

Chang Jung Christian University
New Student Registration Document Checklist

Item No	Verify and Check Off	Document Name Number of copies not specified, provide 1 copy	Identity Status			Instructions
			General Student	Foreign Student	Others	
1	<input type="checkbox"/>	The Registration and Curriculum Section will deliver the documents to each department office on 9/3 (Wed) to be forwarded to each class advisor. 1. Student Basic Information Form 2. Student ID card	✓	✓	✓	Class advisors are asked to ensure that students verify and sign their Basic Information Form, and arrange the forms in order of Student Number. Return the forms by class to the Registration and Curriculum Section before 9/26(Fri) after school begins
2	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Documents to be attached to the Student Basic Information Form 1. Original copy and photocopy of graduation certificate or proof of academic ability. 2. Original copy and photocopy of personal ID card (those without a Republic of China ID card must provide their passport and resident certificate). 3. Two-inch photo (ID photo).	✓	✓	✓	1. Affix the photocopy of the graduation certificate or proof of academic ability onto the back of the Student Basic Information Form. 2. Affix the photocopy of the personal ID card onto the back of the Student Basic Information Form (a photocopy of both the front and back must be affixed). If you do not have a personal ID card, please attach your passport and resident certificate. 3. Affix the two-inch photo onto the front of the Basic Information Form. 4. Once the above three documents are affixed, please confirm the information by signing on the Student Basic

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						Information Form. 5.The original copy of the graduation certificate will be returned after verification by each class advisor. Handling Unit: Registration and Curriculum Section Deadline for Document Submission: 9/26(Fri).
3	<input type="checkbox"/> <input type="checkbox"/>	Application for account for refund, scholarship and grant remittances 1. Submit the Student Personal Bank Account Registration Form (Attachment V). 2. A photocopy of the student's personal bank passbook.	✓	✓	✓	Affix a photocopy of the bank passbook (limited to the student's own personal account) onto the Student Personal Bank Account Registration Form (log in to New Student Area to download and print). Handling Unit: Cashier Section, Office of General Affairs. Deadline for document submission: 9/12 (Fri) . To be collected and submitted together by the class representative.
4	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Overseas Chinese, Hong Kong and Macao students' application for resident certificate/ /Resident entry and exit permit, health insurance and other matters. 1. Passport. 2. Four 2-inch color ID photos on white background. 3. Original of notification letter from the University		✓	✓	1. Students admitted as " overseas Chinese students, Hong Kong and Macao students". 2. For overseas Chinese students who are admitted from Taiwan's educational system, please contact the Office of

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	<input type="checkbox"/> <input type="checkbox"/>	4 Original copy of admission acceptance letter. 5 Original copy of academic qualification document notarized in the Mainland (for notarization by the the Straits Exchange Foundation) (for those who are admitted from Taiwan's educational system, only Taiwan's educational documents are required). ※For doctoral programs, please provide photocopies of academic transcripts, master's thesis, and master's diploma.				
6	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	International Student 1. Passport. 2. Resident visa(FC) and entry-stamp page. 3. Four 2” profile photos (white background). 4. The highest degree diploma and official transcripts of your highest degree; a photocopy of the highest degree diploma and official transcripts of the highest degree verified with official stamps by a Taiwan overseas representative office (if the original transcript is not in English or Chinese, a notarized copy of translation in English or Chinese is necessary).		✓	✓	Those who have the following statuses, please contact Office of Global Engagement, 3rd floor of the Administration Building. Those who enrolled as international degree students Those who have status of international degree student and enrolled through Taiwan local admission entry system.

1. This checklist is a list of required supporting documents to be submitted. New students must be sure to provide the documents to the school for verification. Class advisors are asked to assist with collecting all the documents and delivering them to the handling units (for students needing to handle the documents on-site, please advise the students to go to the handling unit for processing).

2. In accordance with the provisions of Article 40 on Student Status Management in Chapter 11 of the CJC University Regulations, the student ID number, name, gender, date of birth, household registration address and other student status information shall be kept by CJC indefinitely. New students are required to visit the CJC website at <http://stweb.cjc.edu.tw/> or the CJC homepage→ Enrolled Students→ Student Portal **before August 31 (Sun)** to log in and make any necessary corrections to their personal information to avoid data error affecting their rights and interests. Please refer for [instructions on Basic Information Registration](#).