

National University of Kaohsiung

Important Dates and Notices

Spring term of 2014-2015 Academic Year



National University of Kaohsiung

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<http://www.nuk.edu.tw>

December 2014

IMBA Program at National University of Kaohsiung

Important Dates for the 2nd Semester of Academic Year 2014

Event		Dates
Apply for maintenance fee reduction (Reduction of the maintenance fee for Academic Year 2015)		June 1 st ,2015 to June 8 th ,2015 (Online application and submit printed sheet to the Division of Students Affairs- Office of Student's Life) .
Apply for 2015 financial aid (Disadvantaged Students).		September 14 th , 2015 to September 25 th , 2015: Announcement for Receiver's List January 2016. Inform receivers via webpage of Division of Students Affairs and NUK personal email account.
Application for student's loan	All Daytime Programs	Deadline: February 24 th , 2015
	Night school and EMBA,IEMBA and EMLBA Programs	Deadline: March 9 th , 2015
Changing of the mailing address (For the usage of mailing the transcript)		July 10 th ,2015
Mailing the transcript for the 2 nd semester		July 20 th ,2015
Course selection	Stage 1 for course selection	9a.m. February 2 nd , 2015 to 12p.m. February 6 th ,2015
	Stage 2 for course selection	9a.m. February 9 th , 2015 to 12p.m. February 13 th , 2015
	Add courses online	9a.m. February 24 th , 2015 to 12p.m. March 10 th , 2015
	Drop courses online	9a.m. February 24 th , 2015 to 12p.m. March 9 th , 2015
Printing the payment sheets via Online System		From February 11 th ,2015
Registration Deadline &Maintenance fees Deadline		February 24 th ,2015
School starts		February 24 th ,2015
Printing the credit payment sheets via Online System		March 18 th ,2015
Credit fees deadline		March 30 th ,2015



National University of Kaohsiung Registration Notifications for the 2nd Semester of Academic Year 2014

Time frame	Things to do	Illustration	Administrative unit/ Telephone number/Administrative advisor
Before Registration	Reducing Maintenance fees	1. Application to reducing maintenance fees for the 2 nd semester (NOT including minority students aid fund) , please apply it online via http://stu.nuk.edu.tw during June 1 st ,2015 to June 8 th ,2015. Print the application form (please sign on the form) with support documents (for the latest news please go to Division of Students Affairs)and then submit it within the designated time to Division of Students Affairs Office of Life Guidance. 2. <u>Application to financial aid for the Disadvantaged Students (family revenue under \$700,000NT dollars) Can only apply once every academic year</u> from the first day of class (according to the respective academic year) .Late submissions will not be accepted.	Division of Students Affairs Office of Life Guidance 591-9062 Ms. Lin
	Student's loan	1. Taiwanese Students who wish to apply for student's loan should read the notices carefully posted on the Division of Students Affairs website. 2. All Students who do not wish to apply for student's loan will need to pay for the registration fees before the deadline. If not, they will be regarded as abandonment of student status.	Division of Students Affairs Office of Life Guidance 591-9061 Mr. Kuo
	Military service	Please check the website of the Division of Students Affairs and select "Military Service Information" for details. http://stu.nuk.edu.tw/MI/LOGIN.ASP	Division of Students Affairs Office of Life Guidance 591-7885 Mr. Pan
	Paying Fees	1.Fees : For more information about the maintenance fees, please go to http://www.nuk.edu.tw/ and select "Maintenance Fee Section." 2. Printing the payment sheets : <u>Starting from February 11th,2015.</u> Print the payment sheet online (the university's home page: http://webap.nuk.edu.tw/PaidQuery/index.aspx and enter your username and password. <u>(For NUK and MOE Scholarship awardees, please submit your transcript to the Office</u>	Division of General Affairs Cashiering Selection 5919095 Mr.Kuo Division of Academic Affairs Registration Section 5919038 Ms.Jin

of Foreign Affairs before school starting in order to receive scholarship.)

3. Deadline :

Deadline: February 24th, 2015. Except students with a disability, every other student should follow the university's regulation to pay for the fees. If not, they will be regarded as abandonment of student status.

4. How to pay : (please read the remarks on the payment sheet)

(1) Pay by Cash: Bring payment sheet to Land Bank. After paying fees, remember to keep the receipt for further reference.

(2) Pay by ATM : Select payment and enter the code 005 for Land Bank. Then insert the 14 numbers of the account and the amount you wish to pay. Make sure that you have successfully submitted. Please keep the ATM receipt for future references.

(✖Every student has their own account number, please use the number that you are assigned)

(3) Pay by Telegraphic Transfer :
Bank : Land Bank in Kaohsiung.
Name : National University of Kaohsiung 402 Special Account.

(4) Pay by Credit Card : Go to www.27608818.com, enter the university code : **8814600458**, enter the 14 numbers of the account. For phone authorization, please call 02-27608818. Press 「 1 」 for the authorization code, follow the steps, enter the university code : **8814600458** and then 14 numbers of the account.

(5) Pay at the Convenience Stores:
Please print the payment sheet and pay at 7-11, FamilyMart, OK or Hi-Life
【 Transaction Fees 】 :
\$20,000NT dollars or under : \$15NT dollars.
\$20,001NT dollars to \$40,000NT dollars : \$20NT dollars.
\$40,001NT dollars to \$60,000NT dollars: \$25NT dollars.

5. Deadline policy : Students who fail to pay the fees before the deadline can only pay fees via method (1)-(3). Students who fail to pay their maintenance of credit fees before the deadline will be penalized.

Division of General
Affairs
Cashiering Selection

5919095
Mr.Kuo

Division of Academic
Affairs
Registration Section
5919038
Ms.Lee

		<p>6. Night School : Please pay for the the maintenance fees by February 24th, 2015. Students can print payment sheet for credit fees online on March 18th, 2015 and pay for credit fees by March 30th 2015.</p> <p>7. Delay graduates should pay the computer Internet fees and Insurance fees by February 24th, 2015. After confirming the add/drop courses process, the university will calculate the credits that students are taking. If students are taking less than 9 credits (including 9) they will be charged only for credit fees. If one takes 10 credits or above, he or she will be charged the credit and maintenance fees. The deadline to pay for fees is March 30th, 2015.</p> <p>8. Students who are taking the Western languages or English conversation courses and are using the language center facilities need to pay for the usage fee.</p>	
Registration	Registration stamping	<p>Registration stamping is only for students who enrolled before Academic Year 2012. Stamping service will be provided from February 24th, 2015. Class leader should collect every student's ID card in their respective class and bring them to:</p> <ol style="list-style-type: none"> 1. Division of Academic Affairs Registration Section for the registration stamping work. 2. Time schedule for the registration stamping at Division of Academic Affairs : <ol style="list-style-type: none"> (1) Within 2 weeks from the school starts or during the week of Drop-course process. (Monday to Friday 18:00 to 22:00) (2) Winter/summer vacation does not provide the service. 	<p>Division of Academic Affairs Registration Section 5919038 Ms.Lee</p>
	School begins	February 24 th , 2015	<p>Division of Academic Affairs Curriculum Section 5919564 Ms.Kuo</p>
	Course selection	<ol style="list-style-type: none"> 1. Period 1 course selection (online) : From Feb. 2nd, 2015 to Feb. 6th, 2015 9a.m. to 12p.m. 2. Period 2 course selection (online) : 12p.m. Feb. 9th, 2015 12p.m. to 12p.m. Feb. 13th, 2015 3. Online add/drop courses: 9a.m., Feb. 24th, 2015 to 11:59p.m., March 10th, 2015./ 9a.m., Feb. 24th, 2015 to 11:59p.m., March 9th, 2015. 	<p>EMBACenter 5919532</p>
	Application for Financial Aid (Disadvantaged Students)	<ol style="list-style-type: none"> 1. Application of the Disadvantaged Student's aid for the Academic Year 2015 (family revenue under 700,000NT dollars) . For detailed information, please go to (http://stu.nuk.edu.tw) and fill out the forms to submit (including your signature) with proof documents at Division of Students Affairs. 	<p>Division of Students Affairs Student Life 5919062</p>

	Failing to complete registration Process	<ol style="list-style-type: none"> 2. Students who failed to pay fees will be regarded as abandonment of student's status. 3. For more information, please go to the university webpage at http://academic.nuk.edu.tw/. 	Division of Academic Affairs Registration Section 5919038 Ms. Lee
Remarks	Grades look-up	<ol style="list-style-type: none"> 1. Grades loop-up system : (http://aca.nuk.edu.tw/) . 2. The transcript will be mailed to the student's mailing address. If students wish to change mailing address, please go to website of the Division of Academic Affairs and download application form in order to change your mailing address by January 30th, 2015. Please bring ID card and passport to the Registrar Office to complete the process. 3. The transcript will be mailing by July 20th, 2015. If you see “未送達” on your score report, please inform your instructors about this issue ASAP. 	Division of Academic Affairs Registration Section 5919040 Ms. Hsu