

新生基本資料登錄表登錄的操作說明：

Instruction for new students to register basic data

一、 新生基本資料登入 Student Information login

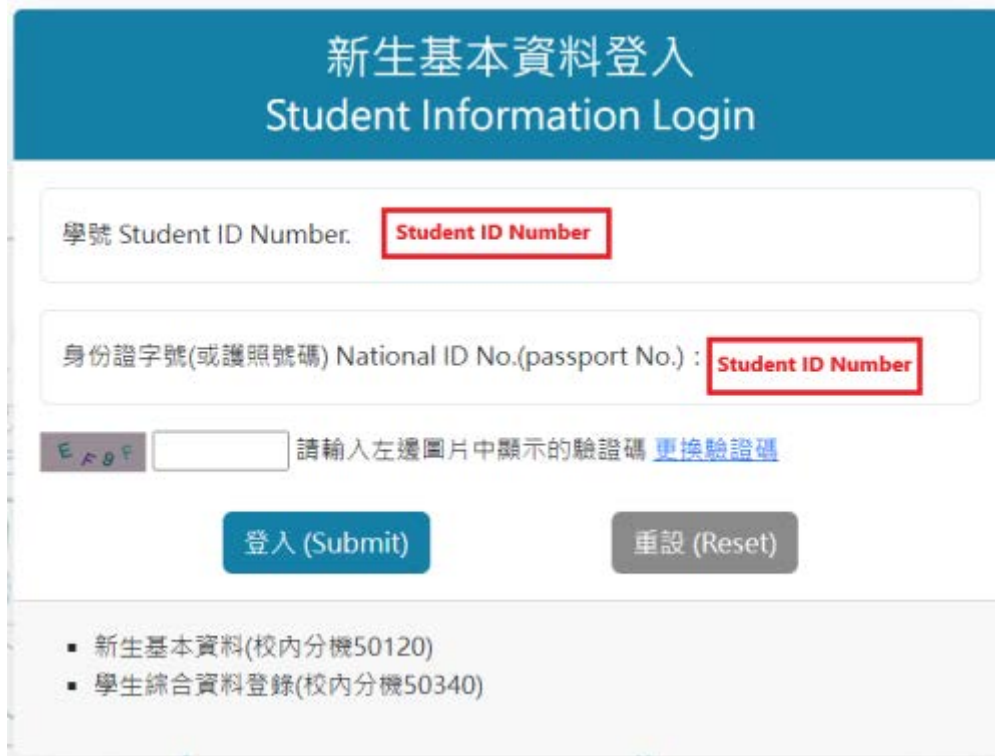
Local student 本國籍學生請以「學號」及「身分證字號」登入。



The screenshot shows the 'Student Information Login' page for National Cheng Kung University. The page title is '新生基本資料登入 Student Information Login'. It features two input fields: '學號 Student ID Number.' and '身分證字號(或護照號碼) National ID No.(passport No.):'. Below these is a CAPTCHA field with the text '7 > E 6' and a prompt to enter the code from the image. There are two buttons: '登入 (Submit)' and '重設 (Reset)'. At the bottom, there is a list of links: '新生基本資料(校內分機50120)' and '學生綜合資料登錄(校內分機50340)'. The page also includes the university logo and the text '網路新生基本資料登錄'.

Oversea Student 僑生、陸生、外籍生及交換生請於第一次使用時在學號及身分證字號兩個欄位皆使用學號來進行登入

Oversea Students should use student ID NO. instead of passport number when first time login the New Student Basic Data Entry System.



The screenshot shows the 'Student Information Login' page for overseas students. The page title is '新生基本資料登入 Student Information Login'. It features two input fields: '學號 Student ID Number.' and '身分證字號(或護照號碼) National ID No.(passport No.):'. Both fields have 'Student ID Number' entered and highlighted with a red box. Below these is a CAPTCHA field with the text 'E > B F' and a prompt to enter the code from the image. There are two buttons: '登入 (Submit)' and '重設 (Reset)'. At the bottom, there is a list of links: '新生基本資料(校內分機50120)' and '學生綜合資料登錄(校內分機50340)'. The page also includes the university logo and the text '網路新生基本資料登錄'.

二、照片上傳 Upload Photo

Click the “upload photo” button to upload your photo.



The screenshot shows the NCKU Student Information website. At the top, there is a header with the NCKU logo and the text 'NATIONAL CHENG KUNG UNIVERSITY STUDENT INFORMATION' and '國立成功大學'. Below the header is a large blue button labeled '照片上傳 Upload photos'. To the right of this button, there is a red text instruction: '請點選左邊功能選項!!'. Below the button is a section titled '登錄新生基本資料及列印 Basic Data Entry for New Student'.

點選照片上傳後會出現下方畫面，請先詳閱照片上傳說明

If you don't know how to adjust your photo, please link to the arrow point hyperlink for the instruction.

學號/姓名	██████████				
照片上傳 Upload photos	Input file	選擇檔案	沒有選擇檔案	STEP2 上傳檔案	File Upload
相片上傳說明：	STEP 1 <ol style="list-style-type: none">請上傳最近 1 年內所拍攝2吋脫帽、未戴有色眼鏡個人數位彩色相片。頭像照：以頭部及肩膀頂端近拍，使臉部佔據整張照片面積的 70~80%。檔案規格：JPG類型，寬度像素必須介於300與420之間，大小不得超過 100 KB，寬度及高度比例以0.75為原則，可接受範圍必須介於0.73與0.77之間，解析度建議以 200~500 DPI 為佳。 (範例:圖檔攝修說明圖以 300*400 像素為範例)如未依檔案規格上傳致影響學生證製作品質，擬重新製作者須依申請補發學生證程序辦理。已上傳的照片如經審查通過則不得再重新上傳。若照片依規格設定後仍無法上傳,請將照片附上學號姓名mail註冊組業務課戴堂名學系承辦人。				
Photo Description :	<ol style="list-style-type: none">Please upload a 2" personal color photo without hat and tinted lenses taken within the last year.Head Shot: Close-up photo of head and top of shoulders with face occupying 70-80% of picture area.Image file format: JPEG (JPG). Horizontal resolution must be between 300 and 420 pixel, size no bigger than 100KB. Photo has a nominal width/height ratio of 0.75 and must be between 0.73 and 0.77, recommend resolution of 200-500 Dpi. If you wish to have a student ID remade due to quality issues resulting from uploaded non-compliant image file, please follow established procedure to apply for a student ID re-issue as per associated regulation.Once uploaded photo has been reviewed and approved by the Registrar's Office, the photo should not be re-uploaded again.If the photo upload cannot be successfully completed, send by regular mail to the person responsible for your college/department in the Registrar's Office. Please include name and student number with your picture.				

三、登錄新生基本資料 Basic Data Entry for New Student

新生基本資料 BASIC DATA

(*為必填欄位)「新生基本資料」填寫有疑問請洽註冊組分機50120
 *Required column - any queries please mail [Registrar's Division](#)

准考證號(序號): No. of Examinee		學制: Program	日間部	系所: Dept./Ins.	材料系 Materials Science and Engineering
年級: Year	3	班別: Class		學號: Student ID Number	
姓名 Full name (In Chinese)		英文姓名(同護照) Full name(In English) as shown on passport:		性別: Gender:	*法定性別(legal gender): 女(Female)▼ 自我認同性別(可不填)/self-identification: 請選擇自我認同性別▼
*身分證字號 (居留證號、護照號碼) National ID No. (ARC No. or Passport No.):	身分證號-學號才開始有效	役別: Military Service:	女生Female▼	職業: Employment:	無▼
國別: Nationality	中華民國	身份丙			
*生日 Date of birth:	年 月 日			族籍: -----	(原住民族才需輸入/only for Taiwanese aboriginal)
身分甲 Student Status(甲):	校交換生	身分乙: Student Status(乙):	交換生	入學年月 Academic year(Enrollment)	11302
入學前學校代碼 Graduated School	-- 按此以關鍵字查詢入學前學校Please click here to search graduated school -- 999 其他 <input type="button" value="國內學校代碼查詢"/> <input type="button" value="境外學校代碼查詢(Overseas School Code Enquiry)"/> 其他others(please specify school name): <input type="text"/> 城市city: <input type="text"/> 國別country: <input type="text"/>				
入學前學歷 Highest Degree	專科Junior College	入學前畢業否	畢業Graduated	*入學前畢業年月 Date of Graduation	113 年 02 月
行動電話 mobile Phone		戶籍電話 telephone No.(home)		通訊電話 telephone No.(Daytime)	
*戶籍住址 Permanent Address (Overseas Residential Address)	100 臺北市 中正區 1. 戶籍住址務必詳填單據 請檢查顯示的地址是否正確Please check if the displayed address is correct <input type="button" value="郵遞區號查詢"/>				
*通訊住址 Mailing Address	100 臺北市 中正區 此為成績單寄送地址 - 開學後如需變更請至申請案件系統/編輯基本資料修正。 請檢查顯示的地址是否正確Please check if the displayed address is correct				
*監護人姓名 Name of Legal Guardian		*與監護人關係 Relation to the Applicant		*監護人行動電話 *guardian's mobile Phone	

儲存資料Save & Revise 儲存資料Save 列印新生基本資料表Basic Data Printout

備註: 列印回審與封封單只關以下所列條件 - 學號第3碼為4 - 年級為1 - 身分甲不為25/XXXX月已完成新生基本資料登記
 您已點選【確認資料 - 不再修改】 - 無法再修改資料!
 Data confirmed.No future modification allowed!

新生基本資料登錄欄位部分說明:

1. 「入學前學校代碼」請直接點選查詢後選擇學校代碼

Note: 若點選「選擇學校」後的下拉式選單找不到學校代碼請點選「999 其它」, 並在欄位內填入校名(如為境外學校亦填寫城市及國別)

If you didn't find out your school code, please choose 999 and fill in your school name & country.

入學前學校代碼 Graduated School	-- 按此以關鍵字查詢入學前學校Please click here to search graduated school -- 999 其他 <input type="button" value="國內學校代碼查詢"/> <input type="button" value="境外學校代碼查詢(Overseas School Code Enquiry)"/> 其他others(please specify school name): <input type="text"/> 城市city: <input type="text"/> 國別country: <input type="text"/>				
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2. 填寫戶籍住址、通訊住址

Both permanent & mailing address (Oversea Freshman fill in the home country address)

(Oversea student can change the mailing address after you arrive in Taiwan.)

*戶籍住址 Permanent Address (Overseas Residential Address)	請選擇郵遞區號		戶籍住址務必詳填里鄰
	請檢查顯示的地址是否正確Please check if the displayed address is correct		
<input type="button" value="郵遞區號查詢"/>			
*通訊住址 Mailing Address	請選擇郵遞區號		
	此為成績單寄送地址，開學後如需變更請至申請表件系統/編輯基本資料修正。		
請檢查顯示的地址是否正確Please check if the displayed address is correct			

3. 確認各欄位資料皆正確後

After inputting, please click on “Save & Revise” or “Save” if you choose “Save” then you still can modify the information.

If you choose “Save” and you need to click “Data confirmed No further modification allowed.” to complete the process.

點選 **暫存資料Save & Revise**，仍可修改

*監護人姓名 Name of Legal Guardian	<input type="text"/>	*與監護人關係 Relation to the Applicant	父子(女)
暫存資料Save&Revised可以再修改			
暫存資料Save & Revise	<input type="button" value="確定存檔Save"/>	尚未完成新生基本資料登錄，無法列印新生基本資料表	

點選 **確定存檔Save**

*監護人姓名 Name of Legal Guardian	<input type="text"/>	*與監護人關係 Relation to the Applicant	父子(女)
確定存檔後不可再修改			
<input type="button" value="暫存資料Save & Revise"/>	確定存檔Save	尚未完成新生基本資料登錄，無法列印新生基本資料表	

請再度確認資料無誤後點選 存檔，不再修改資料

按下此按鈕才可列印 新生基本資料表
<input type="button" value="確認資料，不再修改Data Confirmed. No future modification allowed"/>

<input type="button" value="資料有誤，返回修改Information incorrect Back to revise"/>
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四、列印新生基本資料 Basic Data Printout

確認存檔後請點選

列印新生基本資料表Basic Data Printout

1. 直接列印。Print out directly
2. 或將檔案另存新檔後再列印。Or you can choose " save as new file and print out.

暫存資料Save & Revise

確定存檔Save

列印新生基本資料表Basic Data Printout

您已點選【確認資料，不再修改】，無法再修改資料！
Data confirmed.No future modification allowed !

※新生基本資料列印後如仍有發現錯誤，請直接用紅筆修正後繳交。

After printout, if you still have some information needing to be corrected, please using red pens to make corrections at paper. Then, hand it in to the Registrar Division.