**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) |