



**國立臺北商業大學**  
*National Taipei University of Business*

109學年度外國學生申請入學  
招生簡章

NTUB Admission Brochure for  
International Students Application,  
Academic Year 2020-2021



# 目次

## Contents

招生重要日期	
Important Dates for International Students Application & Admission .....	1
壹、申請資格及相關規定	
I. Qualifications and Related Regulations for Application.....	1
貳、申請日期及方式	
II. Application Dates and Procedure .....	3
參、申請文件	
III. Documents Required for Application.....	4~5
肆、招生系所	
IV. Departments and Institutes Open to International Students.....	6~15
伍、錄取公告及通知	
V. Announcement of Admission Roster.....	16
陸、修業年限	
VI. Study Years.....	16
柒、申請注意事項	
VII. Application Instruction.....	16~17
捌、註冊入學注意事項	
VIII. Registration and Enrollment.....	18~20
附表 Appendix.....	21~33
1. 外國學生入學申請表 Application Form for International Students Admissions	
2. 外國學生入學申請具結書 Application Form for International Students Declaration	
3. 文件驗證具結書 Affidavit (of admissions document to be verified)	
4. 外國學生財力保證書 Financial Guarantee of International Applicants for National Taipei University of Business	
5. 自傳(如適用) Autobiography (if applicable)	
6. 就學計畫書(如適用) Study Plan(if applicable)	
7. 申請人通訊欄 Applicant's Contact Information	
8. 聲明書 Declaration	
9. 國立臺北商業大學申請入學文件檢覈表 NTUB Application Checklist	
10. 報名信封封面 Applicant Cover Sheet	
11. 授權書 Authorization	

## 109學年度外國學生申請入學招生重要日期

### Important Dates for International Students Application & Admission

項目 Event	日期 Date
招生簡章公告起迄日 Releasing the Admission Brochure	2020/03/16(星期一)~2020/05/07(星期四) Monday, March 16, 2020 ~ Thursday, May 7, 2020
繳交申請表件起迄日 Deadline for Submitting Application Documents	2020/03/16(星期一)~2020/05/07(星期四) Monday, March 16, 2020 ~ Thursday, May 7, 2020
公告錄取名單 Admission Results Posted on NTUB Website 寄發錄取通知函及入學通知書 Sending Letter of Acceptance and Admission Notification	2020/06/02 (星期二) Tuesday, June 2, 2020
註冊 Registration	2020/09 September, 2020

## 壹、申請資格及相關規定

### I. Qualifications and Related Regulations for Application

#### 一、申請資格

#### Applicant Eligibility

(一)符合下列各項條件，始具備外國學生申請入學基本資格：

**Applicants have to fit all of the following conditions to be entitled to apply as foreign students.**

1. 具外國國籍且未曾具有中華民國國籍，於申請時並不具僑生資格者。

The applicants should hold a foreign nationality without having held R.O.C. nationality. They are not allowed to have the Overseas Chinese student status when they apply for admission.

2. 具外國國籍並符合下列規定，且最近連續居留海外六年以上者。(計算至2020年8月1日)。

If the applicants hold a foreign nationality, fit all of the following conditions and have stayed overseas for six consecutive years (up to August 1, 2020), they are entitled to apply for admission according to the Act.

(1)申請時兼具中華民國國籍者，應自始未曾在臺設有戶籍。

If the applicants also have R. O. C. nationality when they apply for admission, they shouldn't have registered a permanent residence in Taiwan before.

(2)申請前曾兼具中華民國國籍，於申請時已不具中華民國國籍者，應自內政部許可喪失中華民國國籍之日起至申請時已滿八年。

If the applicants had held R. O. C. nationality before application and they don't have it any more when they apply for admission, they have to be deprived of the R.O.C nationality for at least 8 years since the date approved by the Ministry of the Interior.

(3)前二款均未曾以僑生身分在臺就學，且未於當學年度經海外聯合招生委員會分發。

For the above two clauses, students have not studied in Taiwan previously with the overseas student status or have not accepted assignment from the Overseas Joint Recruitment Committee for the academic year of application.

依教育合作協議，由外國政府、機構或學校遴薦來臺就學之外國國民，其自始未曾在臺設有戶籍者，經主管教育行政機關核准，得不受前二項規定之限制。

According to the Agreement on Educational Cooperation, a foreign national selected by a foreign government, organization, or school, is not subject to the limitations as prescribed in the preceding two paragraphs (however, the individual will still need to obtain approval from relevant Taiwan government agencies). Please note: this is applicable only to applicants who have never been registered as part of a household in Taiwan.

**3.具外國國籍，兼具香港或澳門永久居留資格，且未曾在臺設有戶籍，申請於香港、澳門或海外連續居留滿六年以上者。**

An applicant holding foreign nationality, concurrently holding a permanent residence status in Hong Kong or Macau, has never been registered as part of a household in Taiwan and, at the time of application, has continuously resided in Hong Kong, Macau, or another foreign country (overseas) for no less than 6 years is qualified to apply for admission under these regulations.

**4.曾為大陸地區人民具外國國籍且未曾在臺設有戶籍，申請時已連續居留海外六年以上者。**

An applicant who is a former citizen of Mainland China, currently holds a foreign nationality, has never been registered as part of a household in Taiwan and, at the time of application, has continuously resided overseas for no less than 6 years is qualified to apply for admission under regulations.

第2、4項所稱在海外，指大陸地區、香港及澳門以外之國家或地區；所稱連續居留，指外國學生每歷年在國內停留時間不超過120日。

The term “overseas” as prescribed in Paragraph 2 and 4 is limited to countries or regions other than Mainland China, Hong Kong and Macau. The phrase “continuously reside overseas” means that an individual may stay in Taiwan for no more than a total of 120 days per calendar year.

但符合以下情形之一且具相關證明文件者，不在此限；其國內停留期間，不併入海外居留期間計算：

The only exceptions to this method of calculation are for those who fulfill one of the following requirements with written supportive proof:

a.就讀僑務主管機關舉辦之海外青年技術訓練班或教育部認定之技術訓練專班。

Attended overseas youth training courses organized by the Overseas Compatriot Affairs Council or technique training classes accredited by the Ministry of Education;

b.就讀教育部核准得招收外國學生之各大專校院華語文中心，合計未滿兩年。

Attended a Mandarin Chinese language center at a university/college of which foreign student recruitment is approved by the Ministry, and to which the total length of stay is less than 2 years;

c.交換學生，其交換期間合計未滿2年。

Exchange students, whose length of total exchange is less than 2 years;

d.經中央目的事業主管機關許可來臺實習，實習期間合計未滿2年。

An Internship in Taiwan which has been approved by an authorized central government agency, to which the total length of stay is less than 2 years.

(二)欲申請就讀學士班者，須未曾在我國以外國學生身分申請並完成高中學校學程。

Applicants who graduated from a junior high school in ROC while registered as a foreign student may not apply to a bachelor degree program.

(三)未曾遭入學學校以操行、學業成績不及格或因犯刑事案件經判刑確定致遭退學者。

International students who withdraw from any university/college after admission due to behavior issues, poor academic performance or a conviction under the Criminal Code may not thereafter apply again.

(四)須未曾因違反本校校規情節重大而遭本校註銷選讀資格者。

Applicants who have been previously disqualified from participating in NTUB courses as a result of any violation of university regulations are ineligible to apply.

(五)須符合招生簡章各系所個別要求之申請條件。

Applicants must meet all of the departmental requirements respectively.

(六)修讀各級學位之入學資格：

**Requirements to apply for each program of study:**

1.外國學生具高中畢業資格者，得申請入學本校四年制學士學位班；具專科畢業資格者具學士學位者，得申請入學本校二年制學士學位；具學士學位者，得申請入學本校碩士班。

International students with a high school diploma are eligible to apply for the four-year bachelor's program; students with an associate degree are eligible to apply for the two-year bachelor's program; students with a bachelor's degree are eligible to apply for the master's program at NTUB.

2.具有與我國學制相當之同等學力資格者。

Applicants with qualifications equal to our academic degree system can apply for admission.

**二、語言要求相關規定：依系所規定。**

**Language ability requirement : Applicants should follow the individual departmental requirements.**

## 貳、申請日期及方式

### II. Application Timeframe and Procedure

一、申請日期：2020年03月16日(星期一)至2020年05月07日(星期四)

**Application Timeframe: Monday, March 16, 2020 to Thursday, May 7, 2020.**

二、申請方式：通訊報名。

申請表件請於2020年05月07日(星期四)前寄至本校：

臺北市中正區濟南路一段321號「國立臺北商業大學教務處收」。

**Application to be submitted by correspondence:** Applications must be mailed to the address below by **Thursday, May 7, 2020** and must be postmarked before the deadline of the application timeframe.

Academic Affairs Office, National Taipei University of Business

No. 321, Section 1, Ji-nan Road, Zhongzheng District, Taipei City 10051,

Taiwan (R.O.C.)

## 參、申請文件

### III. Documents Required for Application

請將申請所需各項表件依下列順序，由上而下整理齊全，用迴紋針夾在左上角以信封袋裝妥。如因表件不全致延誤報名者，概由考生自行負責。報名繳交之證件一概不予退還。

Please submit the required documents in the order listed below, clipped or stapled together on the upper left corner. Applications won't be accepted if any of the following materials are not included. Submitted documents won't be returned.

一、入學申請表2份 (各貼2吋半身脫帽照片1張)。

Two copies of the application form for admission. (Please attach a recent 2-inch bust and hatless photo.)

二、護照影本1份 (申請選讀課程者，除經教育部專案核定者外，應另附外僑居留證影本)。

One copy of the applicant's passport. (Applicants with non-degree status also have to offer a copy of their Alien Resident Certificate unless specially authorized by the Ministry of Education.)

三、經我國駐外使領館、代表處、辦事處或其他經外交部授權機構驗證之外國學校最高學歷或同等學力證明文件及歷年成績單(中、英文以外之語文，應附中文或英文譯本)

One copy of the diploma of the highest degree or equivalent qualifications and official transcript for all semesters, verified by Taiwan Overseas Mission, Representative Office, Field Office, or Organization authorized by Ministry of Foreign Affairs. (A notarized copy of the translation in Chinese or English is necessary if the original diploma is not written in Chinese or English.)

(一)大陸地區:應依大陸地區學歷採認辦法規定辦理。

Academic credentials from Mainland China: The Regulations Governing the Accreditation of Schools in Mainland China shall apply.

(二)香港或澳門地區:應依香港澳門學歷檢覈及採認辦法規定辦理。

Academic credentials from Hong Kong or Macau: Academic Credential Verification and Accreditation Methods adopted in Hong Kong and Macau shall apply.

(三)其他地區學歷:

Academic credentials from other areas:

1. 海外臺灣學校及大陸地區臺商學校之學歷同我國同級學校學歷。

Academic credentials earned at overseas Taiwanese schools of Taiwanese schools in Mainland China shall be regarded as the same as those at domestic schools with equivalent levels.

2. 前二目以外之國外地區學歷，應依大學辦理國外學歷採認辦法規定辦理。但設校或分校於大陸地區之外國學校學歷，應經大陸地區公證處公證，並經行政院設立或指定之機構或委託之民間團體驗證。

Academic credentials referred to in the preceding two items shall be subject to the Regulations Regarding the Assessment and Recognition of Foreign Academic Credentials for Institutions of Higher Education. However, academic credentials earned from schools or branches established in Mainland China by foreign institutions shall require public notarization in Mainland China and be verified by an institute established or appointed by, or through a private agency commissioned by, the Executive Yuan.

※成績單須有在校每學期課程所修讀之成績。

Transcripts must show grades for every semester for study in which you were enrolled at that institution.

※應屆畢業生申請者，申請時可不須繳交畢業證書，但註冊時必須繳交，否則取消錄取資格。

Recent graduates do not hand in their diploma with their application. The diploma must be submitted at the time of registration, however, or the admissions offer will be revoked.

※駐外館處網站請至外交部網站(<https://www.taiwanembassy.org>)查詢。

For any further information, please visit the Ministry of Foreign Affairs website: (<https://www.taiwanembassy.org>)

#### 四、具結書

Declaration

#### 五、中文或英文自傳1份。

One autobiography written in Chinese or English.

#### 六、中文或英文就學計畫書1份。

One study plan written in Chinese or English.

#### 七、美金3,000元以上財力證明或獎學金證明(請選擇以下任一方式繳交)

(一)最近三個月內經金融機構開具之足夠在臺就學之財力證明影本一份

(二)存款證明非申請人帳戶者，需附上資助者之財力保證書。其存款證明如非臺灣金融機構所開立，亦需經我國駐外館處驗證蓋章。

A financial statement with a minimum balance of US\$3,000 or a copy of a scholarship award notification (Please select one of the following payment methods).

1. Photocopy of a financial statement that demonstrates financial sustainability for study in Taiwan (issue by a financial institution within the past three months).
2. If the financial statement provided is not under the name of the applicant, a financial guarantee is also required from the sponsor. Financial statements issued outside of Taiwan must be authenticated by an ROC overseas representative office.

#### 八、各系所規定應另繳交之資料。

Additional documents and materials required by the departments or graduate programs.

#### 九、中、英文能力證明 (此為建議，詳細規定請見各系所之規定)

Evidence of Language Proficiency ( Suggestion. Details see the evidences required by the department or institute.)

#### 十、寫明可收件地址與姓名之信封乙只(16cm×23cm以上大小)寄發通知用，信封不需黏貼郵票。

Self-addressed envelope (16cm×23cm and above) for delivery of the notification. No postage is required.

#### ※註:/Note :

##### 1. 申請費用規定/Application Fee Guidelines

申請費免收/ Application fee: None

##### 2. 送審所附書面資料不齊致權益受損，概由申請生自負；送審資料一律不歸還。

Those who do not have complete documentation or illegible and writing on their application package will assume full responsibility for a rejected application. All application documents are non-returnable.

## 肆、招生系所

## IV. Departments and Institutes Open to International Students

財經學院 College of Business

**貿易實務法律暨談判碩士學位學程**  
**Master's Program in Law and Negotiation for Global Trade**  
 (台北校區 Taipei Campus)

班別 Degree Program	名額 Admission Quotas	審查方式 Admission Evaluation	系所指定應另繳文件 Documents Required by Department	中文程度要求 Level of Proficiency in Chinese
碩士班 Master's Program	2	資料審查 Document review	1. 自傳 Autobiography 2. 就學計畫 Study Plan 3. 其他有助於審查之資料 (如專題、得獎記錄、證照... 等) Supporting documents (e.g. special topic, awards and licenses/certificates, etc.)	None.

※Website : [mplngt.ntub.edu.tw](http://mplngt.ntub.edu.tw)※E-mail : [tzufan@ntub.edu.tw](mailto:tzufan@ntub.edu.tw)

※Phone : +886-2-23226631

※Fax : +886-2-23226358



<p style="text-align: center;"><b>會計資訊系暨碩士班</b>  <b>Department of Accounting Information (Master's Program Included)</b>                      (台北校區 Taipei Campus)</p>				
班別 Degree Program	名額 Admission Quotas	審查方式 Admission Evaluation	系所指定應另繳文件 Documents Required by Department	中文程度要求 Level of Proficiency in Chinese
碩士班 Master's Program	2	資料審查 Document review	自傳，包括家庭背景、求學歷程、申請動機及自我期望。 Autobiography (including family background, previous studies, motivation to apply and self-expectations.)	課程以中文教學為主，須具備中文聽說讀寫基本能力。 Since the teaching is held in Chinese, the basic level of listening comprehension and writing in Chinese is required.
四年制學士班 Four-year Bachelor Program	7			
※Website : <a href="http://ai.ntub.edu.tw">ai.ntub.edu.tw</a> ※E-mail : <a href="mailto:muforjob@ntub.edu.tw">muforjob@ntub.edu.tw</a> / <a href="mailto:shfang@ntub.edu.tw">shfang@ntub.edu.tw</a> ※Phone : +886-2-23226364、6368 ※Fax : +886-2-23226369				

<p style="text-align: center;"><b>國際商務系暨碩士班</b>  <b>Department of International Business (Master's Program Included)</b>                      (台北校區 Taipei Campus)</p>				
班別 Degree Program	名額 Admission Quotas	審查方式 Admission Evaluation	系所指定應另繳文件 Documents Required by Department	中文程度要求 Level of Proficiency in Chinese
碩士班 Master's Program	2	資料審查 Document review	1.自傳(包括家庭背景、求學歷程、申請動機及自我期望) Autobiography (including family background, previous studies, motivation to apply and self-expectations.)  2.就學計畫 Study plan	課程以中文教學為主，須具備中文聽說讀寫基本能力。 Since the teaching is held in Chinese, the basic level of listening comprehension and writing in Chinese is required.
四年制學士班 Four-year Bachelor's Program	7			
※Website : <a href="http://ib.ntub.edu.tw">ib.ntub.edu.tw</a> ※E-mail : <a href="mailto:yuyingtu@ntub.edu.tw">yuyingtu@ntub.edu.tw</a> / <a href="mailto:ailing@ntub.edu.tw">ailing@ntub.edu.tw</a> ※Phone : +886-2-2322-6391~6394 ※Fax : +886-2-23226395				

**資訊與決策科學研究所**  
**Institute of Information and Decision Sciences**  
 (台北校區 Taipei Campus)

<b>班別</b> <b>Degree Program</b>	<b>名額</b> <b>Admission Quotas</b>	<b>審查方式</b> <b>Admission Evaluation</b>	<b>系所指定應另繳文件</b> <b>Documents Required by Department</b>	<b>中文程度要求</b> <b>Level of Proficiency in Chinese</b>
碩士班 Master's Program	2	資料審查 Document review	1.自傳 Autobiography 2.就學計畫 Study Plan 3.其他有助於審查之資料 (如專題、得獎記錄、證照...等) Supporting documents (e.g. special topic, awards and licenses/certificates, etc.)	課程以中文教學為主，須具備中文聽說讀寫基本能力。 Since the teaching is held in Chinese, the basic level of listening comprehension and writing in Chinese is required.

※Website : [ids.ntub.edu.tw](http://ids.ntub.edu.tw)  
 ※E-mail : [chunyin@ntub.edu.tw](mailto:chunyin@ntub.edu.tw)  
 ※Phone : +886-2-23226291  
 ※Fax : +886-2-23226293

<p style="text-align: center;"><b>企業管理系暨碩士班</b>  <b>Department of Business Administration (Master's Program Included)</b>                      (台北校區 Taipei Campus)</p>				
班別 Degree Program	名額 Admission Quotas	審查方式 Admission Evaluation	系所指定應另繳文件 Documents Required by Department	中文程度要求 Level of Proficiency in Chinese
碩士班 Master's Program	2	資料審查 Document review	1. 自傳(包括家庭背景、求學歷程、申請動機及自我期望) Autobiography (including family background, previous studies, motivation to apply and self-expectations.)	課程以中文教學為主，須具備中文聽說讀寫基本能力。 Since the teaching is held in Chinese, the basic level of listening comprehension and writing in Chinese is required.
四年制學士班 Four-year Bachelor's Program	7		2. 就學計畫 Study Plan	
※Website : <a href="http://ba.ntub.edu.tw">ba.ntub.edu.tw</a> ※E-mail : <a href="mailto:yu6401@ntub.edu.tw">yu6401@ntub.edu.tw</a> ※Phone : +886-2-2322-6399 ※Fax : +886-2-23226404				

**資訊管理系**  
**Department of Information Management**  
 (台北校區 Taipei Campus)

<b>班別</b> <b>Degree Program</b>	<b>名額</b> <b>Admission Quotas</b>	<b>審查方式</b> <b>Admission Evaluation</b>	<b>系所指定應另繳文件</b> <b>Documents Required by Department</b>	<b>中文程度要求</b> <b>Level of Proficiency in Chinese</b>
四年制 學士班 Four-year Bachelor's Program	7	資料審查 Document review	自傳，包括家庭背景、求學歷程、申請動機及自我期望。 Autobiography (including family background, previous studies, motivation to apply and self-expectations.)	課程以中文教學為主，須具備中文聽說讀寫基本能力。 Since the teaching is held in Chinese, the basic level of listening comprehension and writing in Chinese is required.

※Website : [imd.ntub.edu.tw](http://imd.ntub.edu.tw)  
 ※E-mail : [pinkpukii@ntub.edu.tw](mailto:pinkpukii@ntub.edu.tw)  
 ※Phone : +886-2-23226413  
 ※Fax : +886-2-23226414

**應用外語系**  
**Department of Applied Foreign Languages**  
 (台北校區 Taipei Campus)

班別 Degree Program	名額 Admission Quotas	審查方式 Admission Evaluation	系所指定應另繳文件 Documents Required by Department	中文程度要求 Level of Proficiency in Chinese
二年制學士班 Two-year Bachelor's Program	7	資料審查 Document review	1.自傳 Autobiography 2.學歷證明 Copies of diploma 3.就學計畫 Study Plan 4.其他有助於審查之資料 (如專題、得獎記錄、證照...等) Supporting documents (e.g. special topic, awards and licenses/certificates, etc.)	課程以英文及中文教學為主，須具備中文聽說讀寫基本能力。 Since the teaching is held in English and Chinese, the basic level of listening comprehension and writing in Chinese is required.
四年制學士班 Four-year Bachelor's Program	8			

※Website: [afl.ntub.edu.tw](http://afl.ntub.edu.tw)  
 ※E-mail : [chyang@ntub.edu.tw](mailto:chyang@ntub.edu.tw)  
 ※Phone : +886-2-2322-6421  
 ※Fax : +886-2-23226422

**創意設計與經營研究所**  
**Institute of Creative Design and Management**

(桃園校區 Taoyuan Campus)

<b>班別</b> <b>Degree Program</b>	<b>名額</b> <b>Admission Quotas</b>	<b>審查方式</b> <b>Admission Evaluation</b>	<b>系所指定應另繳文件</b> <b>Documents Required by Department</b>	<b>中文程度要求</b> <b>Level of Proficiency in Chinese</b>
碩士班 Master's Program	1	資料審查 Document review	1.自傳 Autobiography  2.就學計畫 Study Plan  3.其他有助於審查之資料 (如專題、得獎記錄、證照...等) Supporting documents (e.g. special topic, awards and licenses/certificates, etc.)	課程以中文教學為主，須具備中文聽說讀寫基本能力。 Since the teaching is held in Chinese, the basic level of listening comprehension and writing in Chinese is required.

※Website : [icdm.ntub.edu.tw](http://icdm.ntub.edu.tw)

※E-mail : [rbylove9999@ntub.edu.tw](mailto:rbylove9999@ntub.edu.tw)

※Phone : +886-3-4506333#8128

※Fax : +886-3-4506323

**商業設計管理系**  
**Department of Commercial Design and Management**  
 (桃園校區 Taoyuan Campus)

<b>班別</b> <b>Degree Program</b>	<b>名額</b> <b>Admission Quotas</b>	<b>審查方式</b> <b>Admission Evaluation</b>	<b>系所指定應另繳文件</b> <b>Documents Required by Department</b>	<b>中文程度要求</b> <b>Level of Proficiency in Chinese</b>
二年制學士班 Two-year Bachelor's Program	7	資料審查 Document review	自傳，包括家庭背景、求學歷程、申請動機及自我期望。 Autobiography (including family background, previous studies, motivation to apply and self-expectations.)	課程以中文教學為主，須具備中文聽說讀寫基本能力。 Since the teaching is held in Chinese, the basic level of listening comprehension and writing in Chinese is required.
四年制學士班 Four-year Bachelor's Program	5			
※Website : <a href="http://cdm.ntub.edu.tw">cdm.ntub.edu.tw</a> ※E-mail : <a href="mailto:shinyi86@ntub.edu.tw">shinyi86@ntub.edu.tw</a> ※Phone : +886 3 450 6333#8151 ※Fax : +886 3 450 6357				



**數位多媒體設計系**  
**Department of Digital Multimedia Design**  
 (桃園校區 Taoyuan Campus)

<b>班別</b> <b>Degree Program</b>	<b>名額</b> <b>Admission Quotas</b>	<b>審查方式</b> <b>Admission Evaluation</b>	<b>系所指定應另繳文件</b> <b>Documents Required by Department</b>	<b>中文程度要求</b> <b>Level of Proficiency in Chinese</b>
四年制 學士班 Four-year Bachelor's Program	5	資料審查 Document review	自傳，包括家庭背景、求學歷程、申請動機及自我期望。 Autobiography (including family background, previous studies, motivation to apply and self-expectations.)	課程以中文教學為主，須具備中文聽說讀寫基本能力。 Since the teaching is held in Chinese, the basic level of listening comprehension and writing in Chinese is required.

※Website : [dmd.ntub.edu.tw](http://dmd.ntub.edu.tw)  
 ※E-mail : [awbxcydz@ntub.edu.tw](mailto:awbxcydz@ntub.edu.tw)  
 ※Phone : +886-3-4506333#8141  
 ※Fax : +886-3-4506375

## 伍、錄取公告及通知

### V. Announcement of Admission Roster

錄取名單預定於**2020年6月2日(星期二)**在本校行政大樓教務處公佈欄及網頁公告，亦可上網查詢，本校同時以專函寄發錄取通知。

The list of students admitted to NTUB will be posted on the bulletin board of Academic Affairs NTUB campus on **Tuesday, June 2, 2020**. It is also accessible on the NTUB website. The letter of acceptance and admission notification will be delivered via mail.

## 陸、修業年限

### VI. Study Years

一、四年制學士班：以4年為原則，但得視學系性質延長1年至2年。

Four-year Bachelor's Program: Usually for a period of 4 years. Students may extend 1-2 years based on the departmental or personal conditions.

二、二年制學士班：以2年為原則，但得視學系性質延長1年至2年。

Two-year Bachelor's Program: Usually for a period of 2 years. Students may extend 1-2 years based on the departmental or personal conditions.

三、碩士班：以2至4年為限。

Master's Program: within 2-4 years

## 柒、申請注意事項

### VII. Application Instructions

一、本項招生應備文件及相關規定應以中華民國教育部公布之最新「外國學生來臺就學辦法」之規定為準，請申請者隨時查閱教育部網站（網址：<https://goo.gl/wbmaHb>）

The documents required for application are based on "MOE Regulations Regarding International Students Undertaking Studies in Taiwan." The most recent regulations can be found on the MOE website: <https://goo.gl/wbmaHb>

二、申請人所繳之國外學歷證件、歷年成績單及財力證明書應經我國駐外館處驗證（加蓋驗證戳記）。

The foreign academic certificate, complete transcript of record and validated financial statement submitted upon making an application for admission must be authenticated by an ROC overseas representative office.

三、不具中華民國國籍之華裔外國籍學生，應依本身條件擇以教育部「外國學生來臺就學辦法」或「僑生回國就學及輔導辦法」申請入學，不得同時以僑生及外國學生身分申請入學；如違反此規定並經查證屬實者，撤銷其依此辦法所獲准之入學資格，或開除學籍。

Overseas Chinese students who are not citizens of the Republic of China may apply for admission either as an "Overseas Chinese Student" or as an "International Student" based on their personal circumstances. Applicants must choose only one status. Applicants found to have applied using both statuses will have their acceptance and/or student status revoked.

四、有以下情形者，不得向本校申請入學，如違反規定經查屬實者，撤銷其所獲准入學資格或開除學籍：

(一)曾遭入學學校以操行、學業成績不及格或因犯刑事案件經判刑確定致遭退學者；

(二)曾在本校選讀課程，因違反校規遭註銷選讀資格者。

Subject to school enrollment policies, the applicants specified below cannot be admitted to NTUB. Any violation of these policies will result in cancellation of the applicant's candidacy for admission.

I. International students who withdraw from university/college after admission due to behavior issues, poor academic performance or a conviction under the Criminal Code.

II. Applicants in a non-degree-granting program at NTUB who have had their student status revoked owing to violation of University regulations.

五、申請人以註冊入1學系(研究所)修讀一級學位為限。

For applicants admitted, registration is limited to one department or graduate institute and one degree program at a time.

六、所有申請文件概不退還，請自行保留備份。

Application documents will not be returned for any reasons. Please make copies for your own records if needed.

七、已申請或錄取之學生，如經發現申請資格不符規定或所繳交之證件有不實、偽造、假借、塗改、學歷資格不具合法有效等情事，即撤消其申請、入學資格或學籍，且不發給任何相關學歷(力)證明。如係在本校畢業後始發現有上述情事者，除勒令繳回註銷其學位證書外，並公告撤消其畢業資格。

Any violation of academic honor, general laws or the submitting of falsified documents by the applicant will result in dismissal from the University after being admitted to NTUB, or removal from consideration from the application process. Should the violation be discovered after the applicant's graduation, the University will deprive him/her of his/her former student status and revoke his/her diploma.

八、畢業年級相當於本國高級中等學校二年級之國外或香港、澳門同級同類學校畢業生，得以同等學力申請入學本校學士班一年級。但應增加畢業應修學分，或延長修業年限。

Those applicants having completed study at an equivalent foreign or Hong Kong / Macao High School which is equal to the sophomore of a senior high school in Taiwan may apply to the undergraduate program at NTUB; however, according to "NTUB Study Regulations," their required number of credits for graduation shall be increased or their length of study shall be extended at NTUB

九、入學申請表之「電子信箱」、「行動電話」及「聯絡電話」，請務必填寫正確。本校將依情況所需聯絡申請者，如申請者未能於期限內回覆，視同申請者放棄本身之權益。

Applicants are responsible for providing correct email addresses, cell phone numbers and contact phone numbers. If necessary, this institution will contact the applicant. Any failure by the applicant to respond to this institution's requests will be regarded as abandonment of the applicant's right of application.

十、本簡章若有未盡事宜，悉依相關法令規定及本校招生委員會決議處理。

Any cases not covered in this brochure will be resolved in accordance with this institution's regulations or, if necessary, evaluated by the NTUB Student Admission Committee.

十一、簡章中文版與英譯版語意有所差異時，以中文版為主。

Should there be any inconsistency or ambiguity between the Chinese version of this brochure and English version, the Chinese version shall be prevail.

## 捌、註冊入學注意事項

### VIII. Registration and Enrollment

一、本校台北校區位於台北市中正區，除有多線公車往來，並近捷運善導寺站，距台北車站步行約15分鐘，交通便利，台北校區於中和圓通寺設有宿舍設施，搭乘捷運約40分鐘到校。桃園校區位於桃園市中心的平鎮區，可搭乘公車或開車到校，設有宿舍設施。

NTUB Taipei Campus is located in the very heart of Taipei City with a convenient transportation system. Applicants have multiple choices to come to Taipei Campus, such as bus or MRT. Taipei Campus is near the MRT Shandao Temple Station, and Taipei Main Station can be reached within 15 minutes on foot. Besides, Taipei Campus has dormitories close to Yuantong Temple, where it takes within 40 minutes to commute from dormitories to Taipei Campus by MRT. Taoyuan Campus, located in Pingzhen District, is the central part of Taoyuan City. You can come to Taoyuan Campus by bus or car. Also, Taoyuan Campus has dormitories.

交通資訊/Traffic Information: <https://www.ntub.edu.tw/p/412-1000-2178.php?Lang=en>

二、錄取生依入學通知書規定日期至教務處教務行政組辦理報到，逾期未報到者視為放棄錄取資格。

Admitted students should check in for registration on the designated date specified on the admission notification at the Division of Academic Administration, Office of Academic Affairs.

Applicants who fail to complete procedures on time are regarded as giving up the admission.

三、報到應繳證件：

Documents required for registration:

(一) 護照正本。

Applicant's passport.

(二) 經我國駐外單位或代表處驗證之最高學歷畢業證書正本。

Applicant's highest degree diploma, verified by the Taiwan Overseas Mission or Representative Office.

(三) 經我國駐外單位或代表處驗證之最高學歷歷年成績單正本。

One original transcript verified by the Taiwan Overseas Mission or Representative Office.

(四) 經我國駐外單位或代表處驗證之財力證明書正本。

Financial statement, verified by the Taiwan Overseas Mission or Representative Office and declaring that the applicant can afford to study in R. O. C.

(五) 醫療及傷害保險或全民健康保險等相關證明文件；如未投保者，應於註冊時繳納保險費，由本校代辦投保事宜。

Proof of medical and accident insurance or documents issued by National Health Insurance Program. International students without insurance should pay the insurance fee upon registration, and NTUB will enroll students in an insurance plan.

四、本校109學年度外國學生學費收費標準：將依教育部規定配合辦理。

1. 本校108學年度外國學生學費收費標準如下：

The charging standard of tuition for the international students, NTUB, 2020 will be conducted in terms of the regulations of MOE (Ministry of Education). The charging standard of tuition for the international students, NTUB, 2019 is as follows:

1. The tuition and fees for Bachelor's and Master's programs:

系別 Department	費用 fees	學制 Degree Program	學費 Tuition Per Semester	雜費 Sundry Expenses Per Semester	合計 Total
貿易實務法律暨談判 碩士學位學程 Master's Program in Law and Negotiation for Global Trade		碩士班 Master's Program	NT\$28,276	NT\$20,800	NT\$49,076
會計資訊系暨碩士班 Department of Accounting Information (Master's Program Included)		碩士班 Master's Program	NT\$32,626	NT\$20,800	NT\$53,426
		四年制學士班 Four-year Bachelor's Program	NT\$29,960	NT\$13,080	NT\$43,040
國際商務系暨碩士班 Department of International Business (Master's Program Included)		碩士班 Master's Program	NT\$32,626	NT\$20,800	NT\$53,426
		四年制學士班 Four-year Bachelor's Program	NT\$29,960	NT\$13,080	NT\$43,040
資訊與決策科學研究所 Institute of Information and Decision Sciences		碩士班 Master's Program	NT\$29,000	NT\$20,800	NT\$49,800
企業管理系暨碩士班 Department of Business Administration (Master's Program Included)		碩士班 Master's Program	NT\$38,426	NT\$20,800	NT\$59,226
		四年制學士班 Four-year Bachelor's Program	NT\$29,960	NT\$13,080	NT\$43,040
資訊管理系 Department of Information Management		四年制學士班 Four-year Bachelor's Program	NT\$29,960	NT\$13,080	NT\$43,040
應用外語系 Department of Applied Foreign Languages		二年制學士班 Two-year Bachelor's Program	NT\$29,960	NT\$13,080	NT\$43,040
創意設計與經營研究所 Institute of Creative Design and Management		碩士班 Master's Program	NT\$26,100	NT\$20,800	NT\$46,900
商業設計管理系 Department of Commercial Design and Management		二年制學士班 Two-year Bachelor's Program	NT\$29,960	NT\$21,600	NT\$51,560
		四年制學士班 Four-year Bachelor's Program	NT\$29,960	NT\$21,600	NT\$51,560
數位多媒體設計系 Department of Digital Multimedia Design		四年制學士班 Four-year Bachelor's Program	NT\$29,960	NT\$21,600	NT\$51,560

※本表所列各項費用係每學期需繳費用，每一學年分2學期分別繳費。

The above-mentioned tuition and fees are to be paid twice per academic year in the fall and the spring.

2.其他費用:/Extra fees:

A.電腦資訊資源使用費 400 元 (桃園住宿生 600 元)

Information resources charge: NT\$ 400. (Taoyuan Campus Resident Student charge: NT\$ 600.)

B.外國學生平安保險費依生輔組通知收費。

Campus Life Guidance Section assesses charges on the international student's account for the corresponding insurance fee.

C.外國學生健保 (有關健康保險事宜請洽詢境外生服務組)

National Health Insurance (Please check with the Office of Overseas Students Services Section for information regarding medical insurance: <https://stud.ntub.edu.tw/p/412-1007-2453.php?Lang=zh-tw>)

D.住宿費：有關住宿費用洽學生事務處

Dormitory fees: Students can ask any questions about dormitory fees at Student Affairs Division. (<https://stud.ntub.edu.tw/>)

※臺北校區宿舍【中和圓通雅筑】地址:新北市中和市工專路26號

No. 26, Gongzhuan Rd., Zhonghe Dist., New Taipei City 235, Taiwan (R.O.C.)

交通資訊/Traffic Information:<https://stud.ntub.edu.tw/p/406-1007-67928,r1074.php?Lang=zh-tw>

※桃園校區宿舍地址:桃園平鎮區福龍路一段100號

No.100,Sec. 1,Fulong Rd.,Pingzhen Dist,Taoyuan City 324,Taiwan(R.O.C)

交通資訊/Traffic Information: <https://meo.ntub.edu.tw/p/412-1012-4115.php>

※外國學生註冊時，應檢附於國外投保自入境當日起至少六個月，並經駐外館處認證且得於台灣使用之健康保險。

Until they are eligible to enroll in the National Health Insurance Program, international students should purchase their own health insurance (for the first six months of their stay in Taiwan).

Overseas insurance should be certified by a Taiwan overseas representative office in the student's home country or the nearest Taiwan Overseas representative office.

備註:

Note :

1.外國學生得於在入境前向中華民國(台灣)駐外單位或代表處申請政府核發之「台灣獎學金」，有關獎學金訊息請參考教育部國際及兩岸教育司網頁。

[https://depart.moe.edu.tw/ed2500/Content\\_List.aspx?n=269B2A0B3B272499](https://depart.moe.edu.tw/ed2500/Content_List.aspx?n=269B2A0B3B272499)

International students can apply for the Taiwan Scholarship, which is granted by the central government, through a Taiwan Overseas Representative Office before their arrival in Taiwan. For further information, please visit:

[https://depart.moe.edu.tw/ed2500/Content\\_List.aspx?n=269B2A0B3B272499](https://depart.moe.edu.tw/ed2500/Content_List.aspx?n=269B2A0B3B272499).

2.本校設有外國學生獎助學金，可參考網址：<https://oia.ntub.edu.tw/p/412-1006-3714.php?Lang=zh-tw>

NTUB scholarship for international students is as follows for reference.

<https://oia.ntub.edu.tw/p/412-1006-3714.php?Lang=zh-tw>

五、錄取生報到時未能取得學歷證明文件者，請填寫簡章附錄之切結書，並於2020年9月8日(星期二)前補繳，逾期未繳者取消入學資格。

If the admitted students do not obtain their academic certificates by the time for registration, they will need to fill out the Declaration form (see appendix) and hand in all the required documents by Tuesday, September 8, 2020. Admissions will be revoked for those who fail to turn in the related certificates in time.

附表1 Appendix I

國立臺北商業大學外國學生入學申請表

National Taipei University of Business

Application Form for International Students Admissions

擬申請就讀之系(所)及學制 Department/Graduate Institute and Degree Program Sought					
申請系所 Department/Graduate Institute you wish to apply to			申請學制 Degree Program		
			<input type="checkbox"/> 四年制學士班 Bachelor (four-year program) <input type="checkbox"/> 二年制學士班 Bachelor (two-year program) <input type="checkbox"/> 碩士班 Master		
申請人資料 (Personal Information)					Application Number (For Official Use Only)
中文姓名 (Skip if no Chinese name)	(姓)	(名)		最近二吋相片 Attach a recent photograph here (about 2" )	
Full Name (English as appeared on passport)	(first name)	(middle name)	(last name)		
國籍 Nationality		性別 Gender	<input type="checkbox"/> 男(Male) <input type="checkbox"/> 女(Female)		
出生地 Place of Birth		電話 Telephone			
手機 Mobile Phone		電子信箱 Email			
通訊地址 Mailing Address					
婚姻狀況 Marital Status	<input type="checkbox"/> 已婚(Married) <input type="checkbox"/> 未婚(Single)	出生日期 Date of Birth	(Month)	(Day)	(Year)
健康情形 Health Condition	(Specify your health problems, if any)				
父親姓名 Father's Name			父親出生地 Father's Birth Place		
父親國籍 Father's Nationality			父親電話 Father's TEL		
母親姓名 Mother's Name			母親出生地 Mother's Birth Place		
母親國籍 Mother's Nationality			母親電話 Mother's TEL		
申請人或申請人之父母是否曾擁有中華民國國籍？如果是,請必須提供放棄國籍證明。 Have you or your parents ever held the R.O.C. nationality? <input type="checkbox"/> 是(Yes) <input type="checkbox"/> 否(No) If yes, please provide the proof of the renounced R.O.C. nationality.					

在台聯絡人 (Contact Person in Taiwan)			
姓名 Name		關係 Relationship	
電話 Telephone		Email	
在台地址 Address in Taiwan			
學歷 (Educational Background)			
高中 High School	學校名稱 School Name		學校所在地 City and Country
	學位 Degree Conferred		主修 Major
	就學期間 Period	_____ (mm)/_____ (yyyy) ~ _____ (mm)/_____ (yyyy)	
學院或大學 College or University	學校名稱 Name of School		學校所在地 City and Country
	學位 Degree Conferred		主修 Major
	就學期間 Period	_____ (mm)/_____ (yyyy) ~ _____ (mm)/_____ (yyyy)	
碩士班 Master Program	學校名稱 Name of School		學校所在地 City and Country
	學位 Degree Conferred		主修 Major
	就學期間 Period	_____ (mm)/_____ (yyyy) ~ _____ (mm)/_____ (yyyy)	
在本校就讀期間各項費用來源 What are your major financial resources during the study at NTUB?		<input type="checkbox"/> 臺灣獎學金 Taiwan Scholarship <input type="checkbox"/> 個人儲蓄 Personal Savings <input type="checkbox"/> 其他獎(助)學金 Other Scholarship <input type="checkbox"/> 父母供給 Parental Support <input type="checkbox"/> 其他 Others (Please specify)_____	
中文語言能力 (Chinese Proficiency Level)			
聽 Listening	<input type="checkbox"/> 優Excellent <input type="checkbox"/> 佳Good <input type="checkbox"/> 尚可Average <input type="checkbox"/> 差Poor <input type="checkbox"/> 不會None		
說 Speaking	<input type="checkbox"/> 優Excellent <input type="checkbox"/> 佳Good <input type="checkbox"/> 尚可Average <input type="checkbox"/> 差Poor <input type="checkbox"/> 不會None		
讀 Reading	<input type="checkbox"/> 優Excellent <input type="checkbox"/> 佳Good <input type="checkbox"/> 尚可Average <input type="checkbox"/> 差Poor <input type="checkbox"/> 不會None		
寫 Writing	<input type="checkbox"/> 優Excellent <input type="checkbox"/> 佳Good <input type="checkbox"/> 尚可Average <input type="checkbox"/> 差Poor <input type="checkbox"/> 不會None		
是否參加過中文語文能力測驗或課程? 何種測驗? 分數? Have you taken any tests or courses of Chinese language? <input type="checkbox"/> 是(Yes) <input type="checkbox"/> 否(No), Name of the test _____; Your scores _____ Name of the course _____			
本人保證以上資料均由本人填寫，正確無誤。 I certify that I have completed this application form by myself, and that all the information I have provided is true and correct to the best of my knowledge.			
申請人簽名 Applicant's Signature _____ 日期 Date ____/____/____ (mm/dd/yyyy)			



附表2 Appendix II

國立臺北商業大學外國學生入學申請具結書  
National Taipei University of Business  
DECLARATION for International Student Application

1.本人保證符合中華民國教育部「外國學生來臺就學辦法」之規定。

I hereby attest that I am qualified to apply for admission as an international student under the Regulations Regarding International Students Undertaking Studies in Taiwan as promulgated by Ministry of Education, Republic of China(ROC).

2.保證符合以下其中之一：

I hereby attest that I fulfill one of the following conditions:

具外國國籍且未曾具有中華民國國籍，於申請時不具僑生資格

At the time of application, I am holding foreign nationality and have never held ROC nationality. Moreover, I do not have overseas Chinese student status.

具外國國籍及兼具中華民國國籍者，自始未曾在臺設有戶籍，且最近連續居留海外6年以上者，且未曾以僑生身分在臺就學，且未於當年度經海外聯合招生委員會分發。

At the time of application, I am holding both foreign and ROC nationalities but have never been registered as part of a household in Taiwan. Moreover, I have been living abroad continuously for more than 6 years, have never studied as an overseas Chinese student in Taiwan and have not been approved for student status by the University Entrance Committee for Overseas Chinese Students in the enrollment year.

具外國國籍，且曾兼具中華民國國籍者，於申請時已經內政部許可喪失中華民國國籍已滿8年，並於申請時已連續居留海外6年以上者，且未曾以僑生身分在臺就學，且未於當年度經海外聯合招生委員會分發。

I am holding foreign nationality and once had ROC nationality but have not been registered as part of a household in Taiwan, as determined by the Ministry of Interior, for at least 8 years. I have been continuously living abroad for more than 6 years. Moreover, I have never studied as an overseas Chinese student in Taiwan and have not been approved for student status by the University Entrance Committee for Overseas Chinese Students in the enrollment year.

具外國國籍，兼具香港或澳門永久居留資格，且未曾在臺設有戶籍。申請時於香港、澳門或海外連續居留滿6年以上者。

An applicant holding foreign nationality, concurrently holding a permanent residence status in Hong Kong or Macau, has never been registered as part of a household in Taiwan and, at the time of application, has resided in Hong Kong, Macau, or another foreign country for no less than 6 years is qualified to apply for admission under these regulations.

曾為大陸地區人民具外國國籍且未曾在臺設有戶籍，申請時已連續居留海外6年以上者。

An applicant who is a former citizen of Mainland China, currently holds a foreign nationality, has never been registered as part of a household in Taiwan and, at the time of application, has continuously resided overseas for no less than 6 years is qualified to apply for admission under these regulations.

3.本人所提供之最高學歷畢業證書(申請大學部四技者提出高中畢業證書;申請大學部二技者提出專科畢業證書;申請碩士班者提出大學畢業證書),在畢業學校所在地國家均為合法有效取得畢業資格,並所持之證件相當於中華民國國內之各級合法學校授予之相當學位。本人在華未以僑生身分申請其他大學校院。

The highest degree diploma I offer (high school diploma for undergraduate applicants, college school diploma for undergraduate applicants, university diploma for master's program applicants) is valid and was legally awarded in the country where I graduated. The certificate I have is equivalent to that is awarded by a lawful academic school in R.O.C. I don't employ overseas Chinese student status to apply for any other college or university in R.O.C.

4.本人所提供之所有相關資料(包括學歷、護照及其他相關文件之正本及影本)均為合法有效之文件,如有不符規定或變造之情事,經查屬實及取消入學資格,且不發給任何有關學分之證明。

All of the documents provided (including diploma, passport and other relevant documents, original or copy) are valid. Should any documents be found to be invalid or false, my admission to NTUB will be revoked, and no proof of attendance will be issued.

5.本人取得入學許可後,在辦理報到時,須繳交我國駐外館處、行政院設立或指定之機構或委託之民間團體驗證之畢業證書或成績單(認證章)正本,始得入學,屆時若未如期繳交,即由貴校取消入學資格,絕無異議。

At the time of registration, admitted applicants must provide the original academic degree diploma and transcripts verified by a Taiwan overseas representative office, or verified by an institute established or appointed by, or through a private agency commissioned by, the Executive Yuan. If the related certificates cannot be submitted on time, the admissions offer will be revoked.

6.本人不曾在台以外國學生身分完成高中學校學程,亦未曾遭中華民國國內大專院校退學處分。

I have never completed or been expelled from any academic program in R.O.C.

上述所陳之任一事項同意授權 貴校查證,如有不實或不符規定等情事,於入學後經查證屬實者,本人願意接受 貴校註銷學籍處分,絕無異議。

I authorize NTUB to verify all of the above information provided. If any document is found to be false after admission, I have no objection to being deprived of registered student status.

申請人簽名

Applicant's Signature \_\_\_\_\_

日期

Date \_\_\_\_\_

附表3 Appendix III

文件驗證具結書

Affidavit (of admissions document to be verified)

考生\_\_\_\_\_申請貴校\_\_\_\_\_外國學生入學，保證於報到註冊時補交  
(請填寫姓名) (請填寫申請系所)

下列文件：

I, \_\_\_\_\_, applying for the \_\_\_\_\_ at NTUB, hereby promise  
(Full name) (Program name)

that I will submit the following verified documents to NTUB at the time of registration.

註記 Check(✓)	項 目 Items
	經駐外單位驗證之國外最高學歷證件正本1份 One original highest educational diploma authorized by the Taiwan Overseas Representative Office
	經駐外單位驗證之最高成績證明正本1份 One original highest educational transcript authorized by the Taiwan Overseas Representative Office

若在報到時無法提供繳驗經駐外單位驗證之學歷證明及成績單正本；本人願放棄錄取資格，絕無異議。（\*中英文以外之語文，應附經驗證之中文或英文譯本）

Furthermore, at the time of registration I will present my original diploma and transcript to NTUB. I understand that if I cannot submit the copies of the verified documents or the original diploma or transcript at the time of registration, my qualification for enrollment will be revoked.

(Note: If the original documents are not in English or Chinese, an English or Chinese translation notarized by a Taiwan overseas representative office is also required.)

具結人簽章Applicant's Signature \_\_\_\_\_ 日期Date \_\_\_\_\_

**國立臺北商業大學外國學生財力保證書**  
**Financial Guarantee for National Taipei University of Business**  
**International Applicants**

本人\_\_\_\_\_，與被保證人\_\_\_\_\_關係是\_\_\_\_\_，願擔保被保證人在  
(請填寫姓名) (請填寫被保證人姓名)  
國立臺北商業大學就學及生活所需一切費用支出。  
此致  
國立臺北商業大學招生委員會

I, \_\_\_\_\_, and the applicant, \_\_\_\_\_,  
(name) (applicant's name)

our relationship being \_\_\_\_\_, hereby guarantee  
that the applicant's total living and tuition expenses while  
attending National Taipei University of Business will be  
paid in full.

Submitted to  
**National Taipei University of Business**  
**Admissions Committee**

保證人 Guarantor : \_\_\_\_\_

護照(居留證)號碼 Passport(ID) No. : \_\_\_\_\_

電話 Phone : \_\_\_\_\_

電子郵件 Email : \_\_\_\_\_

具結日期 Date : \_\_\_\_\_ Y \_\_\_\_\_ M \_\_\_\_\_ D

附表5 Appendix V

自傳 AUTOBIOGRAPHY

申請人/Applicant: \_\_\_\_\_

申請系所/Program: \_\_\_\_\_ 修讀學位/Degree Pursued: \_\_\_\_\_

- 內容包含：課外活動、榮譽事蹟、專長、教學及研究經驗等 ...。  
(Please describe your extracurricular activities, academic awards and honors, qualifications, expertise, teaching and research experience, etc.)
- 可另附紙張 (attach additional pages if necessary)

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附表6 Appendix VI

**就學計畫書 Study Plan**

申請人/Applicant: \_\_\_\_\_

申請系所/Program: \_\_\_\_\_ 修讀學位/Degree Pursued: \_\_\_\_\_

※可另附紙張(attach additional pages if necessary)

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附表7 Appendix VII

申請人通訊欄  
APPLICANT'S CONTACT INFORMATION

請將您的聯絡地址填入下列三欄空白表格中，後續通知函將以此欄裁切並黏貼寄回；  
請務必確認您所提供資料之正確性，若因填寫有誤至權益受損，請申請人自行負責。

Please fill in the required contact information. The columns will be cut down and labeled on the mail notifications. Make sure that you offer the correct information. Should any rights be violated on account of wrong contact information provided. The applicants are held responsible.

(姓名 Name)	_____
(地址 Address)	_____ _____
(電話 Telephone)	_____
(姓名 Name)	_____
(地址 Address)	_____ _____
(電話 Telephone)	_____
(姓名 Name)	_____
(地址 Address)	_____ _____
(電話 Telephone)	_____

## 聲明書 Declaration

本人因缺繳學歷證書，未能完成國立臺北商業大學109學年度外國學生新生報到手續，請准予暫行登錄備案，並於註冊日前完成補交，以取得入學資格。如逾期未完成繳交，即表示本人放棄權利，由貴校逕行取消本人入學資格。

I, the undersigned, fail to complete the check-in procedure as an admitted international student of the academic year 2020 to NTUB because I am not able to present my academic certificate. Please put my name on the record and grant me permission to submit the documentation later. I guarantee I will submit all the necessary documents by the registration day to complete the procedure and obtain my student status. If the related certificates are not presented on time, I will accept revocation of my qualification to register.

※繳證地點：行政大樓3樓教務處企劃組，電話886-2-33222777#6050

Location for turning in the documentation: Admissions and Planning Division, Office of Academic Affairs, the 3rd floor, Administration Building.

Tel No.: 886-2-33222777#6050

※E-mail : [yafang817@ntub.edu.tw](mailto:yafang817@ntub.edu.tw)

系組別： Department: \_\_\_\_\_

姓名： Name: \_\_\_\_\_

學號： Student No. : \_\_\_\_\_

切結人簽名： Signature: \_\_\_\_\_

電話： Tel No. \_\_\_\_\_

行動電話： Mobile Phone No.: \_\_\_\_\_

通訊地址： Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

E-MAIL \_\_\_\_\_



附表 9 Appendix IX

國立臺北商業大學外國學生申請入學文件檢覈表

National Taipei University of Business Application Checklist

請檢查您所繳交資料項目

A complete application package must include the following items, please check (✓) the completed items for your own confirmation.

Check 註記	Items of Documents for Admission Application 入 學 申 請 繳 交 資 料 項 目
	入學申請表 A completed NTUB Application Form
	具結書 Declaration
	自傳 Autobiography
	各學系所另訂應附繳之資料 Other materials required by each department/institute (please specify)
	經驗證之外國學校最高學歷之原文畢業(學位)證書或同等學力證明文件影本 (原文畢業證書非中文或英文者需繳交經公證之中文或英文翻譯本) A verified photocopy of certificate of the highest degree diploma. (A translation of the notarized copy is required if the original document is written neither in English nor Chinese.)
	經驗證之外國學校最高學歷之原文歷年成績單影本(原文成績單非中文或英文者需繳交經公證之中文或英文翻譯本) A verified photocopy of the official transcript. (A translation of the notarized copy is required if the original document is written either in English nor Chinese.)
	經驗證之財力證明書(或台灣獎學金獲獎證明) A verified financial statement issued by a bank ( or a proof of Taiwanese scholarship award)
	國籍證明 Nationality Document
	文件驗證具結書 Affidavit (of admissions document to be verified)
	推薦書 Letters of Recommendation
	就學計畫書 Study Plan
	其他能力證明資料: Documents or Proofs of Other Competences: _____
	申請人通訊欄 Applicant's Contact Information
	信封乙只(16cm×23cm以上大小),寄發通知用,不需黏貼郵票。 Self-addressed envelope (16cm×23cm and above) for delivery of the notification. No postage is Required.
	申請人簽名 _____ 日期 _____ Applicant's signature _____ Date: _____

附表 10 Appendix X

申請編號：  
收件日期：  
(申請人請勿填寫)

報名專用信封封面

請勾選內附資料，並將本表貼於報名信封上，以限時掛號郵寄。  
(海外地區建議使用 DHL 或 FedEx 等快遞服務)

Please check items below that included, attach this form on the envelope, and send by registered mail.  
(DHL or FedEx service is recommended for application packages mailed from overseas.)

## 國立臺北商業大學

### 109 學年度外國學生申請入學資料審查專用袋

Application for Admission for 2020-2021 Envelope cover page

申請系所 Department/Graduate Institute Applied  _____  _____	申請學制 Degree Program Applied <input type="checkbox"/> 四年制學士班 Bachelor-4 years <input type="checkbox"/> 二年制學士班 Bachelor-2 years <input type="checkbox"/> 碩士班 Master
<b>FROM:</b> 申請人姓名/name _____(Name in Chinese)  _____(Name in English)  申請人地址/Address _____  _____  _____	

### Mail to:

10051 臺北市濟南路一段 321 號

國立臺北商業大學 教務處收

Academic Affairs Office

National Taipei University of Business

No.321,Sec.1,Ji-Nan Rd., Zhongzheng District,

Taipei City 10051, Taiwan (R.O.C.)

授權書

**Authorization**

I, undersigned, authorize National Taipei University of Business undertake a verification of the information I have provided and I authorize all corporations, companies, educational institutions, persons and former employers to release information they may have about me, and release them from any liability for doing so.

簽名

Signature (Full Name) \_\_\_\_\_

以正楷書寫全名

Print Full Name \_\_\_\_\_

護照號碼

Passport Number \_\_\_\_\_

外僑居留證號碼

ARC (Alien Resident Certificate) Number \_\_\_\_\_

出生年月日

Date of Birth (dd/mm/yy) \_\_\_\_\_

簽署日期

Date (dd/mm/yy) \_\_\_\_\_