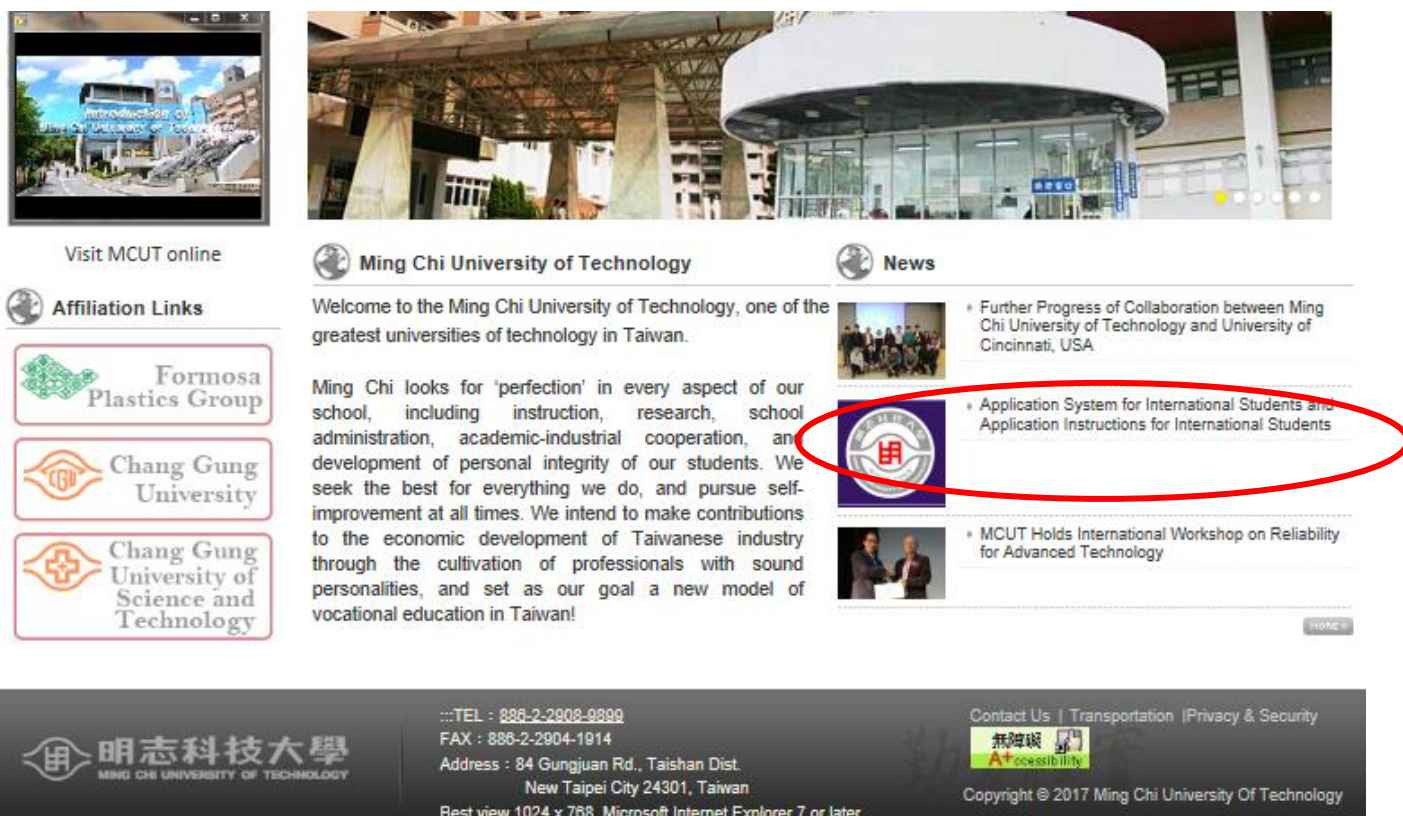


Ming Chi University of Technology

Operation Instructions for Application System for International Students



1. 進入學校首頁，點選英文版首頁(點選“English”)。 [On our university homepage, click “English.”](#)



2. 點選 [Click “Application System for International Students and Application Instructions for International Students.”](#)



Application System for International Students

外國學生招生報名系統



- Latest System Announcements / 外國學生入學招生報名最新系統公告
- System Hours / 系統開放時間：2017-03-13 00:00:00~2017-05-19 23:59:59 (Taiwan Time Zone;UTC+08:00)
- Fall Semester / 秋季班日期：2017/04/10 ~ 2017/05/19
Spring Semester / 春季班日期：2017/09/25 ~ 2017/11/10
- Application Instructions for International Students / 外國學生入學招生報名簡章 [Click Here to Download / 按此下載](#)
- Fall Semester Due Dates for Applications and Uploading Documents : 2017/05/19
秋季班報名及上傳備審資料期限: 2017/05/19
- Spring Semester Due Dates for Applications and Uploading Documents:2017/11/10
春季班報名及上傳備審資料期限: 2017/11/10

3. 點選 **Click** “Log in.”。



Application System for International Students

外國學生招生報名系統



Application System for International Students-ID Login / 外國學生入學招生報名系統-帳號登入

ID / 帳號：	<input type="text"/>
Password / 密碼：	<input type="password"/>
<input type="button" value="Login / 登入"/>	<input type="button" value="Sign up / 註冊"/>
<input type="button" value="Forget Password / 忘記密碼"/>	

4. 點選 **Click** “Sign up.”。



Application System for International Students

外國學生招生報名系統



Application System for International Students-Sign Up / 外國學生入學招生報名系統-帳號註冊

ID / 申請帳號設定:	<input type="text"/>
Password / 申請密碼設定:	<input type="password"/>
Repeat password / 申請密碼再次確認:	<input type="password"/>
Sign up / 註冊	

5. 輸入你要申請的帳號與密碼，再按“Sign up”註冊。 **Set up your ID and Password and then click “Sign Up.”**



Application System for International Students

外國學生招生報名系統



Application System for International Students-Sign Up / 外國學生入學招生報名系統-帳號註冊

ID / 申請帳號設定:	<input type="text"/>
Password / 申請密碼設定:	<input type="password"/>
Repeat password / 申請密碼再次確認:	<input type="password"/>
Sign up / 註冊	

Signed up successfully. Please log in to fill in your application information./註冊成功，請登入填寫報名資料及上傳報名應繳資料

6. 註冊完後，會有“註冊成功”的文字顯示，這樣註冊才算成功。接下來再按“Log in”。 **After your sign-up process, you will see the words “Sign up successfully” indicated on the page. Then click “Log in” to start using the system.**



Application System for International Students

外國學生招生報名系統



Application System for International Students-ID Login / 外國學生入學招生報名系統-帳號登入

ID / 帳號 :	<input type="text"/>
Password / 密碼 :	<input type="password"/>
<input type="button" value="Login / 登入"/> <input type="button" value="Sign up / 註冊"/> <input type="button" value="Forget Password / 忘記密碼"/>	

7. 輸入帳號密碼，登入系統。 **Key in your ID and Password.**



Application System for International Students

外國學生招生報名系統



- Latest System Announcements / 外國學生入學招生報名最新系統公告
- System Hours / 系統開放時間：2017-03-13 00:00:00~2017-05-19 23:59:59 (Taiwan Time Zone;UTC+08:00)
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春季班報名及上傳備審資料期限: 2017/11/10

8. 登入系統後，點選“Filling in Information”。 **After logging in the system, click “Filling in Information.”**



Application System for International Students

外國學生招生報名系統



明志科技大學外國學生入學申請表 Application Form for International Students, Ming Chi University of Technology

1. Personal Information (Required) / 申請人資料 (必填)

*Full name 申請人姓名	(First) <input type="text"/>	(Middle) <input type="text"/>	(Last) <input type="text"/>
*Date of Birth 出生日期	01 ▾ 月/month 01 ▾ 日/day <input type="text"/> 年/year		
*Sex 性別	<input type="radio"/> 男/Male <input type="radio"/> 女/Female		
Passport No. 護照號碼	<input type="text"/>		
*Home Address 住址	<input type="text"/>		
*TEL	<input type="text"/>		
*E-mail	<input type="text"/>		
Address in Taiwan 在台通訊處	<input type="text"/>		
*Nationality 國籍	<input type="text"/>		

2. Contact Information (Optional) / 聯絡人資料 (選填)

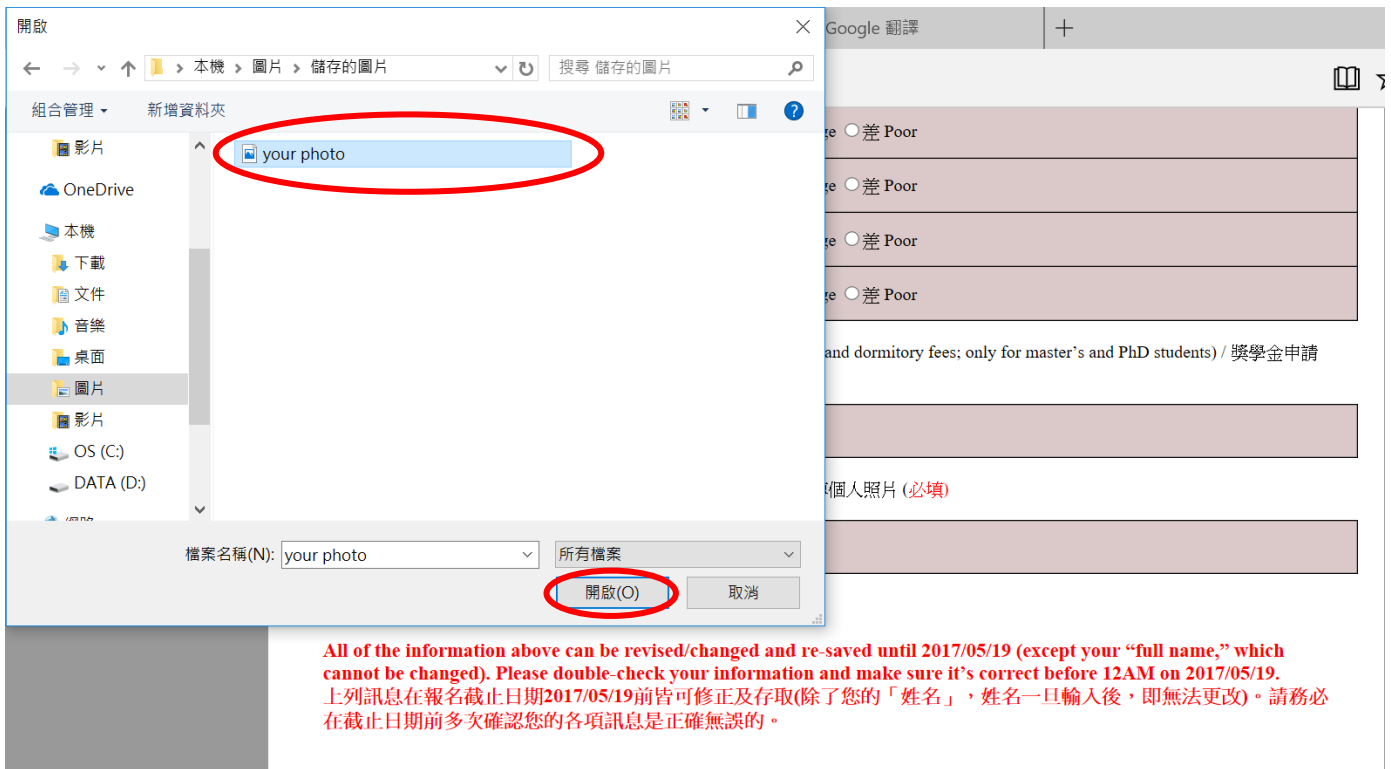
Name 姓名	<input type="text"/>
TEL	<input type="text"/>

9. 進入頁面，填寫申請表。 **Start to fill in the required information.**

7. Upload your recent 2 inch x 2 inch bust photograph (Required) / 上傳個人照片 (必填)

<input type="text"/>	<input type="button" value="瀏覽..."/>	<input type="button" value="upload / 上傳"/>
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10. 第七項上傳個人照的部分，請先點選“瀏覽”。 **To upload your personal photo, click “瀏覽” (browse) first.**



All of the information above can be revised/changed and re-saved until 2017/05/19 (except your “full name,” which cannot be changed). Please double-check your information and make sure it’s correct before 12AM on 2017/05/19. 上列訊息在報名截止日期2017/05/19前皆可修正及存取(除了您的「姓名」，姓名一旦輸入後，即無法更改)。請務必在截止日期前多次確認您的各項訊息是正確無誤的。

11. 選取你個人照的所在位置，然後按開啟。 **Choose the photo you want to upload and then click “Open.”**

7. Upload your recent 2 inch x 2 inch bust photograph (Required) / 上傳個人照片 (必填)



12. 選擇好檔案後，點選“upload”將檔案上傳。 **Then upload the file of your photo.**

7. Upload your recent 2 inch x 2 inch bust photograph (Required) / 上傳個人照片 (必填)



13. 出現 completed 後即可。 **After successfully uploading your photo, you will see “Completed.”**

檢視所有資料皆填完後，點選“Apply”將申請單送出。 **After filling in all the required information, click “Apply” to submit your application.**

7. Upload your recent 2 inch x 2 inch bust photograph (Required) / 上傳個人照片 (必填)



All of the information above can be revised/changed and re-saved until 2017/05/19 (except your “full name,” which cannot be changed). Please double-check your information and make sure it’s correct before 12AM on 2017/05/19.

上列訊息在報名截止日期2017/05/19前皆可修正及存取(除了您的「姓名」，姓名一旦輸入後，即無法更改)。請務必在截止日期前多次確認您的各項訊息是正確無誤的。

14. 出現 Ok! 表示申請送出。“OK!” means that your application has been successfully submitted.



15. 接著點選 Then Click “Document Uploading”。



Application System for International Students-Document Uploading / 外國學生入學招生報名系統 資料上傳	
Autobiography / 自傳上傳:	<input type="text"/> 瀏覽... upload / 上傳
School report cards/Transcripts / 歷年成績單上傳:	<input type="text"/> 瀏覽... upload / 上傳
Other references (e.g. TOEIC score reports) / 其他有利審查資料上傳:	<input type="text"/> 瀏覽... upload / 上傳
Study plan / 讀書計畫上傳:	<input type="text"/> 瀏覽... upload / 上傳
Financial statement / 財力證明上傳:	<input type="text"/> 瀏覽... upload / 上傳
Declaration for International Students / 外國學生切結書上傳:	<input type="text"/> 瀏覽... upload / 上傳

Notes / 附註:

- 所有資料均須上傳，上傳資料請轉為PDF檔案上傳
All of the documents indicated above are "required". And please upload your documents in PDF files.
- 其他有利審查資料，請合併為pdf檔上傳。
If you have two or more "other references", be sure to merge them into one PDF file and then upload it.
- 外國學生切結書請先下載並填寫後，掃描成PDF檔上傳 [Click Here to Download / 按此下載](#)
Click here to download the form "Declaration for International Students."

16. 將各項資料上傳完成。Upload all the required documents to complete your application process.