

Ming Chi University of Technology Guidelines for Registration of New International Students in PhD Programs and Master's Programs for the 1st semester of the 2018 academic year

Matters to be completed	Explanation					Operator 2908-9899
Important dates	Program	Date of registration	Orientation camp	Date of commencement of the new semester	Payment deadline	#4202,4203,4205 Students in PhD programs and Master's programs and two-year technical programs
	PhD & Master	2018.09.17 (Mon)	-----	2017.09.17 (Mon.)	2018.09.16	
Registration procedure	Registration for Master's degree and PhD students: Please provide your basic information through the new students' admission service network system and upload a 2x2" bust photo by Sept. 4. An admission sheet is not required for a new student. Registration Date and Time for new Master's degree and PhD students: 1 st floor of the gymnasium from 09:00 to 11:30 a.m. ※Registration Process for students in PhD and Master's programs:					Admission service system #4263 Division of Registry #4205 #4203 New students' admission service network #4307 Loan matters #4305 Physical examination of new students #4359
	Steps	Master	PhD	Comments		
	1. Report - Receive the registration sheet and the application form for deferred military draft	✓	✓	Upload a photo		
	2. Deal with loans, tuition reductions, and military service	✓	✓	Documents related to loan payment or tuition reduction		
	3. Receive the receipt of the membership fee issued by the Students' Union			Pay on site if you have not paid.		
	4. Submit the receipt of tuition and miscellaneous fees	✓	✓			
	5. Submit an original copy of the graduation certificate or the certificate of equivalent educational level			Provide on site if you have not provided prior to admission.		
	6. Receive Campus Card	✓	✓	Receive on site if you upload prior to Aug. 26.		
	7. Return the registration sheet	✓	✓	The registration procedure is completed.		
	※New students must receive a physical examination this semester. Each new student has to pay the physical examination fee of NT\$420 to the medical institute conducting the examination on the date of the physical examination. The guidelines for new students receiving a physical examination are attached to the document.					

Environmental Safety Office	For new students in PhD and Master’s programs: If you are going to receive such practical training in the laboratory as required for any course you may take, you must receive the educational training of safety and health held by Ming Chi or the Ministry of Education prior to commencement of the new semester. Please click “Activity Registration System” on the Ministry of Education’s School Safety and Health Information Network at https://www.safelab.edu.tw/index.aspx to read relevant information and sign up the training.	Environmental Safety Office #4056																					
Payments	<table><tr><th colspan="7">Payments</th></tr><tr><th>Program</th><th>Tuition</th><th>Miscellaneous fees</th><th>Accommodation fees</th><th>Student accident insurance premium</th><th>Meals</th><th>Total</th></tr><tr><td>PhD & Master</td><td>NT\$37,564</td><td>NT\$13,196</td><td>-----</td><td>NT\$133</td><td>-----</td><td>NT\$50,893</td></tr></table> <div><div>1. Please use the payment slip (duplicate) mailed to you by Ming Chi and make the payment via ATM, at any branch of Hua Nan Bank or the post office or by credit card before the deadline required for each program. Failure to make the payment before the deadline may damage your rights and interests.</div><div>2. In case you lost the payment slip (or the payment slip with respect to the Students’ Union fee or for students extending study term) or need to reprint a payment slip, please follow the path: Homepage → Campus Information System→Student Information System→ Student Number and Password → Check tuition and miscellaneous fees→ Print</div><div>3. When a student applies for suspension or withdrawal from school prior to or on the date of registration, neither tuition nor miscellaneous fees shall be paid by the student, and the student is required to complete the procedure of leaving the school prior to the date of commencement of the new semester.</div><div>4. When a deferred student who is supposed to resume his/her studies intends to suspend school continuously, the student is not required to complete registration, providing that s/he has applied for suspension prior to the date of registration, and the application has been approved.</div><div>5. A student who chooses not to acquire student group insurance for the 2018 academic year may apply to the Health Service Division for a refund of the student accident insurance premium for the semester, i.e. NT\$133, pursuant to the MOE Subsidy Insurance Guidelines for Assisting Students at Private Institutions of Higher Learning.</div><div>6. Upon staying in Taiwan for 6 months, an international student has to pay the national health insurance premium in the amount of NT\$749 per month. Ming Chi will receive 6 months’ premium from the student upon registration every semester. (The insurance premium from September to February of the next year shall be received in the 1st semester, while the premium from March to August shall be received in the 2nd semester.)</div></div>	Payments							Program	Tuition	Miscellaneous fees	Accommodation fees	Student accident insurance premium	Meals	Total	PhD & Master	NT\$37,564	NT\$13,196	-----	NT\$133	-----	NT\$50,893	<div>Payment Matters #4114</div> <div>Tuition and miscellaneous fees #4046</div> <div>Meals #4113</div> <div>Accommodation fees #4312</div> <div>Extracurricular activity fees #4342</div> <div>Student accident insurance premium #4359</div> <div>Foreign student insurance premium #4030</div>
	Payments																						
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PhD & Master	NT\$37,564	NT\$13,196	-----	NT\$133	-----	NT\$50,893																	
Course registration	<div>Date and time of preliminary course registration for students in PhD and Master’s programs: Sept. 1 to Sept. 7, 2018</div> <div>For course registration, please click on the link: http://day.course.mcut.edu.tw</div> <div>Course registration path: Student Course Registration System→Guidelines for Course Registration→Student Number and Password→Check the courses to be registered</div> <div>Period for students in PhD and Master’s programs to add and drop courses: Sept. 17, to Sept. 27, 2018. No courses are to be added or dropped beyond that period.</div>	<div>Division of Curriculum Development #4207</div> <div>#4208</div> <div>#4216</div>																					
How to Get There	Directions: http://ga.mcut.edu.tw/p/412-1008-6948.php?Lang=en																						