

National Sun Yat-Sen University

Enrollment Process Sheet for the Second Semester in 2011 (Individuals)

Student number		Department/institute Year	Department/institute Year
Name		Place	2/20-9/24 In the court on the first floor of the Office of Library & Information Services 2/29~ Registry Section of the Office of Academic Affairs (Adm. Room 6007)
Reasons	<input type="checkbox"/> Payment not made within the timeframe <input type="checkbox"/> Others: <input type="checkbox"/> Resumption of the study		

Enrollment process:

No.	Item	Remarks	Handled by
1	Show receipt (2 nd copy)	1. The Registry Section checks if the student has made the payment. (The student making the payment after the deadline must present the receipt) 2. The Life Guidance Section must check if the student who applied for the student loan has finished the procedure.	
2	Return enrollment process sheet and Student's ID card		

- Notes: 1. The undergraduate who extends his/her study period must pay the "student group insurance and accommodation" before the enrollment.
2. For the "credit fee" paid by the Ph. D. candidate or the undergraduate who extends his/her study period, the Payroll & Cashier Division will issue the payment sheet after adding/dropping of the courses and confirmation of the credit points. The student must pay the credit fee after receiving the payment sheet.

3. The Kaohsiung Branch of the Bank of Taiwan provides service for students on the third floor of the administration building at 9:30 ~ 11:30 every morning. The student who pays the tuition and incidental fees after the deadline may make the payment to the bank.

Retention period: 1 semester

Form No.: ACAA-3-02-0114