : <https://reurl.cc/3xW6XO>
Cijin Campus : <https://reurl.cc/Yeb4ko>

OIA REGISTRATION

Very important!

- Please bring the following documents to the OIA for registration within 1 week of the school start(Feb.19~Feb. 26).
 - Register receipt
 - Student Group Insurance Fee of **3,000 NTD** (500 NTD * 6 months)

REGISTER IN YOUR DEPARTMENT & CAMPUS TOUR

- Please also visit your department of NKUST, and inform them your arrival to make sure where your classrooms are.
- Here are some offices or centers you may visit and ask for help during your stay.
 - Office of General Administration (First, Second, Third Division)
 - First Division: Administration of Students' Enrollment Status, Graduation, grades and Transcripts
 - Second Division: Learning Resources & Platform and Student Counseling Center
 - Third Division: Parking Pass.
 - Computer and Network Center: Problems regarding activation of email account
 - Health Division (School nurse)
 - Campus Security Center (24 hours assistant number: 0800-550-995)

FRESHMEN HEALTH EXAMINATION

Health Check for Exchange students

You can complete the health check near your campus below:

- Health check timetable of E-DA and Jiannren hospital
 - [E-DA hospital](#) : 08:00-11:30, 13:00-16:30 (Monday to Friday) – nearby Jiangong Campus
 - [Jiannren hospital](#) : 08:30-11:30, 14:30-16:30 (Monday to Friday)- nearby Nahzih/First/Yanchao Campus

* [Health Certificate for Short-Term Students](#)

* [Questions and Answers about Medical Examination Requirements for Short-Term Students](#)

入境後
After Entering
Taiwan

UPDATE MOBILE PHONE NUMBER AND ADDRESS IN TAIWAN

- Step 1: Log in school system <https://webap.nkust.edu.tw/nkust/>
- Step 2: Click 【Fill in登錄】=>【學生student】個人通訊資料維護 (personal contact information)
- Step 3: Update your postal address, cell phone number and personal email.
- Step 4: Click 【Submit確定送出】
- Update School System personal information



SEEKING HELP

Please read the Student Guidebook (2023 version) first when you have questions, if you can't find the answer, please write an email to the staff of each campus.

Question about admission and entering Taiwan

t0978362253@nkust.edu.tw

Question about dormitory, tuition fee, ARC, insurance

- Jiangong/ Yanchao -Hui Ping Chien : huiping@nkust.edu.tw
- First Campus/ Nanzih/Cijing –Lun Kai: lunkai@nkust.edu.tw
- Questions about course selection and requirements, please contact your department.
- New Year Holidays: 2024/02/08-2024/02/14 (Office off time)



WELCOME TO NKUST!

**HOPE YOU WILL
HAVE A GREAT TIME**