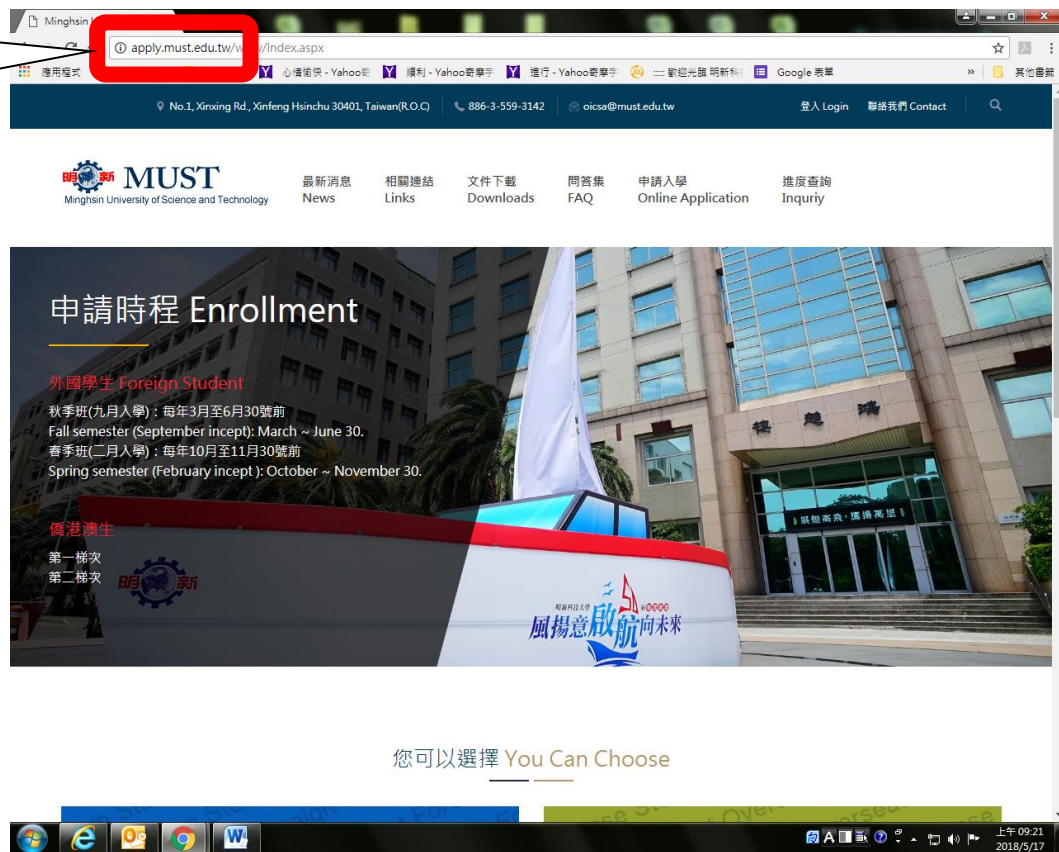


線上申請系統 Online Application System

1. 連上外國學生線上申請系統 <http://apply.must.edu.tw>

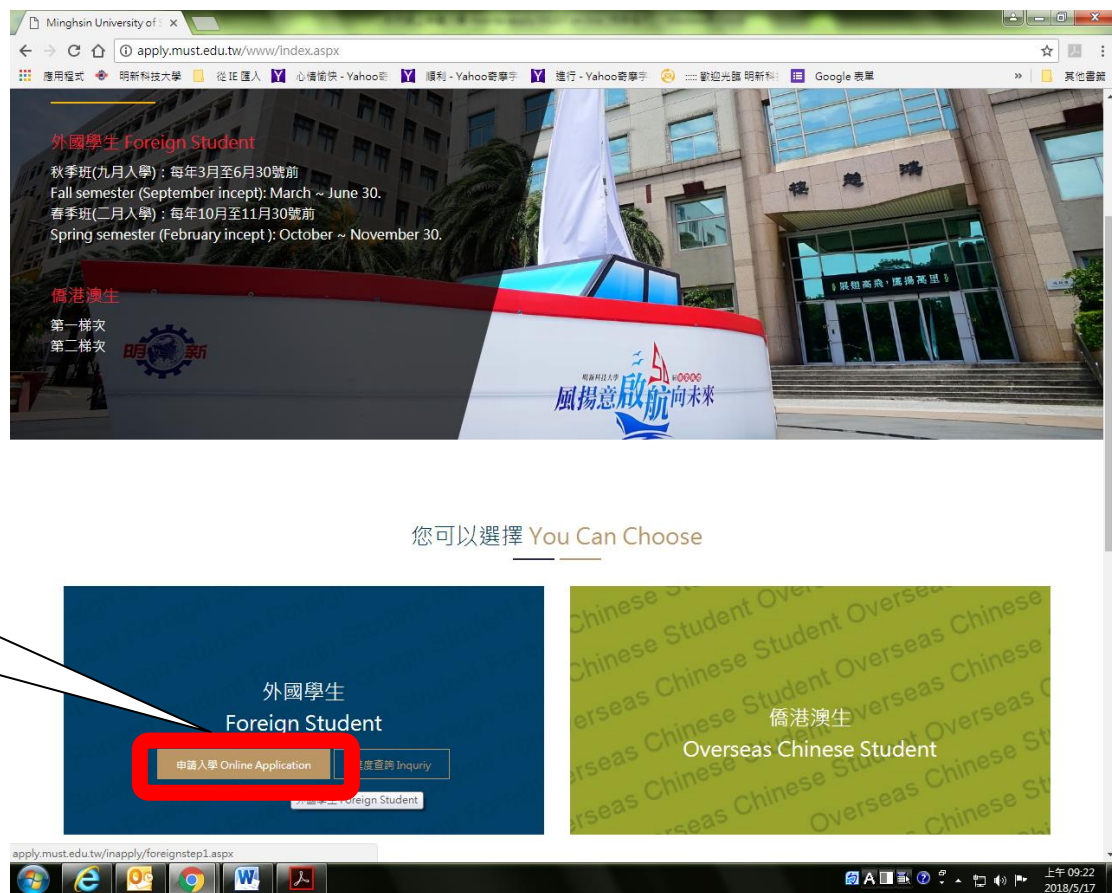
Link to International student online application system : <http://apply.must.edu.tw>

步驟一
STEP



2. 點選『外國學生』-『申請入學』選項

Click 『Online Application』

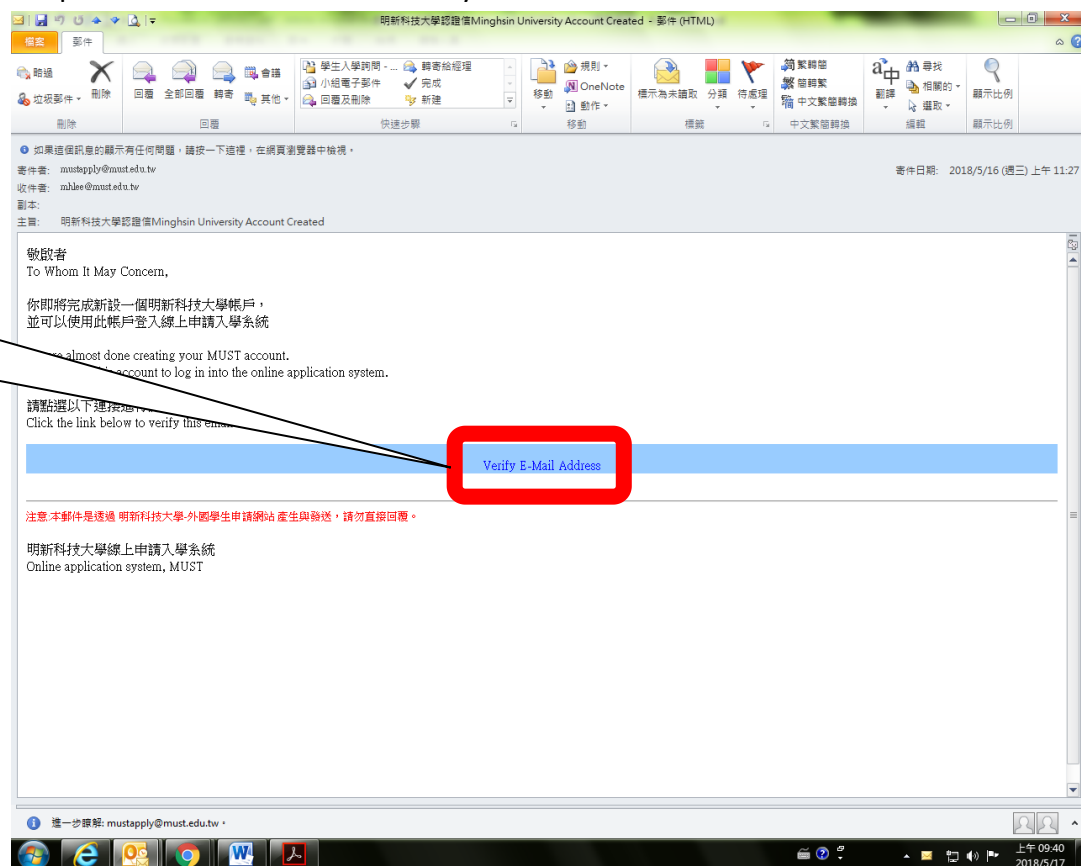


步驟二
STEP

- 在『註冊帳號』輸入你常用的 Email 信箱，然後輸入兩次密碼。
Enter a valid email address in the 『Registry』 field. Then, type in the password twice.



- 系統將郵寄『明新科技大學認證信』，請點選信中連接點進行確認
The system will send the letter 『Minghsin University Account Created』 and please click the link to confirm your E-mail.



5. 使用你的帳號與密碼登入

Login with your e-mail and password

The screenshot shows the MUST website's login page. The browser address bar displays 'apply.must.edu.tw/inapply/login.aspx'. The page header includes the MUST logo and navigation links for News, Links, Downloads, FAQ, Online Application, and Inquiry. The main heading is '登入、註冊帳號 / Login、Registry'. Below this, there are two columns of form fields. The left column is titled '登入 Login To Your Account' and contains fields for '帳號 E-mail', '密碼 Password', and '驗證碼 Verification code'. The right column is titled '註冊帳號 Registry' and contains fields for '帳號 E-mail', '密碼 Password', '確認密碼 Confirm Password', and '驗證碼 Verification code'. A red box highlights the '登入 Login To Your Account' form fields. Below the form fields are buttons for '登入 Login' and '忘記密碼 Forgot Password'. The system tray at the bottom shows the date and time as '上午 09:42 2018/5/17'.

步驟五
STEP 5

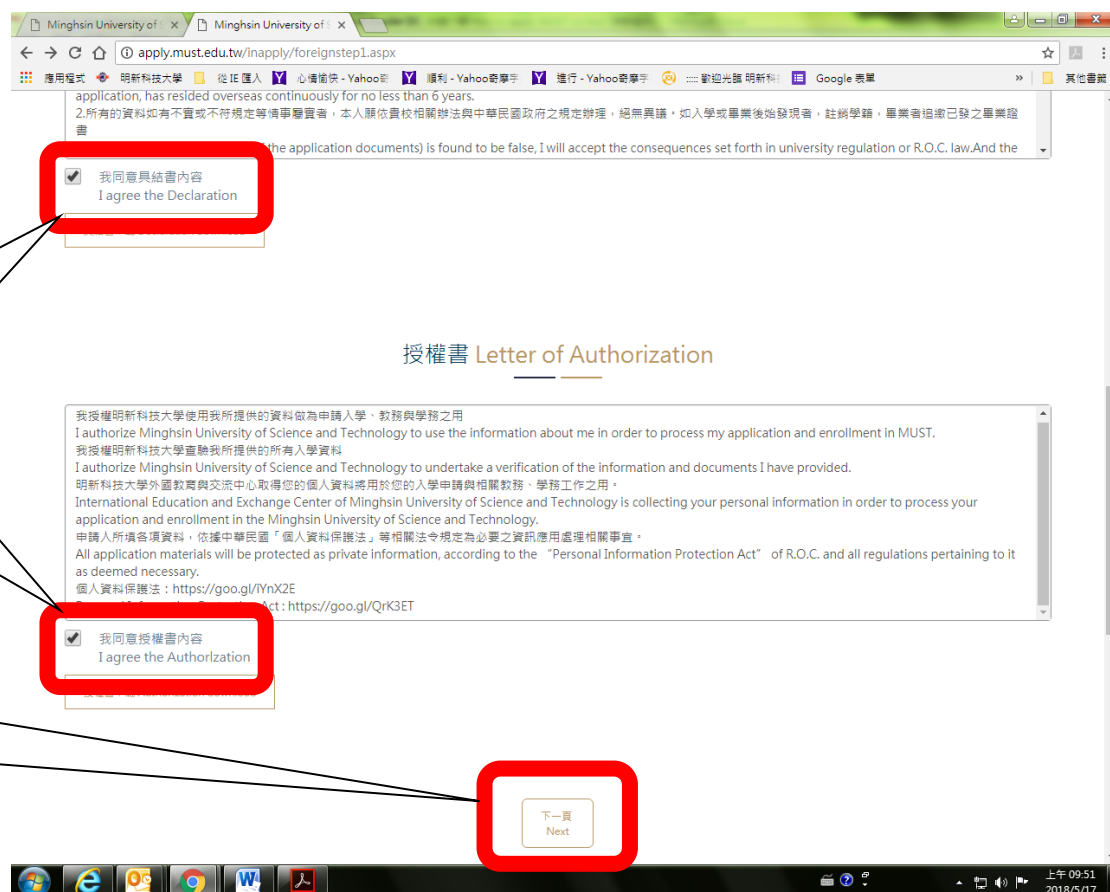
6. 點選『外國學生』-『申請入學』選項

Click the 『Online Application』 button

The screenshot shows the MUST website's 'Login Successful' page. The browser address bar displays 'apply.must.edu.tw/inapply/loginindex.aspx'. The page header includes the MUST logo and navigation links for News, Links, Downloads, FAQ, Online Application, and Inquiry. The main heading is 'Login Successful'. Below this, there is a section titled '您可以選擇 You Can Choose'. This section contains two columns of text. The left column is titled '外國學生 Foreign Student' and contains a button for '申請入學 Online Application'. The right column is titled '僑港澳生 Overseas Chinese Student' and contains a button for '進度查詢 Inquiry'. A red box highlights the '申請入學 Online Application' button. The system tray at the bottom shows the date and time as '上午 09:47 2018/5/17'.

步驟六
STEP 6

7. 請先閱讀『具結書』與『授權書』，並在方框內點選『我同意』與『下一頁』
 Read the『Declaration』and『Authorization』, check the square that says『I agree the Declaration and Authorization』 Then click the『Next』 button



8. 請正確的填寫個人資訊。有標記『※』為必答，填完資訊後，請按『下一頁』，以此類推
- Enter your personal information correctly. The questions with a star mark 『※』 are required. After filling in the information, click 『Next』 to proceed and so on.

The screenshot shows the 'Application Management' interface for 'Foreign Student'. The progress bar indicates Step 2 (Program) is the current step. The form includes the following fields:

- ※ 申請類別(證明) Application status: 一般申請生 Ordinary applicant
- ※ 梯次 Semester: 秋季班(九月入學) Fall semester (September incept)
- ※ 學位 Degree: 學士學位 Bachelor
- ※ 授課語言 Chinese or English-taught: 中文授課 Chinese-taught

The screenshot shows the 'Program' selection step. A callout box states: '最多可選擇 5 個系所 5 programs are maximization'. The form includes:

- ※ 學位 Degree: 學士學位 Bachelor
- ※ 授課語言 Chinese or English-taught: 中文授課 Chinese-taught
- ※ 系所 Program: 最多可選擇5個系所 5 programs are maximization. Selected: 服務產業學院 College of Service Industries.

Below the program selection, there is a table for program choices:

#	志願序	學系	系所 Program
1	第一志願 First choice	工學院 College of Engineering	精密機電工程系 - Precision Mechatronics Engineering
2	第二志願 Second choice	服務產業學院 College of Service Industries	幼兒保育系 - Child Development and Education
3	第三志願 Third choice	服務產業學院 College of Service Industries	旅館事業管理系 - Hotel Management
4	第四志願 Fourth choice	服務產業學院 College of Service Industries	老人服務事業管理系 - Senior Citizen Service Management

Annotations include a red box around the table, a callout box pointing to it, a red box around the 'Add Program' button, and a red box around the 'Next' button. A red box on the left side of the page contains the text '步驟八 STEP 8'.

9. 先選擇檔案後上傳文件(以此類推)，填完資訊後，請按『下一頁』
Click 『選擇檔案』 button to select file, click 『Upload』 button and so on. Then click 『Next』 to proceed.

外國學生 Foreign Student

Step 1 具結書、授權書 Declaration & Authorization	Step 2 申請系所 Program	Step 3 個人資料 Personal	Step 4 語文能力 Language	Step 5 其他 Others	Step 6 文件上傳 Upload	Step 7 送出申請 Summit
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『上傳文件範例 Examples of Uploaded Documents』
『連接Link』

取最近個人照片 Recent Photo
(The color photos with aglossy finish taken with a whitebackground.)

步驟九
STEP 9

選擇檔案 未選擇任何檔案
上傳 Upload

自傳 Autobiography

中文或英文自傳(包含個人背景、申請動機與讀書計畫等)
Autobiography in Chinese or English. (Including your background, motivations and study plan etc.)

選擇檔案 未選擇任何檔案
上傳 Upload 範例或表格 Example or Form

其他 Other

其他有利文件(如：證照、獎狀...等)
Other advantageous documents. (For example: certificate examination, awards etc.)

選擇檔案 未選擇任何檔案
上傳 Upload 範例或表格 Example or Form

上一頁 Previous 下一頁 Next

步驟九
STEP 9

10. 確認上傳資料皆正確，按下『確認送出』後完成申請

Make sure you have all information correctly then click 『Submit』 to completely done with the application procedure

上傳資料確認 System Check

- 最新個人白底照片(必填) Recent photo (Required) 已上傳 uploaded
- 畢業證書或在學證明(必填) Diploma or Certificate of enrollment (Required) 已上傳 uploaded
- 畢業證書(必填) Transcripts (Required) 已上傳 uploaded
- 財力證明 Financial Statement 已上傳 uploaded
- 獎學金申請表 Application Form 已上傳 uploaded
- 推薦書 Recommendation Letters 已上傳 uploaded
- 語文證明 Language Requirement 已上傳 uploaded
- 自傳 Autobiography 已上傳 uploaded
- 其他 Other 已上傳 uploaded

按下「確認送出」後，申請資料將無法修改，請謹慎評估內容的正確性與完整性
You can't change the application after you press the "Submit" button.
Please make sure you have all information correctly

上一頁 Previous **確認送出 Submit**

11. 完成報名後，你可以隨時查詢進度

After completed online application, you can check application status anytime.

外國學生 進度查詢/Foreign Student Inquiry

首頁 Home > 外國學生 進度查詢/Foreign Student Inquiry

李小龙/Long little Li

#	審查進度 Application Status	資料修改 Modify	學院 College	系所 Program
1	通過審核 Qualified		工學院 College of Engineering	精密機電工程所 - Precision Mechatronics Engineering
2	考生完成補件 Additional documents Completed		管理學院 College of Management	管理研究所 - Management
3	未通過審核 Unqualified		管理學院 College of Management	財務金融系 - Finance
4	補件中 Supplementary Document	補件 Add Doc	服務產業學院 College of Service Industries	服務事業管理研究所 - Service Industries and Management
5	審核中 Under Examination		人文社會學院 College of Humanities and Social Sciences	應用外語系 - Applied Foreign Languages

補件 Supplementary Document

點選『補件』後，依據說明上傳文件，並點選『上傳』與『完成補件』
Click 『Add Doc』. According to explanation to correct documents then click『 Upload』
and 『Completed』 button.

外國學生 進度查詢/Foreign Student Inquiry
首頁 Home > 外國學生 進度查詢/Foreign Student Inquiry

進度查詢 Inquiry

#	審查進度 Application Status	資料修改 Modify	學院 College	系所 Program
1	通過審核 Qualified		工學院 College of Engineering	精密機電工程所 - Precision Mechatronics Engineering
2	考生完成補件 Additional documents Completed		管理學院 College of Management	管理研究所 - Management
3	未通過審核 Unqualified		管理學院 College of Management	財務金融系 - Finance
4	補件中 Supplementary Document	補件 Add Doc	服務產業學院 College of Service Industries	服務事業管理研究所 - Service Industries and Management
5	審核中 Under Examination		人文社會學院 College of Humanities and Social Sciences	應用外語系 - Applied Foreign Languages

補件中 Supplementary Document

精密機電工程所 - Precision Mechatronics Engineering
畢業證書沒有經過認證 the Diploma without BE VERIFIED by TECO. 2 3 4 5

管理研究所 - Management
畢業證書沒有經過認證 the Diploma without BE VERIFIED by TECO.

財務金融系 - Finance
畢業證書沒有經過認證 the Diploma without BE VERIFIED by TECO.

服務事業管理研究所 - Service Industries and Management
畢業證書沒有經過認證 the Diploma without BE VERIFIED by TECO.

應用外語系 - Applied Foreign Languages
畢業證書沒有經過認證 the Diploma without BE VERIFIED by TECO.

Upload

完成補件 Completed

說明
Explanation