

**Ming Chi University of Technology Guidelines for Registration of International Students in Master's Programs for the 1<sup>st</sup> semester of the 2018 academic year**

Matters to be completed	<b>Explanation</b>				<b>Operator 2908-9899</b>								
	<b>Program &amp; Year</b>	<b>Date of commencement of the new semester</b>	<b>Date of registration</b>	<b>Payment deadline</b>	Master's Program #4202,4203,4205								
Important dates	Master's program for the 2 <sup>nd</sup> year	2018.09.17 (Mon.)	2018.09.20 (Thur.)	2018.09.18 (Tues.)									
	Registration procedure	<p><b>Registration for students in a two-year technical program or master's program:</b> Students in a class must complete registration as a whole. All students in the class have to give their Campus Cards to the class monitor on the registration date, and the class monitor will take the Campus Cards to the Registration Division on the 3<sup>rd</sup> floor of the instructional building to complete the registration procedure. Failure to complete registration may result in punishment in accordance with the rules of the school.</p>				Division of Registry #4202,4203,4205							
Payments		<b>Payments</b>						Cashier #4114 Tuition and miscellaneous fees #4046 Meals #4113 Accommodation fees #4318 #4312 Extracurricular activity fees #4342 Student accident insurance premium #4359 Foreign student insurance premium #4030					
	Status	Tuition	Miscellaneous fees	Accommodation fees	Student accident insurance premium	Meals	Total						
	Master's program for the 2 <sup>nd</sup> year	NT\$37,564	NT\$13,196	----	NT\$133	---	NT\$50,893						
	<ol style="list-style-type: none"> <li>Please use the payment slip mailed to you by Ming Chi and make 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.</li> <li><b>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→Print.</b></li> <li>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 school prior to the date of commencement of the new semester.</li> <li>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.</li> <li>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. <table border="1" data-bbox="247 1641 1209 1803"> <tr> <td>Program</td> <td>Deadline of Refund Application</td> </tr> <tr> <td>Master's program</td> <td>Oct. 4</td> </tr> <tr> <td>Students extending study term in Master's program and four-year technical program</td> <td>Oct. 20</td> </tr> </table> </li> <li>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 1<sup>st</sup> semester, while the premium from March to August shall be received in the 2<sup>nd</sup> semester.)</li> </ol>						Program	Deadline of Refund Application	Master's program	Oct. 4	Students extending study term in Master's program and four-year technical program	Oct. 20	
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Master's program	Oct. 4												
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1. Website for course registration: <http://day.course.mcut.edu.tw>.
2. Path for preliminary course registration: Homepage→Student Course Registration System→Guidelines for Course Registration→Student Number and Password→Check the courses to be registered
3. A student extending the study term has to pay student accident insurance premium in the amount of NT\$133. If the credits for the courses taken by the student are 9 or fewer, the student needs to pay NT\$1,278 per credit pursuant to the payment standards. If credits are 10 or more, the student has to pay tuition and miscellaneous fees in full. (The payment slip is available online. Please print it out and make the payment.)
4. Failure to make required payments may result in punishment in accordance with the rules of the school. After payment, please have your Campus Card stamped by the Registration Division, which is located on the 3<sup>rd</sup> floor of the instructional building. A student extending his/her study term has to pay attention to the courses that s/he is required to take and has not yet taken (and whether any two of these courses that have to be taken have overlapping times).

Department	Period of preliminary course registration	Period for adding and dropping courses	Period for students extending study term to print the payment slip	Payment deadline for students extending study term
Master's Program & Students extending study term	2018.09.01~09.07	2018.09.17~09.27	2018.09.28~10.05	2018.10.06

Division of Curriculum Development

College of Engineering #4216

College of Environmental Resources

#4208

College of Management and Design #4207