



國立臺北商業技術學院
NATIONAL TAIPEI COLLEGE OF BUSINESS

101學年度外國學生申請入學 招生簡章

NTCB Admission Brochure for
International Students Application,
Academic Year 2012



2012

website:<http://www.ntcb.edu.tw>

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101 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 Releasing the Admission Brochure	2012/1/16(星期一) 2012. Jan 16(Mon.)
繳交申請表件截止日 Deadline for Submitting Application Documents	2012/2/1(星期三)~ 2012/4/30(星期一) 2012.Feb 1(Wed)~2012.Apr.(Mon)
報名截止日 Application Deadline	2012/4/30(星期一) 21012.Apr.(Mon)
寄發錄取通知函及入學通知書 Sending Letter of Acceptance and Admission Notification	2012/6/8(星期五) 2012.Jun.8(Fri)
註冊 Registration	2012/9 2012.Sep

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.具外國國籍且符合下列規定，於申請時並已連續居留海外六年以上者。

If the applicants hold a foreign nationality, fit all of the following conditions and have stayed overseas for six consecutive years, 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，且未於當學年度接受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.

第二項所定六年，以擬入學當學期起始日期（二月一日或八月一日）為終日計算之。

The 6 years regulated in the preceding subparagraph 2 means that the beginning date of the semester (Feb. 1 or Aug. 1) is regarded as the end of the counting date.

第二項所稱海外，指大陸地區、香港及澳門以外之國家或地區；所稱連續居留，指國際學生每曆年在國內停留期間不得逾一百二十日。

The term overseas regulated in clause 2 refers to countries or regions outside of mainland China, Hong Kong and Macao. The consecutive residence refers to stay in R.O.C. by foreign students for no more than 120 days during each calendar year.

(二)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 a bachelor's degree are eligible to apply for the master's program at NTCB.

(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.

(3)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.

(4)申請為選讀生者，除須符合上列各項條件外，應已在臺並領有外僑居留證，居留證有效期應至少到2013年6月30日止。(注意:選讀生無正式學籍，不可作為申請居留證之理由)

Applicants who apply for non-degree (auditor) status must meet all of the requirements above and hold an R.O.C. Alien Resident Certificate valid till June 30, 2013. (Notice: Auditors without formal student status cannot apply for an Alien Resident Certificate.)

二、相關規定：申請人應具備中文聽、說、讀、寫能力（系所另有規定者，依其規定）。

Related Regulation: Applicants should have adequate listening, speaking, reading and writing abilities in the Chinese language. (Applicants should follow the individual departmental requirements because language requirements may differ from program to program.)

貳、申請日期及方式

II. Application Timeframe and Procedure:

一、申請日期：2012年2月1日(星期三)至2012年4月30日(星期一)

Application Timeframe: February 1(Thu), 2012 to April 30(Mon), 2012.

二、申請方式：通訊報名。申請表件請於**2012年4月30日(星期一)**前寄至中華民國台北市中正區濟南路一段321號「國立臺北商業技術學院教務處收」。

Application to be submitted by correspondence: Applications must be mailed to the address below by **April 30(Thu), 2012** and must be postmarked before the deadline of the application timeframe.

Academic Office, National Taipei College of Business

No. 321, Section 1, Jinan Road, Taipei 100

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最高學歷或同等學力畢業證書影本1份（中、英文以外之語文，應附經公證之中文或英文譯本）。

One copy of the diploma of the highest degree or equivalent qualifications 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.)

四、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最高學歷歷年成績單1份（中、英文以外之語文，應附經公證之中文或英文譯本）。

One original transcript of the highest degree issued by the academic institution and 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.)

※申請人取得入學許可後，於辦理報到時，須繳交經我國駐外單位或代表處驗證之畢業證書正本及成績單正本，始得註冊入學。

※Admitted students can be enrolled only after having submitted one original of their diploma and transcript verified by Taiwan Overseas Mission or Representative Office.

五、推薦信（依各系所規定繳交，須彌封）。

Letters of recommendation (Up to each department) (Letters must be sealed by the recommender.)

六、中文或英文讀書計畫書（含自傳）1份。

One study plan written in Chinese or English (including autobiography)

七、財力證明:請選擇以下一種方式繳交:

- 1.經我國駐外館處驗證蓋章之最近三個月內財力證明書影本一份。
- 2.臺灣金融機構開具之最近三個月財力證明影本乙份。
- 3.存款證明非申請人戶者，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: Please select one of the following methods of proof:

1. One photocopy of a financial statement within the past three months authenticated by the ROC representative office in the country of the institution which issued the financial statement.
2. One photocopy of a financial statement, issued by a financial institution in Taiwan, within the past three months.
3. 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 representative office in the country of the institution which issued the band statement.

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、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

商學研究所 Graduate Institute of Business Administration				
班別 Degree Program	名額 Number of Admission Offer	審查方式 Assessment Requirements	系所指定應另繳文件 Additional Requirement(s)	中文程度要求 Chinese Language Requirement(s)
碩士班 Master's Program	2	資 料 審 查 Application Materials Review 100%	1.自述(包含家庭背景、求學歷程、大學以來知識成長過程描述、申請動機及自我期望，並自述英文學術閱讀速度)。 Personal statement, including personal history, such as family background, intellectual background, knowledge development after undergraduate learning, motive of application, self-expectation, and academic English skills. 2.相關著作或研究 Related writing or research 3.讀書計畫 Study plan	課程以中文教學，須具備聽說讀寫基本能力。 All courses are taught in Chinese, requiring basic competence in Chinese, so applicants need to have a basic listening, speaking, reading and writing proficiency in Chinese language.
※Website: http://giba.ntcb.edu.tw/front/bin/home.phtml ※E-mail : ntcbmba@gmail.com ※E-mail : May710913@webmail.ntcb.edu.tw ※Phone : +886-2-23226328 ; +886-2-23226347 ※Fax : +886-2-23226465				

資訊與決策科學研究所 Institute of Information and Decision Sciences				
班別 Degree Program	名額 Number of Admission Offer	審查方式 Assessment Requirements	系所指定應另繳文件 Additional Requirement(s)	中文程度要求 Chinese Language Requirement(s)
碩士班 Master's Program	2	資 料 審 查 Application Materials Review 100%	1.自傳 Autobiography 2.讀書計畫 Study Plan 3.研究著作 Research Publication	中文基本能力 Basic Chinese Abilities
※Website: http://ism.ntcb.edu.tw/front/bin/home.phtml ※Website: http://www.ids.ntcb.edu.tw/ ※E-mail : amychien@webmail.ntcb.edu.tw ※Phone : +886-2-23226291 ※Fax : +886-2-23226293				

會計資訊學系		Department of Accounting Information		
班別 Degree Program	名額 Number of Admission Offer	審查方式 Assessment Requirements	系所指定應另繳文件 Additional Requirement(s)	中文程度要求 Chinese Language Requirement(s)
四年制 學士班 Four-year Bachelor's Program	2	資 料 審 查 Application Materials Review 100%	1.自傳 Autobiography 2.讀書計畫 Study plan 課程都以中文教學。 All courses are taught in Chinese	中文基本能力 Basic Chinese Abilities
二年制 學士班 Two-year Bachelor's Program	2			

※Website: <http://acctinfo.ntcb.edu.tw//front/bin/home.phtml>

※E-mail: sunny3777.tw@yahoo.com.tw

※Phone: [+886-2-23226368](tel:+886-2-23226368) ※Fax : [+886-2-23226369](tel:+886-2-23226369)

應用外語學系		Department of Applied Foreign Languages		
班別 Degree Program	名額 Number of Admission Offer	審查方式 Assessment Requirements	系所指定應另繳文件 Additional Requirement(s)	中文程度要求 Chinese Language Requirement(s)
四年制 學士班 Four-year Bachelor's Program	4	資 料 審 查 Application Materials Review 100%	自傳，包括家庭背景、求學歷程、申請動機及自我期望。 Autobiography (Family background, previous studies, motive of application, and self-expectation are included.)	中文基本能力 Basic Chinese Abilities
二年制 學士班 Two-year Bachelor's Program	5			

※Website: http://ms.ntcb.edu.tw/af12

※E-mail: honesto@webmail.ntcb.edu.tw

※Phone: +886-223226417~21

※Fax : +886-2-23226422

企業管理學系		Department of Business Administration		
班別 Degree Program	名額 Number of Admission Offer	審查方式 Assessment Requirements	系所指定應另繳文件 Additional Requirement(s)	中文程度要求 Chinese Language Requirement(s)
四年制 學士班 Four-year Bachelor's Program	7	資 料 審 查 Application Materials Review 100%	1.自述(包含家庭背景、求學歷程、大學以來知識成長過程描述、申請動機及自我期望，並自述英文學術閱讀速度)。 Personal statement, including personal history, such as family background, intellectual background, knowledge development after undergraduate learning, motive of application, self-expectation, and academic English skills. 2.讀書計畫 Study plan	課程以中文教學，須具備聽、說、讀、寫基本能力。 All courses are taught in Chinese, requiring basic competence in Chinese, so applicants need to have a basic listening, speaking, reading and writing proficiency in Chinese language.
二年制 學士班 Two-year Bachelor's Program	3			
※Website： http://busadm.ntcb.edu.tw/front/bin/home.phtml ※E-mail: yang6401@webmail.ntcb.edu.tw ※Phone: +886-2-23226401 ※Fax： +886-2-23226404				

財務金融學系		Department of Finance		
班別 Degree Program	名額 Number of Admission Offer	審查方式 Assessment Requirements	系所指定應另繳文件 Additional Requirement(s)	中文程度要求 Chinese Language Requirement(s)
碩 士 班 Master`s Program	1	資料審查 Application Materials Review 100%	1.自傳 Autobiography 2.讀書計畫 Study plan	基本中文能力 Basic Chinese Abilities
二年制 學士班 Two-year Bachelor`s Program	4			■listening ■speaking ■reading ■writing
※Website： http://finance.ntcb.edu.tw/front/bin/home.phtml				
※E-mail: wxycrdc@webmail.ntcb.edu.tw				
※Phone: +886-2-23226373				
※Fax：: +886-2-23226378				

國際商務學系		Department of International Business		
班別 Degree Program	名額 Number of Admission Offer	審查方式 Assessment Requirements	系所指定應另繳文件 Additional Requirement(s)	中文程度要求 Chinese Language Requirement(s)
碩 士 班 Master 's Program	2	資料審查 Application Materials Review 100%	1.自傳 Autobiography 2.讀書計畫 Study plan	課程都以中文教學，須具備聽、說、讀、寫基本能力 All courses are taught in Chinese, requiring basic competence in Chinese, so applicants need to have a basic listening, speaking, reading and writing proficiency in Chinese language.
四年制 學 士 班 Four-year Bachelor's Program	4			
二年制 學士班 Two-year Bachelor's Program	3			

※Website: <http://intbus.ntcb.edu.tw>

※E-mail: ntcb526@gmail.com / jiajenib@gmail.com / ntcbib@gmail.com

※Phone: [+886-2-2322-6391~6394](tel:+886-2-2322-6391~6394)

※Fax : [+886-2-23226395](tel:+886-2-23226395)

伍、錄取公告及通知

V. Announcement of Admission Roster

錄取名單預定於**2012年6月8日(星期五)**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 NTCB will be posted on the bulletin board of Academic Affairs NTCB campus on **June 8(Fri), 2012**. It is also accessible on the NTCB 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、註冊入學注意事項

VII. Registration and Enrollment

一、本校位於台北市中正區，除有多線公車往來，並近捷運善導寺站，距台北車站約15分鐘，交通便利，不另提供學生宿舍。

NTCB is located in the very heart of Taipei city, with a convenient transportation system. Applicants have multiple choices to come to NTCB, by bus or MRT. NTCB is near the MRT Shandao Temple Station, and Taipei Main Station can be reached within 15 minutes on foot. Campus dormitories are not available.

二、錄取生依入學通知書規定日期至教務處註冊組辦理報到，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 Registration, 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 insurance or documents issued by National Health Insurance Program. International students without insurance should pay the insurance fee upon registration, and NTCB will enroll students in an insurance plan.

四、本校101學年度外國學生學費收費標準：

The charging standard of tuition for the international students, NTCB, 2012 is as follows:

1. The tuition and fees for Master's program:

系別 Department	學制 Degree Program	學費 Tuition Per Semester	雜費 Other Fees Per Semester	合計 Total
商研所 Graduate Institute of Business Administration	碩士班 Master's Program	NT\$41,688	NT\$23,920	NT\$65,608.
資訊與決策科學 研究所 Institute of Information and Decision Sciences	碩士班 Master's Program	NT\$30,015	NT\$23,920	NT\$53,935
會計資訊系 Department of Accounting Information	四年制學士班 Four-year Bachelor's Program	NT\$34,454	NT\$15,042	NT\$49,496
	二年制學士班 Two-year Bachelor's Program			
財務金融系 Department of Finance	碩士班 Master's Program	NT\$35,018	NT\$23,920	NT\$58,938
	四年制 Four-year Bachelor's Program	NT\$34,454	NT\$15,042	NT\$49,496
	二年制學士班 Two-year Bachelor's Program			
國際商務系 Department of	碩士學士班 Master's Program	NT\$37,520	NT\$23,920	NT\$ 61, 440.

International Business	二年制學士班 Two-year Bachelor's Program	NT\$34,454	NT\$15,042	NT\$49,496
企業管理系 Department of Business Administration	四年制學士班 Four-year Bachelor's Program	NT\$34,454	NT\$15,042	NT\$49,496
	二年制學士班 Two-year Bachelor's Program			
應用外語系 Department of Applied Foreign Languages	四年制學士班 Four-year Bachelor's Program	NT\$34,454.	NT\$15,042.	NT\$49,496.
	二年制學士班 Two-year Bachelor's Program			

2其他費用:/Extra fees:

A 資訊資源使用費 200 元

Information resources charge: NT\$ 200.

B 國學生保險費依生輔組通知收費。

Discipline Section assesses charges on the international student's account for the corresponding insurance fee.

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2012年9月3日前補繳，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 September 3, 2012. Admissions will be revoked for those who fail to turn in the related certificates in time.

國立臺北商業技術學院外國學生入學申請表

National Taipei College of Business Application Form for International Students Admissions

申請人資料 (PERSONAL INFORMATION)						
中 文 姓 名	(姓)	(名)			Application Number (For Official Use Only)	
Full Name (English)	(first name)	(middle name)	(last name)		最近二吋相片 Attach a recent photograph here (about 2")	
通 訊 地 址 Mailing Address						
電 話 TEL		性別 Gender	☐ 男 (Male) ☐ 女 (Female)			
手 機 Mobile Phone		電子信箱 Email				
婚姻狀況 Marital Status	☐ 已婚 (Married) ☐ 未婚 (Single)	出生日期 Date of Birth	(Month)	(Day)	(Year)	
國 籍 Nationality		出生地 Place of Birth				
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? ☐ 是(Yes) ☐ 否(No) If yes, please provide the proof of the renounced R.O.C. nationality.						
在台聯絡人 (CONTACT PERSON IN R.O.C.)						
姓 名 Name			關係 Relationship			
電 話 TEL			Email			
在台地址 Address in R.O.C.						

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)		
擬申請就讀之系(所)及學位 DEPARTMENT/GRADUATE INSTITUTE AND DEGREE SOUGHT				
志願 Priority	申請系所 Department/Institute you wish to apply to		學位 Degree	
1			☐ 學士 Bachelor (four-year program) ☐ 學士 Bachelor (two-year program) ☐ 碩士 Master	
在本校就讀期間各項費用來源 What are your major financial resources during the study at NTCB?		☐ 臺灣獎學金 Taiwan Scholarship ☐ 個人儲蓄 Personal Savings ☐ 其他獎(助)學金 Other Scholarship ☐ 父母供給 Parental Support ☐ 其他 Others (Please specify)_____		

中文語言能力(CHINESE PROFICIENCY LEVEL)	
聽 Listening	☐ 優 Excellent ☐ 佳 Good ☐ 尚可 Average ☐ 差 Poor ☐ 不會 None
說 Speaking	☐ 優 Excellent ☐ 佳 Good ☐ 尚可 Average ☐ 差 Poor ☐ 不會 None
讀 Reading	☐ 優 Excellent ☐ 佳 Good ☐ 尚可 Average ☐ 差 Poor ☐ 不會 None
寫 Writing	☐ 優 Excellent ☐ 佳 Good ☐ 尚可 Average ☐ 差 Poor ☐ 不會 None

☐ 是否參加過中文語文能力測驗？何種測驗？分數？

Have you taken any test of Chinese language ?

☐ 是(Yes) ☐ 否(No), Name of the test _____; Your scores _____.

自傳 AUTOBIOGRAPHY

☐ 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)

☐ 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)

國立臺北商業技術學院外國學生入學申請切結書

International Students Declaration National Taipei College of Business

報考系所別 Department/Institute Applied		☐ 學士 Bachelor (four-year program) ☐ 學士 Bachelor (two-year program) ☐ 碩士 Master
姓名 (Full Name)	中文 (in Chinese)	英文 (in English)

一、本人保證請勾選

I guarantee (please check ✓)

未具僑生身分且不具中華民國國籍。

☐ I have neither R.O.C nationality nor an overseas student status.

或具外國國籍且符合下列規定，於申請時已連續居留海外六年以上，未曾以僑生身分在臺就學，且未於100學年度接受海外聯合招生委員會分發。

☐ When applying for admission, I, hold foreign nationality and fit all of the following conditions: have stayed overseas over six consecutive years/ have neither studied previously in Taiwan with overseas student status nor accepted assignment from the Overseas Joint Recruitment Committee during that academic year.

二、本人所提供之最高學歷畢業證書（申請大學部者提出高中畢業證書、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, 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.

三、本人未曾於中華民國國內各級學校完成申請就學學程或遭退學。

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

四、取得入學許可後，於報到辦理時須繳交台灣駐外單位或代表處驗證之畢業證書及成績單（認證章）正本各乙份，始得註冊入學。

Admitted students can be enrolled only after having submitted one original of their diploma and transcript verified by Taiwan Overseas Mission or Representative Office.

五、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 NTCB to verify all of the above information provided. After being admitted into NTCB, I have no objections in accepting the consequence as cancellation of my admission and deprivation of my student status if any of the information provided are found and proved to be false.

申請人簽名

Applicant's Signature

日期

Date

申請人通訊欄

APPLICANT'S CONTACT INFORMATION

請將您的聯絡地址填入下列五欄空白表格中，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) _____

(姓名 Name) _____

(地址 Address) _____

(姓名 Name) _____

(地址 Address) _____

(姓名 Name) _____

(地址 Address) _____

(姓名 Name) _____

(地址 Address) _____

國立臺北商業技術學院申請入學文件檢覈表

National Taipei College 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 NTCB Application Form
	切結書 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
	推薦書 Letters of Recommendation
	讀書計畫書 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 Applicant's signature _____ 日期 Date: _____	

FROM

(Name in Chinese)

(Name in English)

(Address)

TO

國立臺北商業技術學院

10051 台北市濟南路一段 321 號

National Taipei College of Business

No.321,Sec.1,Ji-Nan Rd., Taipei City 10051,

Taiwan(R.O.C.)

[辦理 101 學年度外國學生申請入學]

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。

Please check items below that included, attach this form on the envelope, and send by registered mail.

申請系所

Program Applied (Department/Graduate Institute)

(Section)

☐ 學士 Bachelor-4 years ☐ 學士 Bachelor-2 years

☐ 碩士 Master

此區請勿填寫

PLEASE DO NOT WRITE IN THIS SECTION

申請編號_____ 收件日期_____

審查人員_____ 審查日期_____

授權書

Authorization

I, undersigned, authorize National Taipei College 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) _____

國立臺北商業技術學院外國學生財力保證書

**Financial Guarantee for National Taipei College of
Business International Applicants**

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 College of Business will be paid in full .

Submitted to

National Taipei College of Business Admissions Committee

Guarantor : _____

Passport(ID) No. : _____

Phone : _____

Email : _____

Date : _____²⁶ Y _____ M _____ D