

新生基本資料登入說明文件

Instruction for new students to register basic data

一、文件目的

協助新生順利完成註冊前的資料建檔作業。

This document aims to assist new students in successfully completing the pre-registration data setup process.

二、適用對象

首次登入[新生基本資料登入資料系統]新生

This document is intended for new students logging in to the New Student Data System for the first time.

三、系統需求

- 建議使用瀏覽器：Google Chrome、Microsoft Edge
- 網路環境：穩定的網際網路連線
- 裝置需求：桌上型電腦或筆記型電腦（建議解析度 1280×720 以上）

Recommended browsers: Google Chrome, Microsoft Edge

Network environment: Stable internet connection

Device requirements: Desktop computer or laptop (recommended resolution 1280 × 720 or above)

四、登入步驟Login Steps



1. 開啟登入頁面

Open the login page

2. 學校新生資料登入系統首頁，如左側QRcode 或下方網址

Access the homepage of the New Student Data Login System using the QR code on the left or the website link provided below

<https://campus4.ncku.edu.tw/wwwmenu/program/fresh/>

NATIONAL CHENG KUNG UNIVERSITY 國立成功大學
網路新生基本資料登錄

新生基本資料登入
Student Information Login

學號(Student ID Number) :

密碼(Password) :

※本國學生請以身分證號作為預設密碼登入。
※僑生、外籍生、陸生、交換生請以學號後4碼和生日4碼(MMDD)共8碼作為預設密碼登入。 Overseas students and exchange students should use the last 4 digits of your student ID number combined with the 4-digit month and day of your date of birth (MMDD) as an 8-character password when logging in to the New Student Basic Data Entry System for the first time.
※密碼輸入請注意大小寫。 Passwords are case-sensitive.

驗證碼 C 4 88

登入 (Submit) 重設 (Reset) 忘記密碼 (Forget Password)

1. 輸入學號與密碼

- 學號: Student ID

密碼:本國學生請以身分證號作為預設密碼登入

僑生、外籍生、陸生、交換生請以學號後4碼和生日4碼(MMDD)共8碼作為預設密碼登入。

Overseas students and exchange students should use the last 4 digits of your student ID number combined with the 4-digit month and day of your date of birth (MMDD) as an 8-character password when logging in to the New Student Basic Data Entry System for the first time.

※密碼輸入請注意大小寫。 Passwords are case-sensitive

五、基本資料填寫流程

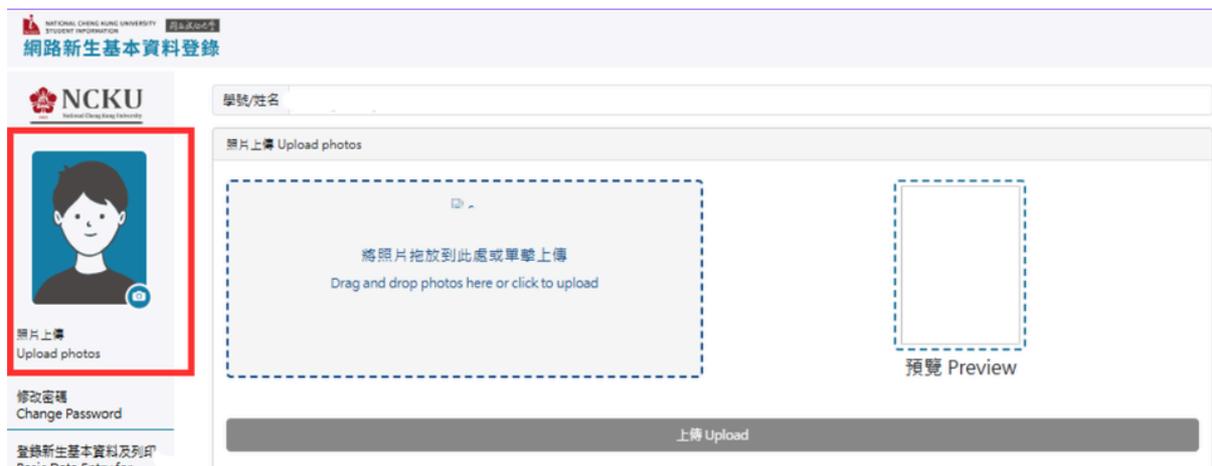
1.照片上傳 Upload Photo

學士班新生之照片，原則上逕以招生考試報名時所繳交之照片匯入，不受理更換。(含運動績優、個人申請、繁星推薦、分發入學等入學管道)。

登入系統後發現未有照片者請自行上傳，照片經確認後，不受理更換申請；如須更換學生證照片，應以補發證件方式辦理。

Students without a photo on file must upload their own photo.

Once the photo has been uploaded, requests for photo replacement will not be accepted. Any photo change must be processed through a student ID card reissuance procedure.



The screenshot shows the '網路新生基本資料登錄' (Online New Student Basic Information Registration) page. The page header includes the NCKU logo and the text 'NATIONAL CHENG KUNG UNIVERSITY STUDENT INFORMATION 網路新生基本資料登錄'. Below the header, there is a search bar for '學號/姓名' (Student ID/Name). The main content area is titled '照片上傳 Upload photos' and features a large dashed blue box with the instruction '將照片拖放到此處或單擊上傳' (Drag and drop photos here or click to upload). To the right of this box is a smaller dashed blue box labeled '預覽 Preview'. At the bottom of the main content area is a dark grey button labeled '上傳 Upload'. On the left side of the page, there is a sidebar with a red-bordered box around the '照片上傳 Upload photos' button, and below it, a '修改密碼 Change Password' button. At the very bottom of the sidebar, there is a link for '登錄新生基本資料及列印' (Login New Student Basic Information and Print).

2.修改密碼 Change Password

為保障帳號安全，首次登入時強制修改預設密碼，請設定7-18碼，英文與數字組成的新密碼

For account security, you are required to change the default password upon first login. Please set a new password of 7–18 characters consisting of letters and numbers.

變更密碼 Change Password

照片上傳
Upload photos

**修改密碼
Change Password**

登錄新生基本資料及列印
Basic Data Entry for New Student

操作說明
Instruction for new students to register

修改密碼
Change Password

密碼設定: 7-18碼, 英文及數字組成的新密碼

※為保障您的帳號安全, 本系統將於首次登入時強制修改預設密碼。請您設定一組至少7碼至多18碼, 由英文及數字組成的新密碼。密碼必須至少包含一英文字母與一數字, 避免與學號相同或使用過於簡單的密碼, 以確保您的資訊安全。請設定一組可收信之信箱(同學生基本資料的「電子信箱(個人)」欄位, 密碼修改後信箱也可直接接收密碼更新)使用(忘記密碼)時, 會將新密碼寄至該信箱。

※For your account security, you will be required to change the default password upon your first login. Please set a new password with 7 to 18 characters, containing only letters and numbers. The password must include at least one letter and one number. Do not use your Student ID Number or overly simple passwords. In addition, please provide a valid email address that can receive messages. If you use "Forget Password", a new password will be sent to this email.

新密碼
New Password

確認密碼
Confirm Password

電子信箱(個人)
Email Addr.

送出 Submit

3. 登錄新生基本資料 Basic Data Entry for New Student

請注意一定得按下確認存檔 SAVE 按鍵

Important: Please make sure to click the "SAVE" button to confirm and save your data.

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

操作說明
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校內分機50120

登錄學生綜合資料及列印
Student Personal Information Record

操作說明
校內分機50340

大一新生開學準備
Questionnaire for Freshmen

校內分機50202轉33

登出 Log Out

新生基本資料 BASIC DATA

(*為必填欄位)「新生基本資料」請寄資料問訪設計師分機50120
*Required column - any queries please mail Registrar's Division

考場編號(序號) No. of Examinee	學期 Program	博士班 Doctoral Program	系所 Dept./Ins.
年級 Year	班別 Class	博士班	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
*身分證字號 (或駕照號、護照號碼) *National ID No. (ARC No. or Passport No.)	*役別 *Military Service	未報存 Not Fulfilled	職業 Employment
國籍/居住地區 Nationality/Domestic overseas	身別 Identification		
*生日 *Date of birth	身分 Student Status	僑生	族籍 Ethnicity
*入學前學校代碼 *Graduated School	入學前學業 Highest Degree	畢業 Graduated	*入學前畢業年月 *Date of Graduation
*戶籍地址 *Permanent Address (Overseas Residential Address)	行動電話 Mobile Phone	戶籍電話 Telephone No.(home)	通訊電話 Telephone No.(Daytime)
*通訊地址 *Mailing Address	*監護人姓名 *Name of Legal Guardian	監護人關係 Relation to the Applicant	*監護人行動電話 *Guardian's mobile Phone

註: 1. 註冊資料11/05/02/28前可修改黃色欄位資料, 其他欄位存檔後不可再修改!
 Click "Save" to confirm data. After saving, the data in yellow fields can still be modified before 11/05/02/28. Other fields cannot be modified once saved.

4.前面三項皆完成，並重新整理網頁才會出現[新生證件上傳Upload Supporting Documents]上傳按鍵

After completing all three steps above and refreshing the web page, the [Upload Supporting Documents] button will appear in the system.

The screenshot shows the NCKU Student Information System interface. On the left, there is a vertical menu with four items: '照片上傳 Upload photos', '修改密碼 Change Password', '登錄新生基本資料 Basic Data Entry for New Student', and '新生證件上傳 Supporting Documents Upload'. The 'Supporting Documents Upload' item is highlighted in blue. On the right, there is a list of tasks in red text: '1.照片上傳 Upload Photo', '2.修改密碼 Change Password', '3.登錄新生基本資料 Basic Data Entry for New Student', '4.新生證件上傳 Upload Supporting Documents', and '5.登錄新生綜合資料表(交換生免填) Student Personal Information Record (Exclude exchange students)'. Below this list, there is a sequence of steps in blue text: '1.照片上傳', '2.修改密碼', '3.登錄新生基本資料', followed by '皆完成後[新生證件上傳]的按鍵才會顯示' and 'Please complete the following steps in order: 1.Upload Photo, 2.Change Password, 3.Basic Data Entry for New Students'. A final paragraph in blue text states: 'Upon completion of all the above steps, the New Student Document Upload button will be activated and displayed in the system.' A blue arrow points from the 'Supporting Documents Upload' button in the menu to the final paragraph.

請點選左邊功能選項並確實完成 Please select and complete the functions on the left:

- 1.照片上傳 Upload Photo
- 2.修改密碼 Change Password
- 3.登錄新生基本資料 Basic Data Entry for New Student
- 4.新生證件上傳 Upload Supporting Documents
- 5.登錄新生綜合資料表(交換生免填) Student Personal Information Record (Exclude exchange students)

1.照片上傳
2.修改密碼
3.登錄新生基本資料
皆完成後[新生證件上傳]的按鍵才會顯示
Please complete the following steps in order:
1.Upload Photo
2.Change Password
3.Basic Data Entry for New Students
Upon completion of all the above steps, the New Student Document Upload button will be activated and displayed in the system.

5.登錄新生綜合資料表(交換生/外籍生免填)

Student Personal Information Record (Exclude exchange students/international student)

六、新生證件上傳 Supporting Documents Upload

同學您好, 您已登入新生證件上傳系統
您所需要線上繳交資料如下, 三擇一

- 已取得畢業證書
身分證正反面
畢業證書
- 應屆畢業, 但尚未取得畢業證書
身分證正反面
切結書
歷年成績單(國外學歷必備, 本國學歷非必備)
- 同等學力(含轉學, 休學, 退學)入學
身分證正反面
[修業/休學/其他同等學力證明]或[切結書](二擇一)
歷年成績單(若是其他同等學力證明者, 無成績單可不傳)

身分證件

- ✓ 身分證正反面

學歷證件

- ⚠ 畢業證書
- ✓ 歷年成績單
- ✓ 切結書

補件

畢業證書

送出

確認無誤後，點選「送出」完成資料上傳。

After confirming that all information is correct, click “Submit” to complete the document upload

如果你的上傳的資料內容不夠清晰或有缺件，您會收到補件通知，請依規定完成補件。

If the uploaded documents are unclear or incomplete, you will receive a notification requesting additional documents. Please follow the instructions to submit the required materials.

並請注意檔案大小的問題若您欲上傳之檔案超過 **2MB**，請於上傳前先自行將 PDF 壓縮至合適大小。

If the file you wish to upload exceeds **2MB**, please compress the PDF to an appropriate size before uploading.

目前已有多種線上工具可供使用，請擇一您操作方便者即可。

There are multiple online tools available; please choose the one that is most convenient for you.

七、常見問題 FAQ

問題 Issue	可能原因 Possible Cause	解決方式 Recommended Action
無法登入新生基本資料系統 Unable to log in to the New Student Basic Data System	帳號或密碼輸入錯誤 Incorrect username or password	確認帳號密碼是否正確，或使用「忘記密碼」功能重設 Please check whether your username and password are correct, or use the "Forgot Password" function to reset your password
無法上傳文件 Unable to upload documents	檔案大小或格式不符 File size or format does not meet requirements	確認檔案為 JPG、PNG 或 PDF 格式，大小不超過 2MB Please ensure the file is in JPG, PNG, or PDF format and does not exceed 2 MB.
新生基本資料送出後發現錯誤 Errors found after submitting New Student Basic Data	已完成送出無法修改 Modifications cannot be made after submission	黃色欄位可自行更正，若有進一步問題聯絡註冊組各系所承辦人 Fields highlighted in yellow can be corrected by yourself. For further assistance, please contact the department coordinator at the Registration Division.

八、聯絡資訊

- 單位名稱：成功大學註冊組
- 聯絡電話：06-27575757#50120
- 電子郵件：em50120@ncku.edu.tw
- 服務時間：週一至週五 08:00–17:00，12:00~13:00 中午休息

Office Hour. Mon. - Fri. 8:00 AM -12:00PM , 1:00PM- 5:00 PM

TEL. +886-6-2757575#50120 ,FAX. +886-6-2766409 Email:em50120@ncku.edu.tw

Registrar's Division (Yun-Ping West Building 1F)

No.1, University Road, Tainan City 701, Taiwan (R.O.C.)