

中國醫藥大學外國學生 線上申請系統操作手冊

CMU International Student Online Application Instruction

中文操作說明: P2
English Instruction: P6

Contact:

Office of Global Affairs, China Medical University

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Last updated in Nov 2020

Online Application Website: https://web81.cmu.edu.tw/Std_international/

China Medical University Website: <http://www.cmu.edu.tw/index.php>

重點說明

- 外國學生線上申請系統網址: https://web81.cmu.edu.tw/Std_international/
- **申請前請務必閱讀本校當學年度外國學生招生簡章內容及規定:**
<https://english.cmu.edu.tw/admission>
- 為確保您正確的使用本系統，請詳讀以下的說明。使用過程中有任何問題，請使用鍵盤上 "PrtScr" 功能複製畫面，並 Email 該畫面檔案至 intelstu@mail.cmu.edu.tw
- 本系統建議使用 Google Chrome 或 Firefox 瀏覽器操作。
- 本校將以申請者帳號 Email 進行通知，請確認您的 Email 可使用並請留意收信。
- 每個部分填寫完後，請按「儲存並至下一頁」。
- **除繁體中文、英文字母外，本系統不接受任何其他語言之文字。**
- 申請資料全部填寫完成請按「確認送出」，送出後資料無法修改。
- 不需另寄紙本資料。
- 本手冊分以下步驟說明：
 - 步驟一：申請帳號
 - 步驟二：重要說明(請詳細閱讀)
 - 步驟三：具結書(請詳細閱讀)
 - 步驟四：填寫申請資料
 - 申請人資料
 - 學歷
 - 語言能力
 - 自傳
 - 推薦人資料
 - 申請系所/學位(上傳申請文件)

步驟一：申請帳號

1. 請先建立新帳號，尚未註冊的 Email 無法登入系統。
請確認您輸入的是確實可收信的 Email。重要通知將會寄到此信箱，若因 Email 輸入錯誤造成無法收信，本校概不負責。

2021年度外國學生春季班線上申請入學

1. 申請前請務必先閱讀2021學年度春季班外國學生招生簡章。
2. 請僅上傳招生簡章第17頁至第32頁及各系所規定之文件資料即可。
3. 開始使用本系統前，請詳細閱讀線上申請操作說明，並建立新帳號。若操作有問題請使用鍵盤上"PrtScr"功能複製頁面，並Email至 intelstu@mail.cmu.edu.tw。
4. 本校學士班授課以中文為主，申請就讀本學部者必須具備中文聽、說、讀、寫能力。
5. 2021年度春季班網路報名系統截止時間：2020/11/2 下午 05:00:00 (台灣時間)請於截止日期前完成所有資料填寫，上傳檔案並點選"確認送出"。
6. 本申請系統僅供國際學位生申請，僑生與港澳生(請洽海外聯招會)、陸生(請洽陸生聯招會)、來校交換生請勿於此系統申請。

2. 請設定您的 email 及密碼。須輸入護照上的英文姓名(若尚無護照，請先自行輸入英文姓名)。

申請帳號

1. 註冊帳號送出後，系統將發送確認信至您填寫的電子郵件信箱。請盡快收信並點選連結網址以完成帳號啟用，始可填寫申請資料。
2. 若您在送出帳號申請幾分鐘後仍未收到確認信，請檢查您的垃圾郵件信箱，並將確認信標示為非垃圾信件，以確保日後能在收件匣收到本校通知。

E-mail

此為您日後登入本系統之電子郵件，請確認可確實收信以免遺漏重要訊息。

中文姓名

(非必填)

英文姓

請與護照上的英文名字一致

英文名

請與護照上的英文名字一致

密碼

密碼最多20碼

確認密碼

送出申請

- 註冊帳號送出後，系統將發送「帳號啟用確認信」至您填寫的電子郵件信箱。請盡快收信並點選連結網址以完成帳號啟用，始可填寫申請資料。
- 若您在送出帳號申請幾分鐘後仍未收到確認信，請檢查您的垃圾郵件信箱，並將確認信標示為非垃圾信件，以確保日後能在收件匣收到本校通知

步驟二：重要說明

請詳細閱讀說明內容

Thank you for considering China Medical University (CMU), Taiwan!
Please kindly read the important reminder below before you start:

1. CMU is located in Taichung City, Taiwan. All undergraduate students except who enroll in the departments other than School of Medicine, Dentistry, Pharmacy and Chinese Medicine will go to Beigang Campus for the first academic year, and move to Taichung Main Campus from the second academic year on. All postgraduate students and those undergraduate students who enroll in School of Medicine, Dentistry, Pharmacy and Chinese Medicine will go to Taichung Main Campus from the first academic year on.
2. Most of the courses in undergraduate programs are instructed in Chinese. Applicants are expected to have sufficient listening, speaking, reading, and writing ability in Chinese language.
3. Please read [[Application Guidelines for International Students \(Spring 2019\)](#)] for important regulations and requirements before you apply. For more information of CMU programs please visit our website at <http://english.cmu.edu.tw/>.
4. The personal information which the student provides will be retained by China Medical University for the admission and other administrative purposes only.

I have read the admission brochure and I fully understand the reminder above.

Next

步驟三：具結書

請詳細閱讀說明內容並確認您是否符合申請資格



中國醫藥大學
CHINA MEDICAL UNIVERSITY

- 具結書
- 申請人資料
- 學歷
- 語言能力
- 自傳
- 申請系所/學位
- 登出

具結書

- 一、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。
- 二、本人了解中華民國國籍法第二條之規定。

* <國籍法>第二條所認定：有下列各款情形之一，屬中華民國國籍：

1. 出生時父或母為中華民國國民。
2. 出生於父或母死亡後，其父或母死亡時為中華民國國民。
3. 出生於中華民國領域內，父母均無可考，或均無國籍者。
4. 歸化者。

- 三、本人保證符合以下五項其中之一：

- (1) 具外國國籍且未曾具有中華民國國籍，於申請時並不具備生資格
- (2) 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，並於申請時已連續居留海外六年以上者（擬申請就讀大學醫學、牙醫、中醫學系或學士後中醫學系須連續居留八年以上），且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至台灣大醫院。
- (3) 具外國國籍，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八年，並於申請時已連續居留海外六年以上者（擬申請就讀大學醫學、牙醫、中醫學系或學士後中醫學系須連續居留八年以上），且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至台灣大醫院。
- (4) 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六年以上者（擬就讀本校醫學、牙醫、中醫學系或學士後中醫學系，須連續居留年限為八年以上）
- (5) 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，得依本規定申請入學。（擬就讀本校醫學、牙醫、中醫學系或學士後中醫學系，其連續居留年限為八年以上）

- 四、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其影本)均為合法有效之文件，如有不符規定或隱匿之情事，經查屬實即取消入學資格，且不發給任何有關之學分證明。
- 五、本人所提供之最高學歷證明(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、申請博士班者提出碩士畢業證書)，在畢業學校所在地國家均為合法有效取得畢業證書，並所持有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，如有不實或不符規定或隱匿之情事，經查屬實即取消入學資格，並註銷學籍，且不發給任何有關之學分證明或畢業證書。
- 六、本人未曾遭中華民國各大專院校以德行、學業或操不及格或因犯罪刑事件經判刑確定致遭退學。如違反此規定並經查證屬實者，本人同意取消入學資格並註銷學籍。
- 七、本人若於就學期間在臺初設戶籍登記、戶籍遷入登記、歸化或回復中華民國國籍者，以致喪失外國學生身分，本人接受校方退學之處分。

本人已閱讀同意條文，並遵守所有職章上相關之規定。

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，若於入學後經查證屬實者，本人願接受學校註銷學籍處分，絕無異議。

同意

不同意

步驟四：填寫資料

一、申請人資料

二、學歷：高中、學院/大學、碩士班、博士班

三、語言能力：

1. 中文及英文能力：

2. 相片上傳：

- 檔案類型限副檔名為.jpg 或.jpeg
- 檔案大小限 2MB 內
- 照片大小(寬*高)請介於為 330px~400px 之間
- 不得使用合成照片或截取日常生活照
- 照片修改請參考【[操作說明](#)】及網頁 webresizer.com/resizer/

四、自傳：中文字限 1000 字，英文限 2000 字。可選擇以英文或中文填寫(擇一)。

五、推薦人資料：請至少提供兩位推薦人資料。

當在您完成所有申請步驟並點選【確認送出】後，系統將自動產生電子郵件，並通知您的推薦人上線完成推薦程序。請轉達您的推薦人，請推薦人主動先將 intelstu@mail.cmu.edu.tw 加入信箱連絡人。

六、申請系所/學位：

1. 選擇志願：可選擇三個志願。請先選擇學制，再選擇學系，系統會自動帶出該系所審查標準，請確認是否符合申請資格。

2. 上傳申請資料。

注意：檔案類型限副檔名為.jpg、.pdf、.zip、.rar 檔案大小各限 10MB 內，請將審查資料項目一一上傳，且每一種審查資料只允許上傳一個檔案，請整合於單一檔案內，再行上傳。

(1) 具結書

(請將具結書檔案下載並列印，詳細閱讀後，親筆填寫與簽名後上傳)

(2) 最高學歷畢業(學位)證書影本

(中、英文以外之語文，應附已公證之中文或英文譯本。如獲得本校錄取，文件必須於入學前繳交經我國駐外使領館、代表處或辦事處驗證。)

(3) 最高學歷之歷年成績單影本

(中、英文以外之語文，應附已公證之中文或英文譯本。如獲得本校錄取，文件必須於入學前繳交經我國駐外使領館、代表處或辦事處驗證。)

(4) 財力證明書(下限美金 5,000 元)或台灣獎學金證明

(如獲得本校錄取，財力證明必須於入學前繳交經我國駐外使領館、代表處或辦事處驗證。明如申請人因故未能取得台灣駐外館處驗證，可由發證單位(金融機構)直接密封寄至本校國際處。但本校若對文件仍有疑義，將通知申請人完成駐外館處驗證程序，申請人不得有異議)

(5) 國籍證明

(1)出生證明、申請人及父母護照影本 (2)連續居留海外相關證明文件(申請時具外國國籍，且兼具或曾具中華民國國籍者) (3)經內政部許可喪失中華民國國籍滿 8 年之證明(申請時具外國國籍，且曾具中華民國國籍並曾在臺設有戶籍者)

(6) 讀書計畫

(7) 其他文件(請閱讀簡章中各系所審查規定)

上傳檔案後請按儲存。選擇「確認送出」後，資料將無法更改。

Important Notice

- Online application System: https://web81.cmu.edu.tw/Std_international/
- **Please read the CMU Admission Guideline before applying:** <http://www.cmu.edu.tw/index.php>
- To use the Online Application System properly, please make sure that you read the following instruction carefully. If you encounter any error, please use the “PrtScr” key on your keyboard, save as the attachment and send it to intelstu@mail.cmu.edu.tw.
- Please use **Google Chrome** or **Firefox** as your browser for best performance.
- Please make sure **the email is valid and currently in use**. Please check regularly for important updates and notifications.
- Please click on “Save” after you fill in your application information.
- **Please note that the system can only accept Traditional Chinese and English characters.**
- **Please click “Submit” if you complete all of the application information. No modification is allowed after you click “submit”.**
- After completing the online system, you don’t have to send the application documents by post to CMU.
- There will be 4 steps for this system:
 - **Step 1: Apply a new account**
 - **Step 2: Important Reminder** (Please read carefully)
 - **Step 3: Declaration** (Please read carefully)
 - **Step 4: Fill in your application information**
 - **Personal Information**
 - **Education Background**
 - **Language Ability**
 - **Autobiography**
 - **Recommender Information**
 - **Department/Graduate Institute and Degree Sought**

Step 1: Account Application

Please click on "[Create a New Account](#)".



2021 Spring Semester International Student Online Application

1. Please read the [2021 Spring Application Guidelines for International Students](#) before applying.

2. Please upload only the required documents as indicated in the admission guideline from P17 to P32 and the additional documents required by each programs.

3. Before using the online application system, please read through the [Instructions](#). If you encounter any error, please use the "PrtScr" key on your keyboard, paste it in the Email or save as the attachment and send it to intelstu@mail.cmu.edu.tw.

4. Most of the courses are given in **Chinese** in undergraduate programs. Students are required to have adequate Chinese ability if they apply for undergraduate programs.

5. **Spring 2021 Application Deadline (system closed): 3/31/2021 5:00:00 PM (Taipei Local Time)**. Please complete all of the online application process by clicking "Submit" before the deadline.

6. This application system is only for **International Degree Students**, not for **Overseas Chinese Students** (including Macau and Hong Kong), **Mainland Chinese Students**, or **Exchange Students**.

中國醫藥大學
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E-mail

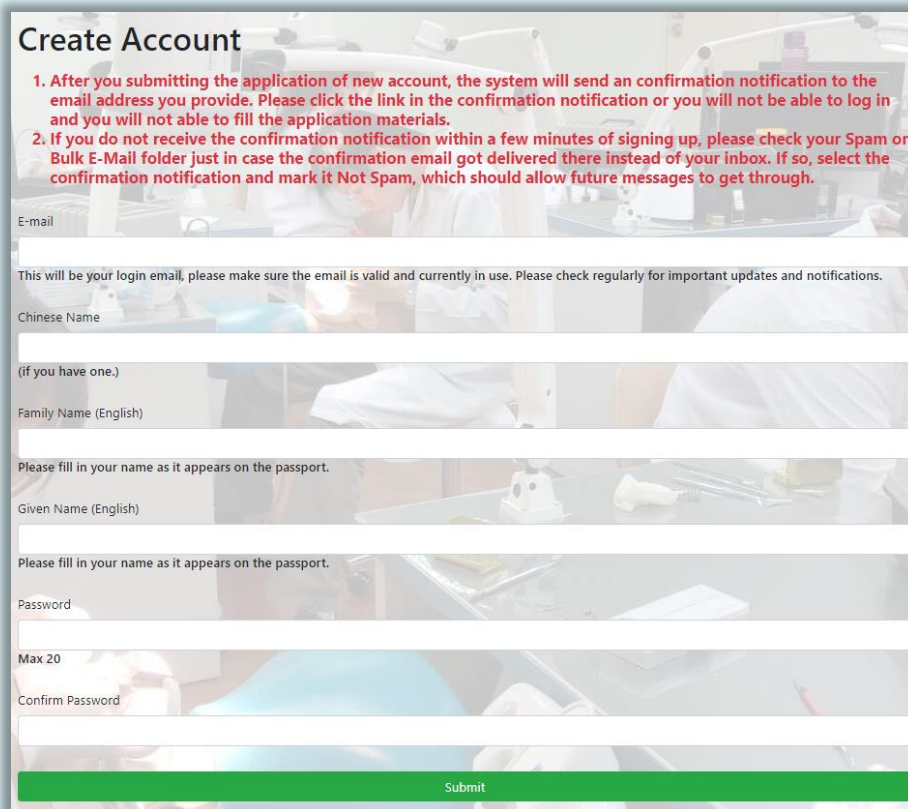
Password

Login

Create a New Account

Forgot Password

Please enter your valid e-mail address, Chinese Name (if you have one), Family Name and Given Name (as it appears on the passport), and password. Then click on "Submit"



Create Account

1. After you submitting the application of new account, the system will send an confirmation notification to the email address you provide. Please click the link in the confirmation notification or you will not be able to log in and you will not able to fill the application materials.

2. If you do not receive the confirmation notification within a few minutes of signing up, please check your Spam or Bulk E-Mail folder just in case the confirmation email got delivered there instead of your inbox. If so, select the confirmation notification and mark it Not Spam, which should allow future messages to get through.

E-mail

This will be your login email, please make sure the email is valid and currently in use. Please check regularly for important updates and notifications.

Chinese Name

(if you have one.)

Family Name (English)

Please fill in your name as it appears on the passport.

Given Name (English)

Please fill in your name as it appears on the passport.

Password

Max 20

Confirm Password

Submit

- After you submitting the application of new account, the system will send a confirmation notification to the email address you provide. Please click the link in the confirmation notification or you will not be able to log in and you will not able to fill the application materials.
- If you do not receive the confirmation notification within a few minutes of signing up, please check your Spam or Bulk E-Mail folder just in case the confirmation email got delivered there instead of your inbox. If so, select the confirmation notification and mark it Not Spam, which should allow future messages to get through.

Step 2: Important Reminder

Please read the announcement carefully.

中國醫藥大學
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Declaration

PERSONAL INFORMATION

EDUCATIONAL BACKGROUND

LANGUAGE ABILITY

AUTOBIOGRAPHY

DEPARTMENT/GRADUATE INSTITUTE AND DEGREE SOUGHT

Logout

Thank you for considering China Medical University (CMU), Taiwan!
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2. Most of the courses in undergraduate programs are instructed in Chinese. Applicants are expected to have sufficient listening, speaking, reading, and writing ability in Chinese language.
3. Please read [[Application Guidelines for International Students \(Spring 2019\)](#)] for important regulations and requirements before you apply. For more information of CMU programs please visit our website at <http://english.cmu.edu.tw>.
4. The personal information which the student provides will be retained by China Medical University for the admission and other administrative purposes only.

I have read the admission brochure and I fully understand the reminder above.

Next

Step 3: Declaration

Please read the declaration carefully and submit if you confirm you are qualified.

中國醫藥大學
CHINA MEDICAL UNIVERSITY

Declaration

PERSONAL INFORMATION

EDUCATIONAL BACKGROUND

LANGUAGE ABILITY

AUTOBIOGRAPHY

DEPARTMENT/GRADUATE INSTITUTE AND DEGREE SOUGHT

Logout

Declaration

I. I hereby certify that I conform with the requirements indicated in the "Regulations for foreign students studying in Taiwan" issued by the Ministry of Education of ROC.

II. I hereby certify that I understand Article 2 of <Nationality Act>.
※ROC nationality mentioned above is defined in accordance with Article 2 of <Nationality Act>:
A person shall have the nationality of the ROC under any of the conditions provided by the following Subparagraphs:

1. His/her father or mother was a national of the ROC when he/she was born.
2. He/she was born after the death of his/her father or mother, and his/her father or mother was a national of the ROC at the time of death.
3. He/she was born in the territory of the ROC, and his/her parents can't be ascertained or both were stateless persons.
4. He/she has undergone the naturalization process.

III. I hereby certify that I qualify for one of the following three conditions:

- (1)At the time of application, I am holding a foreign nationality, and I am not an overseas compatriot student, nor had I ever possessed ROC nationality.
- (2)At the time of application, I am holding a foreign nationality and ROC nationality, but have never had a household registration in Taiwan, and have been living in a foreign country continuously for at least 6 consecutive years (at least 8 consecutive years for applying for School of Medicine, School of Dentistry, School of Chinese Medicine and School of Post-Baccalaureate Chinese Medicine), and have not studied under the status of overseas Chinese students nor received placement permission during the same year of the application by the University Entrance Committee for Overseas Chinese Students.
- (3)At the time of application, I am holding a foreign nationality and once had ROC nationality, and have obtained documents issued by Ministry of Interior indicating that I have given up ROC nationality for at least 8 years, and have been living in a foreign country continuously for at least 6 consecutive years (at least 8 consecutive years for applying for School of Medicine, School of Dentistry, School of Chinese Medicine and School of Post-Baccalaureate Chinese Medicine), and have not studied under the status of overseas Chinese student nor received placement permission during the same year of the application by the University Entrance Committee for Overseas Chinese Students.
- (4)At the time of application, I am holding a foreign nationality and a permanent residence status in Hong Kong or Macao, having no history of a household registration record in Taiwan and, at the time of application, has resided in Hong Kong, Macao, or another foreign country for at least 6 consecutive years (at least 8 consecutive years for applying for School of Medicine, School of Dentistry, School of Chinese Medicine and School of Post-Baccalaureate Chinese Medicine)
- (5)At the time of application, I am a former citizen of Mainland China and hold a foreign nationality, having no history of household registration record in Taiwan, and at the time of application, have resided overseas continuously for at least 6 consecutive years is qualified to apply for admission under these regulations. (at least 8 consecutive years for applying to School of Medicine, School of Dentistry and School of Chinese Medicine)

IV. All the documents I have provided (including diploma, passport, and other relevant documents whether original or copy) are legal and valid documents. Should any of the documents be found to be altered or to violate any university regulation, I will lose my CMU admission privilege and no proof of attendance or credits completed will be issued by the University.

V. The proof of the highest level of education attained that I have provided for bachelor's degree applicants -your high school diploma; for master's degree applicants - your bachelor's degree diploma; and for Ph.D. degree applicants, your master's degree diploma) is valid and legally recognized by the country in which I received such education. The diploma provided is equivalent to that degree which is awarded by certified schools in Taiwan. If this is found to be fraudulent (including those through alterations and forgeries) and in violation of any regulation, my admission will be canceled, my student status will be revoked, and no transcript or diploma will be issued.

VI. I have never been expelled from any university or college in Taiwan under these circumstances (with drop-out records due to failure in conduct grades, academic grades, or being indicted guilty by the criminal law). Should I breach any of the regulations, I will be denied admission and my student status will be revoked.

VII. I will accept the discontinuation of my student status by the University if I apply for the initial household registration in Taiwan or acquire naturalization or restoration of Taiwan Nationality during their period of study, and thus lose my status of foreign student.

I have read all the regulations in the brochure and commit to obey the rules as set forth in the brochure.

I authorize this University to verify all of the above information provided. After being admitted into CMU, if any of the information provided is found and proved to be false, I understand and accept that my student status can and will be revoked.

Yes No

Step 4: Fill in your application information

1. Personal Information

2. Education Background: High School/College or University/Master Program/Ph.D. Program

3. Language Ability:

(1) Chinese and English ability

(2) Upload Photo: Please upload only the licensed photo in JPEG file and make sure the photo in the red square can clearly show your face. Press "F5" to reload the page and view the photo.

File Type: .jpg or .jpeg

File Size: 2MB Maximum

Width and height: 330px~440px

To resize your photos, please visit 【Instruction】 webresizer.com/resizer/

4. Autobiography: Chinese Maximum 1000/English Maximum 2000. Please choose one language.

5. Recommender Information: you must provide at least TWO letters of recommendation.

When you complete all application process by clicking 【Submit the application】 , the system will automatically send an email to the recommenders, and inform them to complete the process of recommendation letter. Please inform the recommender to add intelstu@mail.cmu.edu.tw to the email contact.

6. DEPARTMENT/GRADUATE INSTITUTE AND DEGREE SOUGHT

- Please select no more than 3 Departments/Institutes that you wish to apply for.

Please select "Degree" first, then select the "Departments/Institutes". The system will show the Admission Criteria& Additional Requirement automatically, please confirm if you are qualified.

- Upload application documents

Please convert these files into a JPG or a PDF file or compress them as a ZIP or RAR file.

Each file size: 10MB Maximum

(1) Declaration

(Please download and print out the Declaration, read the content carefully before you sign on it, then upload the scanned file)

(2) A photocopy of certificate of the highest-degree.

(If original document is neither in English nor Chinese, a translation notarized copy is required. It shall be authenticated by Taiwan Embassy or Taiwan representative office in/near the country before enrollment if the applicants are admitted.)

(3) A photocopy of official transcript of academic records.

(If original document is neither in English nor Chinese, a translation notarized copy is required. It shall be authenticated by Taiwan Embassy or Taiwan representative office in/near the country before enrollment if the applicants are admitted.)

(4) A financial statement (minimum USD 5,000) issued by a bank or the scholarship funding agent.

It shall be authenticated by Taiwan Embassy or Taiwan representative office in/near the country before enrollment if the applicants are admitted. If the applicant cannot obtain verification from the Overseas Office of ROC, the documents could be sent, in sealed envelope, from the institutions concerned to our Office of International and Public Affairs. However, if CMU has any doubt about the documents, the applicant must consent to seek verification from the Overseas Office of ROC.

(5) Verification of Nationality

(1) A photocopy of the applicant's birth certificate, A photocopy of the applicant's passport and Photocopies of the applicant's parents' passports (2) Applicants who hold foreign nationality and also have ROC nationality: Official documents showing residence abroad for at least 6-8 years (3) Applicants who once had ROC nationality and have household registration in Taiwan and now hold foreign nationality: Documents issued by Ministry of Interior indicating that the person concerned has given up ROC nationality for at least 8 years.

(6) An English or Chinese Study plan

(7) Other materials required by to-be-applied program

Please read the application guideline for the admission criteria of each department.

Please click on "Save" after you upload the files.

Please note that if you click on "Submit", no modification is allowed.