

115 學年度第 1 學期境外生在校註冊程序：

一、學雜費繳費說明：

系統將顯示學雜費金額。您可以選擇以下兩種繳費方式之一：

- (一) 信用卡線上繳費：可直接透過義守大學應用資訊系統辦理線上刷卡。
- (二) 臨櫃繳費：自行於應用資訊系統列印繳費單後，持單至郵局或四大超商（7-Eleven、全家、萊爾富、OK）辦理繳費。
 - (1) 萊爾富超商單筆繳費金額上限為新臺幣 40,000 元。
 - (2) 如需急件申請在學證明，強烈建議優先使用信用卡刷卡或至郵局繳費，以利系統即時更新您的繳費狀態。
 - (3) 自 2026 年 8 月 31 日後，將不再開放超商繳費。

二、註冊程序說明：

- (一) 於 2026 年 8 月 31 日前完成繳費之學生，系統將自動視為完成註冊程序。
- (二) 以下兩類學生必須自行填寫另一份程序單以手動完成註冊程序：
 - (1) 未於 2026 年 8 月 31 日前完成繳費之學生；
 - (2) 獲得義守大學全額獎學金之境外生，且仍須自行繳交國民健康保險費（健保費）或校園團體保險費之學生。
- (三) 境外在校生及華僑學生註冊程序單下載路徑：（國際事務處網頁 → 常見問題 → 註冊須知 → Q2：境外生如何辦理註冊？）(<https://oica.isu.edu.tw/faq>)
- (四) 請攜帶繳費收據與註冊程序單至國際事務處（國際學院大樓 1 樓），隨後至出納組及註冊組（行政大樓 1 樓）辦理核章，以取得本學期註冊狀態。
- (五) 未於 2026 年 9 月 18 日前完成註冊程序者，將依學校規定予以退學。

三、加退選課程說明：

- (一) 網路加退選課程系統開放時間為 2026 年 9 月 7 日至 9 月 13 日。
- (二) 未於 2026 年 9 月 6 日前完成完整註冊程序之學生，將無法登入使用課程加退選系統。

四、學雜費分期付款申請程序：

欲辦理學雜費分期付款之在校生，請務必於各階段截止日前完成以下流程。逾期未完成最後遞交將導致註冊程序未完成：

- **第一階段：**至國際處登記申請（8 月 27 日截止），並完成系所審核與取得缺曠課紀錄。
- **第二階段：**繳納第一期款（8 月 31 日截止），並至會計室及出納組完成核章。
- **第三階段：**將完整簽核之申請表總繳回國際處（9 月 9 日截止），方能正式完成新學期註冊。
- **重要限制：**依據最新規定，新生（第一學期）不得申請分期付款；畢業生於最後一學期得提出申請。
- **申請表單與法規：**會計室分期付款詳細規則與申請表單，可至國際事務處網頁 → 常見問題 → 註冊須知 → [Q3：境外生學雜費分期] (<https://oica.isu.edu.tw/faq>)

2026 Registration Procedures for Current International and Overseas Chinese Students:

I. Tuition & Miscellaneous Fees Payment:

The Information System will display the tuition and miscellaneous fees. You may choose one of the following two payment methods:

1. **Online Credit Card Payment:** Available directly through the ISU Information System.
2. **In-Person Payment:** Print the payment slip from the ISU Application Information System and pay at any Post Office or convenience store (7-Eleven, FamilyMart, Hi-Life, or OK).
 - The maximum payment amount allowed at Hi-Life is NTD 40,000.
 - If you need to apply for an Enrollment Certificate urgently, it is highly recommended to pay via credit card or at a Post Office so the system can update your payment status instantly.
 - Convenience store payments will no longer be accepted after August 31, 2026.

II. Registration Procedures:

1. Students who complete their payment by August 31, 2026 will be automatically registered by the system.
2. The following two categories of students must manually complete the registration process by filling out a separate registration form:
 - Students who fail to complete the payment by August 31, 2026 and
 - International students who are awarded a full I-Shou University scholarship and are still required to pay your National Health Insurance (NHI) or campus group insurance fees.
3. The Registration Form for Current Foreign Students and Overseas Chinese Students can be found via: (OIA Website → FAQ → Registration → Q2: How do Current International and Overseas Chinese Students register?) (<https://oica.isu.edu.tw/faq>).
4. Please bring the payment receipt and the Registration Form to the Office of International Affairs (1st Floor, International College Building) then to the Cashier Section and Registration Section (1st Floor, Administration Building) to obtain the current semester registration status.
5. **Students who fail to complete the registration process by September 18, 2026 will be dismissed in accordance with university regulations.**

III. Course Add/Drop Period:

1. The online course add/drop system will be open from September 7-13, 2026.
2. Students who fail to complete the entire registration process **on or before September 6, 2026**, will be barred from accessing the course add/drop system.

IV. Tuition & Fee Installment Application Procedures:

Current students wishing to pay their tuition in installments must complete the following stages by their respective deadlines. Failure to complete the final submission will result in an incomplete registration status:

- **Stage 1 :** Register your application at the OIA (**Deadline: 8/28**), obtain department approval, and request your record of absenteeism.
- **Stage 2 :** Pay the 1st installment (**Deadline: 8/31**), and obtain official stamps from the Accounting Office and the Cashier Section.
- **Stage 3 :** Submit the completely signed application form back to the OIA (**Deadline: 9/9**) to officially finalize your registration for the new semester.
- **Important Restrictions:** According to the latest regulations, newly admitted students (freshmen) are NOT eligible to apply for installments. Graduating students may apply during their final semester.
- **Application Form & Regulations:** Detailed rules and forms from the Accounting Office can be found on the OIA Website → FAQ → Registration → [Q3: Tuition Installments for International Students] (<https://oica.isu.edu.tw/faq>).