**國立臺灣大學1\_\_ \_\_學年度第\_\_學期院系級交換生註冊手續單**

**Registration Form for Incoming Exchange Students**

**First / Second Semester of Academic year 202\_\_/202\_\_**

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| --- | --- | --- | --- |
| 學 號Student ID Number |   | 院 / 系（所）College / Department | **C**ivil **E**ngineering Department |
| 中 文 姓 名Chinese Name |  | 英 文 姓 名English Name |  |
| 臺灣聯絡電話Phone Number in Taiwan |  | 電子郵件信箱Email Address  |  |

**※請依下列程序辦理註冊Please follow the registration procedures below：**

|  |  |  |  |
| --- | --- | --- | --- |
| **程序****Step** | **項 目****Item** | **經辦簽章****Stamp** | **承辦單位****Responsible****office** |
| 1 | 自行於*myNTU*列印網路使用繳費單並繳交使用費Print out the billing statement from *myNTU > Students > Tuition Miscellaneous fees & Payment >*[*Tuition & Fees Payment Invoice*](https://mis.cc.ntu.edu.tw/reg/) for your network infrastructure fee and make your payment. You will need to bring the receipt to the Dept.\*可於臺大出納組, 郵局繳費或7-Eleven、全家、萊爾富、OK等便利商店繳交網路使用費。\* Payment can be made at NTU Cashier Division, the Post Office or convenient stores such as 7-Eleven, Family, Hi-Life, OK Mart, etc. in cash. |  | 院系所Department |
| 2 | 繳交體檢表Submit hardcopy of your physical examination report to the Health Center. |  | 保健中心Health Center  |
| 3 | 向院系所交換生業務之承辦人報到、領取學生證並繳交網路使用費收據Get your student ID card from the CE Department Office located at 2nd Flr, **C**ivil **E**ngineering **B**uilding |  | 院系所NTUCE(Rm 209, CEB) |