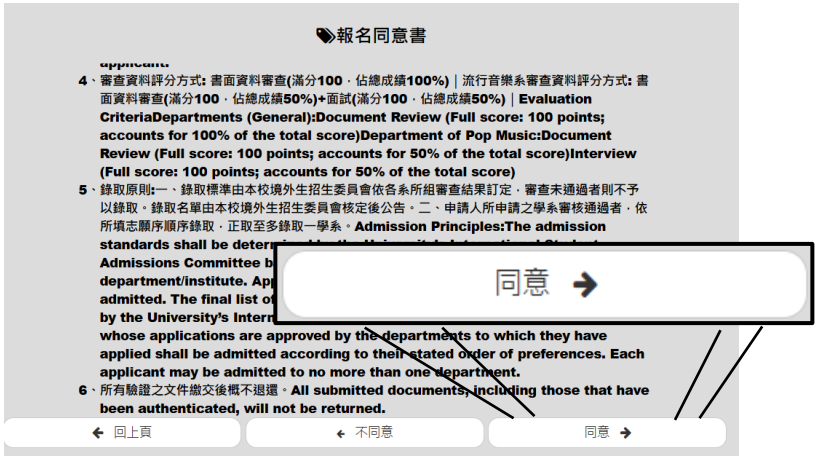
臺北城市科技大學學生報名系統操作說明

TAIPEI CITY UNIVERSITY OF SCIENCE AND TECHNOLOGY GUIDELINES FOR STUDENT APPLICATION SYSTEM OPERATION

步驟 Step	說明 Instruction / Explanation	圖片 Picture / Image
1	一律採「網路報名」，掃 QR Code 或點網址： https://sw.tpcu.edu.tw/YB2K/YEB_Apply/YEB_Apply/YEBPortal 至本校報名網站填寫報名基本資料，完成報名手續 All applications must be submitted online. Please scan the QR code or visit the following website:https://sw.tpcu.edu.tw/YB2K/YEB_Apply/YEB_Apply/YEBPortal to access university's application system, complete the required personal information, and finalize your application.	掃 QR Code 至報名網站填寫報名基本資料
2	找到你要報名的管道，點選 開始報名 Find the admission channel you wish to apply for and click 開始報名.	

步驟 Step	說明 Instruction / Explanation	圖片 Picture / Image
3	閱讀報名同意書並按**同意** Read the application consent form and click “**同意**”.	
4	點選招生項目 Select the admission program.	
5	1. 選擇報名之科系（最多可選 2 個志願科系） Select the department/major you wish to apply for (2 majors at most). 2. 確認按**下一步** Click the“**下一步**”.	

步驟 Step	說明 Instruction / Explanation	圖片 Picture / Image
6	填寫考生基本資料 Fill in the applicant's basic information. 紅色：必填 Red fields: Required. 藍色：擇一必填 Blue fields: At least one required. 1. **報考身分：**僑生/港澳生 Application Status：Overseas Chinese Students/ Hong Kong & Macao Students 2. **姓名：**請填寫護照上的英文名字 Name: Please enter your English name as shown on your passport. 3. **本國/境外：**請勾選**境外** Domestic/Overseas: Please select "**境外**". 4. **證號：**請填寫「護照號碼」 ID Number: Please enter your passport number. 5. **性別：**請選擇男(Male)或女(Female) Gender: Please select "男(Male)" or "女(Female)".	

	6. **生日:**請填入出生年月日 Date of Birth: Please enter your date of birth. 7. **出生地:** 請填寫護照上之出生地 Place of Birth:Please enter the place of birth as shown on your passport. 8. 戶籍地址:無須填寫 Registered Address: Not required. 9. **通訊地址:** 請勾選**外國**並填寫目前居住地址 Mailing Address: Please select "**外國**" and enter your current residential address.	

10. **聯絡電話**：請填寫申請人手機號碼

    Contact Number: Please enter the applicant's mobile phone number.

11. **Email**：請填寫正確 email，以利收取報名確認信

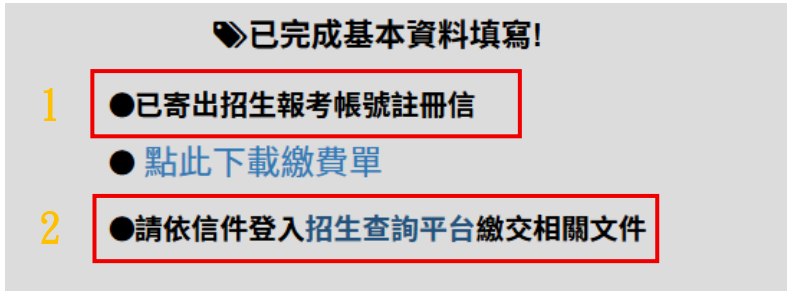
    Email: Please enter a valid email address to receive the application confirmation letter.

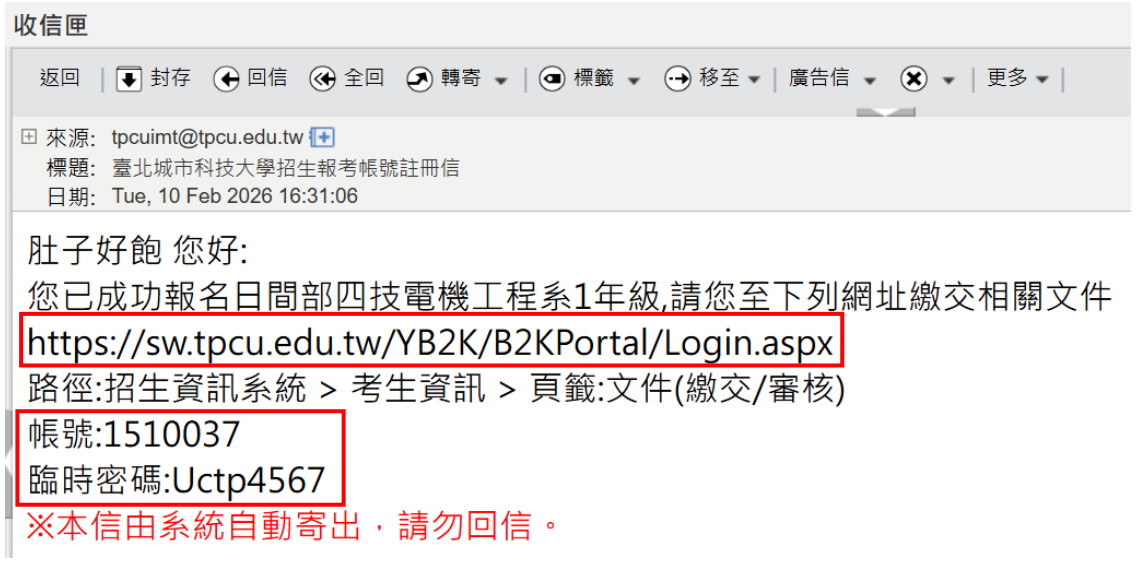
12. **報考資格**：請選擇**僑生之身分及學力(歷)資格**或**港澳生之身分及學力(歷)資格**

    Please select "**僑生之身分及學力(歷)資格**" or"**港澳生之身分及學力(歷)資格**".

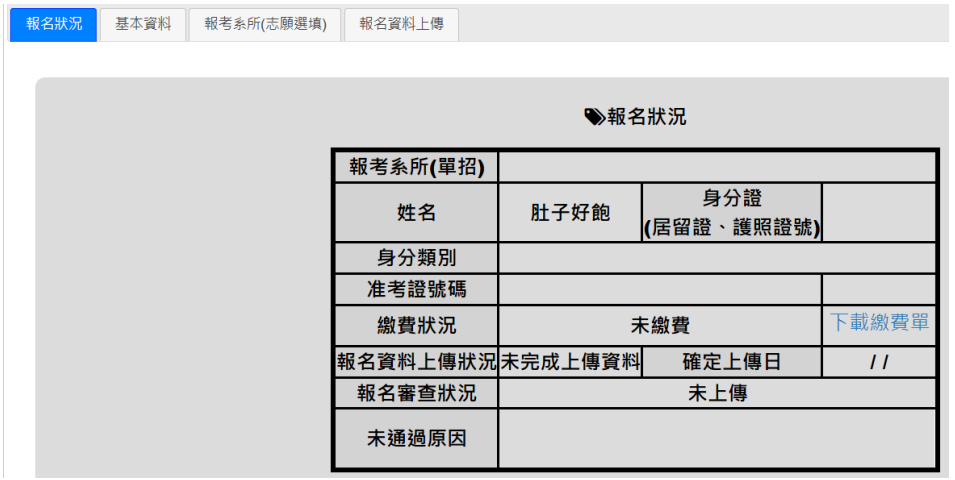
13. **學歷**：請勾選**持有同等學力證件，無畢(肄)業學校**，其他欄位無須填寫

    Please select "**持有同等學力證件，無畢(肄)業學校**".No need to fill in other fields.

	14. **家長/監護人、緊急聯絡人：**請擇一填寫 Parent/Guardian or Emergency Contact: Please complete one of the following. 15. **繳費身分別:**請選擇**一般生** Please select "**一般生**". 16. 驗證碼: 請填寫圖上之驗證碼 Verification Code: Please enter the code shown in the image. 17. 填寫完成後，請按**確認送出** After completing the form, please click "**確認送出**" to submit.	
7	確認送出後出現此畫面 After confirming submission, the following page will appear. 1. 請留意你的 Email，系統會寄出招生報考帳號註冊信 Please check your email, the system will send you an admission account registration notice. 2. 請依信件登入招生查詢平台繳交相關文件 Follow the instructions in the email to log in to the admission inquiry platform and upload the required documents.	

8	收到 Email 後，請點信件中的連結並依帳號與臨時密碼登入本校報名系統 After receiving the email, please click the link provided in the message and log in to registration system using your assigned account and temporary password.	
9	請使用 Email 提供之帳號和臨時密碼登入本校招生資訊系統並修改密碼(會需要修改 2 次密碼) Please use the account and temporary password provided in the email to log in to the university's admission information system, and change your password. (You will need to change your password twice.)	

10	密碼設定規則： 一、需包含英文大寫、英文小寫、阿拉伯數字 二、英數字混合且長度 8 ~ 20 碼 三、可輸入特殊符號：&!@#$%^*()+=_~ 四、不可與原密碼及前一次密碼相同 Password Setup Rules: I. Must include uppercase letters, lowercase letters, and Arabic numerals. II. Must be alphanumeric and 8–20 characters in length. III. Special characters allowed: &!@#$%^*()+=_~ IV. Cannot be the same as the original password or the most recent previous password.	
11	完成修改密碼後，請再次登入本校招生報名系統，並點選**招生資訊系統>考生資訊** After changing your password, please log in again to our university's admissions application system and click "**招生資訊系統>考生資訊**".	

12	點選考生資訊後，可以看到報名狀況 After clicking Applicant Information, you will be able to view your application status.	
13	基本資料：請確認是否填寫正確且無誤 Basic Information: Please ensure that all information provided is accurate.	

14	報考系所：請再次確認報名科系 Applied Department: Please reconfirm the department/major you have selected.	

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報名資料上傳：請上傳以下資料

Application Document Upload: Please upload the following documents.

1. 申請表 Application form:

請上傳入學申請表、身分及學歷資格切結書、國內單招學校辦理華裔身分認定書審檢核表(限僑生使用)、香港或澳門居民報名資格確認書(限港澳生及港澳生及港澳具外國國籍之華裔學生使用)、未曾在臺設有戶籍切結書(港澳生及港澳具外國國籍之華裔學生須另加印簽署)、招生報名系統個人資料蒐集、處理及利用同意書以上資料請製作成 1 個 PDF 檔上傳

Applicants are required to upload Affidavit of Identity and Academic Qualifications; Affidavit of Identity and Academic Qualifications (Overseas Chinese students only); Eligibility Confirmation Form for Hong Kong and Macao Residents (Hong Kong and Macao students and Ethnic Chinese students with foreign nationality from Hong Kong or Macao only.); Affidavit of No Household Registration in Taiwan(Hong Kong and Macao students, as well as Ethnic Chinese students with foreign nationality from Hong Kong or Macao, are required to print, complete, and sign this affidavit.) ; Consent Form for the Collection, Processing, and Use of Personal Data.

Kindly combine these documents into a single PDF file for upload.

2. 護照 Passport:

請上傳護照

Please upload your passport.

3. 身分證正反面 Front and back of ID card：

Please upload your front and back of the identification card.

4. 大頭照 ID photo:

請上傳 2 吋證件照

Applicants are required to upload a recent 2-inch ID photo.

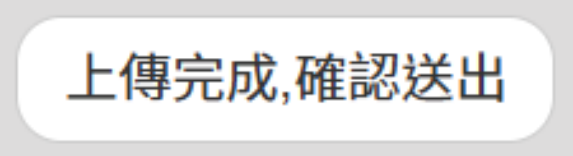
5. 畢業證書 Diploma：

請上傳經駐外館處或僑務主管機關指定之保薦單位驗證之畢業證書(中、英文以外之語文，應加附中文或英文譯本)。持香港或澳門學歷證件應先經行政院在港澳設立或指定之機構或委託之民間團體驗證

Diploma, or documents verifying equivalent academic qualifications (documents issued in languages other than Chinese or English must be accompanied by a Chinese or

報名資料上傳　檔案確認都上傳完成後，請記得按送出

上傳項目			檔案名稱	上傳狀態	上傳檔案電子檔格式
申請表	必繳	上傳檔案		未上傳	
護照	必繳	上傳檔案		未上傳	
身分證(正面)	必繳	上傳檔案		未上傳	
身分證(反面)	必繳	上傳檔案		未上傳	
大頭照(證件照)	必繳	上傳檔案		未上傳	
畢業證書(或同等學歷證明)	必繳	上傳檔案		未上傳	
其他有利審查資料	選繳	上傳檔案 刪除		未上傳	
歷年成績單(學校核發)	必繳	上傳檔案		未上傳	
自傳及讀書計畫	必繳	上傳檔案		未上傳	

	English translation) must be authenticated by a Taiwan overseas mission or verified by an institution designated by the Overseas Community Affairs Council (OCAC). For applicants holding academic credentials issued in Hong Kong or Macao, such documents must first be authenticated by an institution established or designated by the Executive Yuan in Hong Kong or Macao, or by an authorized private organization entrusted by the government. 6. 其他有利審查資料 Other Supporting Documents： 如競賽成果、作品、推薦信、語文能力證明等，若所提供資料超過兩項以上，請將原始文件掃描合併成一個 PDF 檔 Applicants may submit additional materials beneficial to the review process, such as competition awards, portfolios, letters of recommendation, language proficiency certificates, etc. If more than two items are submitted, all original documents must be scanned and merged into a single PDF file before uploading. 7. 歷年成績單 Academic Transcripts： 請上傳經駐外機構驗證或由僑務主管機關指定之單位核驗正本之高中/大學歷年成績單 Please upload the original high school/university transcripts, authenticated by an overseas ROC mission or verified by an institution designated by the competent overseas affairs authority. 8. 自傳及讀書計畫 Autobiography and study plan： 請上傳自傳(800 字以內)及讀書計畫 Please upload your autobiography (within 800 words) and study plan.	
16	上傳完成後按**上傳完成，確認送出**。 After uploading is completed, click“**上傳完成，確認送出**”.	

17	考生上傳報名資料後請注意： 1. 考生之基本資料與報考科系填寫正確 2. 報名與資料上傳完成才算完成報名手續 3. 報考本校流行音樂事業系之考生，於書面審查後，將另行通知面試時間 4. 有任何問題請 Email 聯絡連老師:pclien@tpcu.edu.tw	Please note after uploading your application materials: 1. Please ensure that the applicant's personal information and selected department are entered accurately. 2. The application process will be considered complete only after the application form has been submitted and all required documents have been uploaded. 3. Applicants applying to the Department of Pop Music at our university will be notified separately of the interview schedule after the document review. 4. If you have any questions, please contact teacher Lien by email at pclien@tpcu.edu.tw.