

# 新生入學線上申請系統操作手冊

## User's guideline for "International Students Online Application System of Admission to National Chung Hsing University"

- 1: 申請帳號  
Register an account.
- 2: 系統會自動寄啟用連結信至填寫註冊之信箱  
You'll received the verification link from your email.
- 3: 啟用帳號  
Activate your account.
- 4: 進入系統申請  
Log in to the application system to do the application.
- 5: 於第十一步檢查填寫內容正確，按下確認，申請繳件完成 (確認後資料不可在修改)  
Check out your application information on the step 11, you'll need to click the "confirm" bottom to finished the application. (**Please note that you can't change any information once you click the "confirm" bottom**)
- 6: 等待審核結果 (秋季班 6月15日; 春季班12月15日)  
Wait for the application results (Fall semester 15<sup>th</sup> June ; Spring semester 15<sup>th</sup> December)

## 1: 申請帳號 Register an account.

NCHU OIA HOME

國立中興大學 | 國際事務處  
National Chung Hsing University OFFICE OF INTERNATIONAL AFFAIRS

登入  
Login

註冊  
Register

**Register**

Please REGISTER first so that you can start your application process.  
Also, please make sure that your email account is correct, or we cannot send you the verification link.

Account (Email)

Password

Re-type Password

VRZ5  \*Case-sensitive

隱私權聲明書(Privacy)

Register

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Tel: +886-4-22840206, Fax: +886-4-22857313 E-Mail: [oia@nchu.edu.tw](mailto:oia@nchu.edu.tw)  
Address: 250 Kuo-Kuang Rd., Taichung, 402 Taiwan, R.O.C.

## 2: 系統會自動寄啟用連結信至填寫註冊之信箱

You'll received the verification link from your email by the system.

## 3: 啟用帳號

Activate your account.

Dear Applicant,

Thank you for taking National Chung Hsing University (NCHU) as a choice of your future study. This letter is to inform you that you have successfully registered for online application system, please click the [link](#) to activate your account!

Some reminders as follows:

1. Please log in to the online application system and follow step-by-step instructions to complete the application processes carefully by March 31<sup>st</sup>, 2023
2. Regarding required documents requested by each department or other related information, you can click [link](#).
3. Please remember your registered password. If you forgot it, please write us an email so that we can help you solve this issue.
4. For someone who applies to the Department of Soil and Environmental Sciences, Chemistry, Life Sciences must have to fill [the additional application form](#) and upload it to the system at step 10.
5. For someone who applies to the Department of Veterinary Medicine Master and Ph. D, please be aware that only when you are graduating from University's Bachelor of Veterinary Medicine course, then you will be only eligible to obtain a veterinary license in Taiwan.

If you need further information, please do not hesitate to contact us.

Thank you so much and we are looking forward to meeting you at NCHU!

Best Regards,

Division of Foreign Students Affairs,  
Office of International Affairs,  
National Chung Hsing University,  
No.145, Xing Da Rd., Taichung City, Taiwan 402  
Tel: 886-4-2284-0206  
Fax: 886-4-2285-7313  
Website: [www.oia.nchu.edu.tw](http://www.oia.nchu.edu.tw)

This mail is sent by the admission system automatically, please Do NOT send your further inquiries or replies to this mail account. Should you have any further question, please write to [oia@nchu.edu.tw](mailto:oia@nchu.edu.tw)

## 4: 進入系統申請

Log in to the application system to do the application.

The screenshot shows the application system interface. On the left, a sidebar contains navigation options: '申請狀態 Status' (highlighted with a red box), '切結書 Declaration', '入學申請 Apply', and '登出 Logout'. The main content area displays a 'Status' table with the following information:

Stage	Status
Application	Incomplete
Recommendation	Not Received
	Not Received
	Incomplete
	Incomplete

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## 5: 於第十一步檢查填寫內容正確，按下確認，申請繳件完成 (確認後資料不可在修改)

Check out your application information on the step 11, you'll need to click the "confirm" bottom to finished the application. (**Please note that you can't change any information once you click the "confirm" bottom**)

The screenshot shows the 'Step 11. Browse all files' page. The sidebar on the left indicates the current step: '第十一步 Step 11.' (highlighted in yellow). The main content area displays a preview of the application form, including sections for 'AUTHORIZATION', 'DECLARATION', and 'CONSENT TO TELEPHONE/SCOPE INTERVIEW'. At the bottom of the page, there is a confirmation checkbox and a 'Confirm' button:

I had read the document and I agree to send the application

**Confirm**

6: 收到確認信，等待審核結果 (秋季班 6月15日; 春季班12月15日)  
You'll received a confirmation email, and please wait for the application results (Fall semester 15<sup>th</sup> June ; Spring semester 15<sup>th</sup> December)

Dear Mr. /Ms. (application no. ),

We're writing to confirm we have now received your application. We will not send your application to all of your chosen departments for consideration until we receive one of your recommendation letter from the referees. The result of school admission will be announced on the NCHU OIA website (<https://oia.nchu.edu.tw/index.php/>), June 15<sup>th</sup> of , 2023 (tentatively).

Thank you for your interest in our university. We do appreciate the time you invested in this application. We are looking forward to having you join us for 2023-2024 academic years!

If you need further information, please do not hesitate to contact us.

Best Regards,  
Division of Foreign Students Affairs,  
Office of International Affairs,  
National Chung Hsing University.  
No.145, Xing Da Rd., Taichung City, Taiwan 402  
Tel: 886-4-2284-0206  
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This mail is sent by the admission system automatically, please Do NOT send your further inquiries or replies to this mail account. Should you have any further question, please write to ([oia@nchu.edu.tw](mailto:oia@nchu.edu.tw)).