

National University of Kaohsiung

Important Dates and Notices Spring term of 2014 Academic Year



National University of Kaohsiung

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

November 2013

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 2014)		December 2 nd , 2013 to December 9 th , 2013 (Online application and submit printed sheet to the Division of Students Affairs- Office of Student's Life) .
Apply for financial aid (Disadvantaged Students).		December 2013: Announcement for Receiver's List January 2014: Inform receivers via webpage of Division of Students Affairs and NUK personal email account.
Application for student's loan	Undergraduates/graduates/PhD. Students	From January 24 th , 2014 to February 17 th , 2014.
	In-Service class, Graduates, and Evening courses for EMBA 、 IEMBA and EMLBA	From January 24 th , 2014 to February 28 th , 2014.
Changing of the mailing address (For the usage of mailing the transcript)		July 4 th , 2014
Receiving the transcript for the 2 nd semester		July 14 th , 2014
Course selection	Stage 1 for course selection	January 27 th , 2014 to February 7 th , 2014
	Stage 2 for course selection	February 10 th , 2014 to February 14 th , 2014
	Add/drop courses online	February 17 th , 2014 to February 28 th , 2014
Printing the payment sheets via Online System		From January 24 th , 2014
Registration Deadline & Maintenance fees Deadline		February 17 th , 2014
School starts		February 17 th , 2014
Registration stamping (For students enrolled in 2011)		Starting from February 17 th , 2014
Printing the credit payment sheets via Online System		March 12 th , 2014
Credit fees deadline		March 24 th , 2014



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	<p>1. Application to reducing maintenance fees for the 2nd semester (NOT including minority students aid fund) , please apply it online via http://stu.nuk.edu.tw during December 2nd,2013 to December 9th,2013. 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.</p> <p>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 to the second week of class (according to the respective academic year) .Late submissions will not be accepted.</p>	Division of Students Affairs Office of Life Guidance 5919062
	Student's loan	<p>1. Students who wish to apply for student's loan, please read the notices carefully on the Division of Students Affairs website.</p> <p>2. Students who do not wish to apply for student's loan will need to register before the deadline. If not, they will be regarded as abandonment of student status.</p>	Division of Students Affairs Office of Life Guidance 5919061 Mr.Lee
	Military service	<p>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)</p>	Division of Students Affairs Office of Life Guidance 5917885 Mr.Kao
	Paying Fees	<p>1.Fees : For more information about the maintenance fees, please go to http://www.nuk.edu.tw/ and select 「 Maintenance Fee Section 」 .</p> <p>2. Printing the payment sheets : <u>Starting from January 24th,2014</u>. Print the payment sheet online (the university's homepage: 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 Offi</u></p>	<p>Division of General Affairs Cashiering Selection 5919095 Mr.Kuo</p> <p>Division of Academic Affairs Registration Section 5919038 Ms.Lee</p>

		<p><u>ce of Foreign Affairs before school starting in order to receive scholarship.)</u></p> <p>3. Deadline : Deadline: February 17th ,2014. 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.</p> <p>4. How to pay : (please read the remarks on the payment sheet)</p> <p>(1) Pay by Cash: Bring payment sheet to Land Bank. After paying fees, remember to keep the receipt for further reference.</p> <p>(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)</p> <p>(3) Pay by Telegraphic Transfer : Bank : Land Bank in Kaohsiung. Name : National University of Kaohsiung 402 Special Account.</p> <p>(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.</p> <p>(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.</p> <p>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.</p>	<p>Division of General Affairs Cashiering Selection</p> <p>5919095 Mr.Kuo</p> <p>Division of Academic Affairs Registration Section 5919038 Ms.Lee</p>
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Registration	Registration stamping	<p>Registration stamping is only for students who enrolled before Academic Year 2012. Stamping service will be provided from February 17th, 2014. 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) From Feb. 17th, 2014 to March 3rd, 2014. (Monday to Friday 18:00 to 20:30) (2) In the evening: Every Tuesday and Thursday 18:00 to 20:30 (3) Winter/summer vacation does not provide any service. 	<p>Division of Academic Affairs Registration Section 5919038 Ms.Lee</p>
	School begins	February 17 th , 2014	Division of Academic Affairs
	Course selection	<ol style="list-style-type: none"> 1. Stage 1 course selection (online) : From Jan. 27th, 2014 to Feb. 7th, 2014 9 a.m. to 12p.m. 2. Stage 2 course selection (online) : 12p.m. Feb. 10th, 2014 12p.m. to 12p.m. Feb. 14th, 2014 3. Online add/drop courses: 9a.m., Feb. 17th, 2014 to 11:59p.m., Feb. 28th, 2014. 	<p>Curriculum Section 5919564 Ms.Kuo</p> <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 2014 (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>

Remarks	Failing to complete registration Process	<p>2. Students who failed to pay fees will be regarded as abandonment of student's status.</p> <p>3. For more information, please go to the university webpage at http://academic.nuk.edu.tw/.</p>	<p>Division of Academic Affairs Registration Section 5919038 Ms. Lee</p>
	Grades look-up	<p>1. Grades loop-up system : (http://aca.nuk.edu.tw/) .</p> <p>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 July 4th 2014. Please bring ID card and passport to the Registrar Office to complete the process.</p> <p>3. The transcript will be mailing by July 14th, 2014. If you see “未送達” on your score report, please inform your instructors ASAP.</p>	<p>Division of Academic Affairs Registration Section 5919040 Ms. Hsu</p>