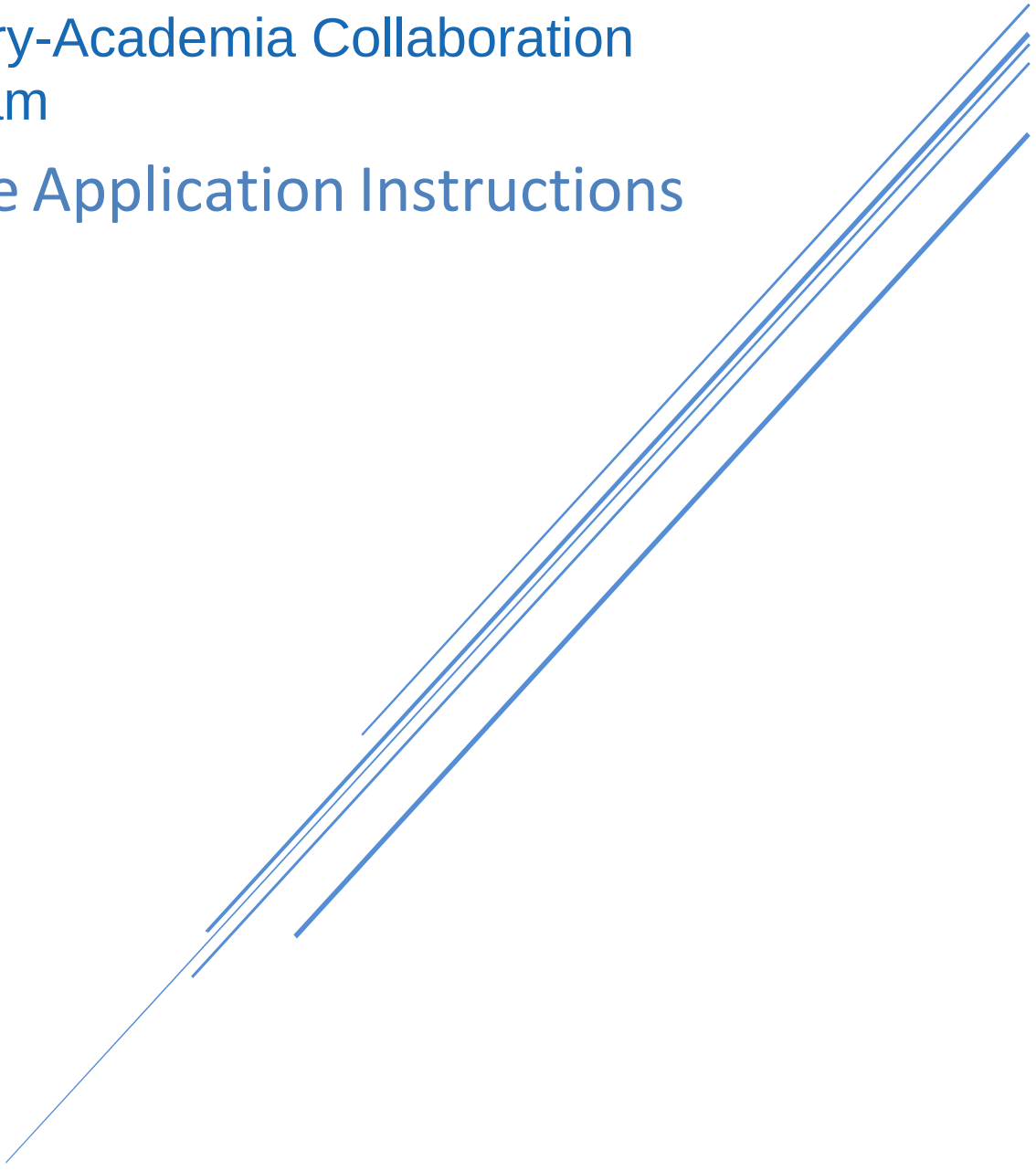
萬能科技大學
國際學生產學合作專班
網路報名系統操作手冊

Vanung University

Industry-Academia Collaboration Program

Online Application Instructions



目錄

目錄.....1
萬能科技大學國際學生產學合作專班網路報名操作說明.....2
一、 報名注意事項說明Online Application Instructions 2
二、 網路報名範例說明Online application Instructions.....4
三、 網路報名系統修改報名作業說明 Instructions for Modifying the Online Registration System 14

萬能科技大學國際學生產學合作專班網路報名操作說明

一、 報名注意事項說明Online Application Instructions

1. 報名起訖日期Application Period:自2026 年10月1日(星期四) 09:00 起至2026 年 10月30日(星期五)15:00 止 from 09:00 October 1, 2026 to 15:00 October 30 ,2026.

2. 報名網址Apply on line: https://saip.vnu.edu.tw/admission/

3. 報名步驟Step for online application:

A. 選擇報名項目 Select registration program: 國際學生產學合作專班 Industry-Academia Collaboration Program

B. 填寫報名表(申請人個人資料、教育背景、財力狀況、華語文能力) Fill up the application form (Applicant's personal information, educational background, financial status, and Chinese language proficiency)

C. 上傳資料Upload the required documents:請將下列應繳文件存檔為單獨文件PDF檔，依據系統指定項目分別上傳於資料夾。 Please upload the following documents as separate PDF files to specified folders.

(1) 護照影本A copy of passport (尚未辦理護照者，可先不上傳 Please ignore it, if you have not applied passport now)

(2) 身份證影本A copy of ID

(3) 高中(含)以上畢業學歷畢業證書或同等學力證明文件High school diploma (or equivalent qualification)

a. 畢業證書中文或英文譯本(中、英文以外之語文之畢業證書，應附經公證之中文或英文譯本) A notarized Chinese or English translation of the diploma (Required if the original diploma is not issued in Chinese or English)

b. 應屆畢業生，未能於報名時檢附學歷(力)資格證明者，得以在學證明(由就讀高中學校出具中文或英文版之在學證明)准予先行報名，經錄取報到時須繳交學歷(力)資格證明。 Prospective graduates unable to submit a high school diploma during the application period may provide a Certificate of Enrollment issued by the current high school. Documents not issued in Chinese or English must be accompanied by a notarized translation.

(4)歷年成績單原文影本Official academic transcripts for all academic years

a. 歷年成績單中文或英文譯本(中、英文以外之語文之成績單，應附經公證之中文或英文譯本) A notarized Chinese or English translation of the transcripts (Required if the original diploma is not issued in Chinese or English)
b. 應屆畢業生尚未有本學期成績者，仍需繳交高中一年級至三年級第一學期成績單Graduating high school students who have not yet received their current semester grades are still required to submit official transcripts from the first year of high school through the first semester of the third year of high school.

(5) 自傳與讀書計畫Autobiography & Study Plan

(6) 財力證明Financial statement:當地正式立案之銀行機構所開立最近3個月內財力證明(至少約新台幣10萬元或等值至少美金3,000元以上的金額)。如帳戶所有人非外國學生申請人本人，請另檢附帳戶所有人與外國學生申請人之關係證明。
The financial statement must demonstrate a minimum balance of USD 3,000 or VND 80,000,000.
a. Must be an official bank-issued document dated within the past three months.
b. If the account is not in the applicant's name, proof of the relationship between the applicant and the account holder must be provided.

(7) 外國學生申請人在臺就學檢核表及切結書Checklist and Declaration for International Applicants undertaking Studies in Taiwan

(8) 同意具結書 Declaration

(9) 重要資訊確認切結書Declaration of Important Information Confirmation

(10) 華語學習證明 Chinese language learning certificate (本項為選繳項目，如申請者有華語學習背景， 可提供華語學習證明文件，如華語中心開立上課證明等文件 This item is an optional item. If the applicants have Chinese language learning background, may provide Chinese language learning certification documents, such as the certificate issued by Chinese language center.)

(11) 華語證書The certificate of Chinese Learning (本項為選繳項目 This item is an optional item.)

(12) 其他有利文件Additional documents that support your application (本項為選繳項目This item is an optional item.)

二、 網路報名範例說明Online application Instructions

1. 步驟一:選擇報名網址Select website for application
   https://saip.vnu.edu.tw/admission/
2. 步驟二:選擇報名項目Select registration program

編號	考 試 名 稱
1	115學年度外國學生申請入學秋季班 Application of for International Student Degree Program Fall Semester 2026 (Apply on line from 2026/5/15 to 2026/6/30 the application system will be closed at 15:00, June 30th , 2026)
2	萬能科技大學115學年度研究所碩士在職專班招生 (報名時間：114年12月22日（星期一）9:00起至115年5月22日（星期五）15:00)
3	115學年度萬能科技大學二技進修部申請入學招生 (報名時間：114年12月1日(星期一)起至115年8月20日(星期四)23:59止)
4	115學年度萬能科技大學四技進修部申請入學招生 (報名時間：114年12月1日(星期一)起至115年8月20日(星期四)23:59止)
5	115學年度第1學期國際學生產學合作專班(秋季班) Industry-Academia Collaboration Program for International Students (Bachelor' s Degree Program) 2026~2027 Academic Year (Apply on line from 2026/5/18 to 2026/6/18 the application system will be closed at 15:00, June 18th , 2026)
6	115學年度高中生四技申請入學 (查詢)
7	萬能科技大學115學年度研究所碩士班招生 (報名時間：115年3月23日（星期一）9:00起至5月14日（星期四）15:00止)
8	115學年度第1學期國際專修部 Application of 1+4 International Foundation Program Fall Semester 2026~2027 (Apply on line from 2026/3/16 to 2026/4/15 the application system will be closed at 15:00, April 15th , 2026)

115學年度第1學期國際學生產學合作專班(秋季班)
Industry-Academia Collaboration Program for International Students (Bachelor' s Degree Program) 2026~2027 Academic Year

功 能 名 稱	開 放 時 間
我要報名(Apply here)~ *開放中~*	起:2026/5/18 上午 09:00:00 迄:2026/6/18 下午 03:00:00

請 輸 入 您 要 查 詢 的 資 料	
身分證字號：	
生日：	民國 年 月 日 登入

(填寫完以上查詢資料登入後，點選下列開放中的功能名稱，即可查詢資料內容)

狀態：未登入

查 詢 功 能 名 稱	開 放 時 間
查詢網路報名表(提供修改或列印資料) *開放中~*	起:2026/5/18 上午 09:00:00 迄:2026/6/18 下午 03:00:00
查詢是否已完成報名	起: 迄:
查詢結果 (依各階段開放成績、分發或正備取生等...)	起:2026/6/29 下午 03:00:00 迄:2026/6/29 下午 01:00:00

3. 步驟三:填寫報名表Fill up the form

Industry-Academia Collaboration Program for International Students (Bachelor's Degree Program) 2026~2027 Academic Year

Step 1：Apply on line

Đây là đường link đăng ký lớp chuyên ban quốc tế hệ vừa học vừa làm. Vui lòng kiểm tra đúng thông tin đăng ký trước khi điền vào biểu mẫu.

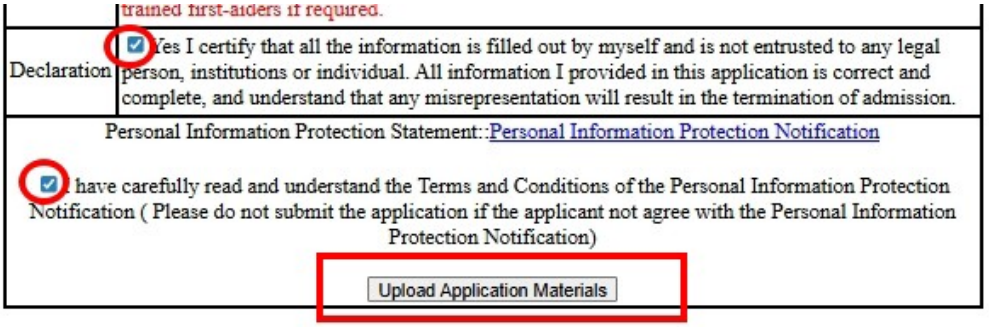
All fields of the application form are required.

Nationality	○ Vietnam ○ Indonesia 國籍	Gender	○ M ○ F 性別
Applied Department	Please Select 選擇報名科系		
Applicant's Name	請以英文填寫姓名	Date of Birth	出生年月日 (Y) (M) (D)
Passport No	護照號碼, 如目前沒有護照者, 可以先不填		
ID No	身分證字號		
Contact information	Cell phone：手機號碼 E-mail：電子信箱		
Mailing Address	請填寫申請學生本人通訊地址		
Contact Person	聯絡人姓名		
Contact Person's cell phone	聯絡人手機號碼		
Educational Eligibility	Name of School 畢業學校名稱 Major 主修科別 Date Degree Granted 學位取得名稱		

·For Vietnamese applicants whose high school transcripts do not include an academic year GPA, grades for each subject for each academic year (S1–S13) must be provided..
·For applicants whose high school transcripts include an academic year GPA (including

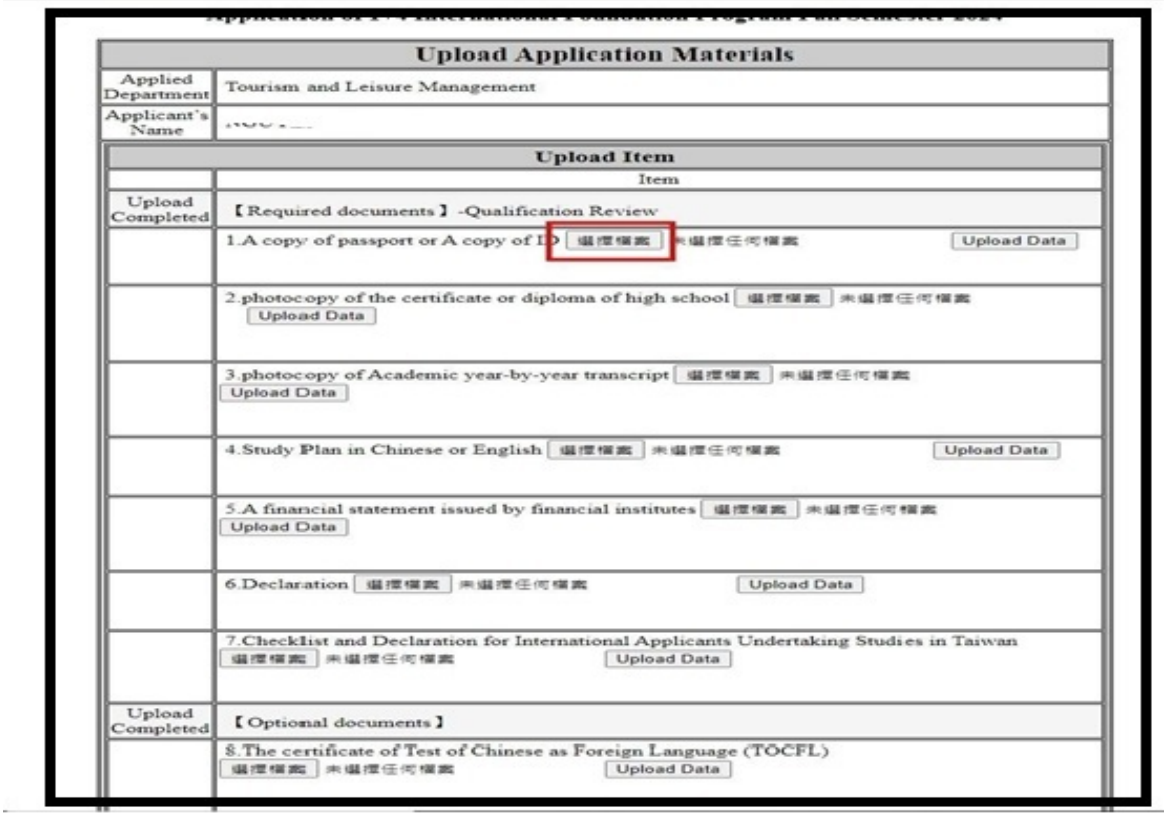
On site Interview Location	○ Hanoi, Vietnam ○ Ho Chi Minh, Vietnam ○ Jakarta, Indonesia 選擇面試地點, 請注意, 面試地點在報名期間內可自己登入修改, 報名截止起則不接受更改, 請申請生確認面試地點後再選擇
Chinese Language Proficiency	Where did you study Chinese (high school, college, language institute)? ☐ high school ☐ college/ University ☐ language institute (Please Specify name of institution) Have you taken any English proficiency test? ☐ Yes ☐ No Have you taken any Chinese proficiency test? ☐ Yes ☐ No 華語學習背景 If yes, what is the name of the test and Score? Name： Score：
Experience in Taiwan	1.Have you ever been to Taiwan? ○ Yes (please continue with the question 2-3) ○ No 2.Term of staying in Taiwan? ○ Within 30 days ○ Within 3 months ○ Within 6 months ○ More than one year 來臺經驗 3.Purpose of visiting Taiwan ? ○ Traveling ○ Visiting relatives ○ Studying ○ Working
	What will be your major source of financial support during your studies at VNU?

4. 步驟四:報名表填寫完成，下一步上傳文件Complete the application form and click nest step for uploading the documents.



5. 步驟五:上傳應繳文件Upload required documents

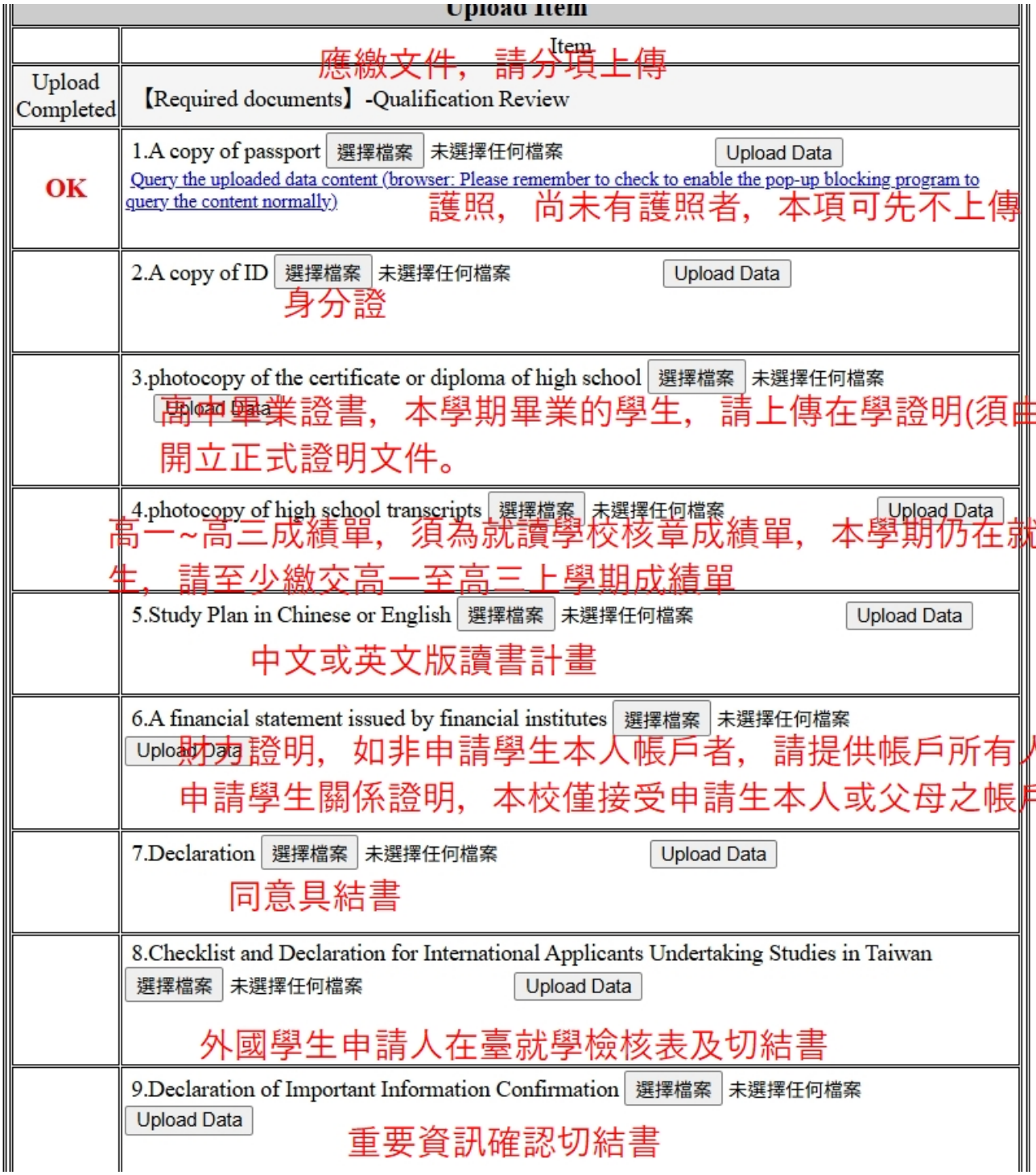
-選擇檔案choose the file



6. -上傳檔案Upload

7. 確認檔案完成上傳Confirm file upload is completed

8. -應繳文件，請每項分別上傳Please upload each item separately



Upload Item

Upload Completed	Item 應繳文件，請分項上傳 【Required documents】-Qualification Review
OK	1.A copy of passport 選擇檔案 未選擇任何檔案 Upload Data Query the uploaded data content (browser: Please remember to check to enable the pop-up blocking program to query the content normally) 護照，尚未有護照者，本項可先不上傳
	2.A copy of ID 選擇檔案 未選擇任何檔案 Upload Data 身分證
	3.photocopy of the certificate or diploma of high school 選擇檔案 未選擇任何檔案 Upload Data 高中畢業證書，本學期畢業的學生，請上傳在學證明(須由就讀學校開立正式證明文件。
	4.photocopy of high school transcripts 選擇檔案 未選擇任何檔案 Upload Data 高一~高三成績單，須為就讀學校核章成績單，本學期仍在就讀中學生，請至少繳交高一至高三上學期成績單
	5.Study Plan in Chinese or English 選擇檔案 未選擇任何檔案 Upload Data 中文或英文版讀書計畫
	6.A financial statement issued by financial institutes 選擇檔案 未選擇任何檔案 Upload Data 財力證明，如非申請學生本人帳戶者，請提供帳戶所有人與申請學生關係證明，本校僅接受申請生本人或父母之帳戶。
	7.Declaration 選擇檔案 未選擇任何檔案 Upload Data 同意具結書
	8.Checklist and Declaration for International Applicants Undertaking Studies in Taiwan 選擇檔案 未選擇任何檔案 Upload Data 外國學生申請人在臺就學檢核表及切結書
	9.Declaration of Important Information Confirmation 選擇檔案 未選擇任何檔案 Upload Data 重要資訊確認切結書

9. 上傳選繳項目Upload optional items: 如學生無此項，可以略過This item is an optional item.

學生如有學習過華語，可請華語學習學校或機構開立上課證明(詳述學生華語學習時數及蓋單位章)，供本校了解學生華語學習背景。If students have learned Chinese, may upload a certificate of class attendance (details of the student's Chinese language learning hours and a stamp of the unit) issued by Chinese language learning school or institution for school to understand the student's Chinese language learning background.

10. 步驟六:文件上傳確認File upload confirmation

11. 步驟七:確認所有文件已上傳，已完成報名 Confirm that all documents have been uploaded and registration has been completed

請檢查應繳文件是否都已經完成上傳，如有缺漏，請於報名時間截止 前**(2026年6月18日(星期四)15:00 止)**，登入報名系統，使用查詢 及修改功能補件。
Please check that all required documents have been uploaded. Please login to the registration system before the registration deadline (**15:00 June 18 ,2026**) and use the query and modification functions to revise application information or submit the missing documents.

請注意 Important Notification:

1. 學生須自行檢查各項資料是否齊全，如有資料不齊全或上傳未成功而無法完成報名及延誤等情事，考生應自行負責。
   Applicants should check all the required documents fully submitted to Vanung University. If any of the above documents are incomplete or upload failed, causing the application to be incomplete, the applicants should be fully responsible for the consequences.
2. 報名截止後，將不再受理補件。No additional documents will be accepted after the registration deadline.
3. 補件及報名資料修改一律由申請生本人於報名系統操作，本校不接受其他方式補件。All requests for supplementary documents and modifications to application information must be made by the applicant through the application system. The university does not accept supplementary documents in other ways.
4. **請務必確認面試地點，報名截止日2026年 6月18日(星期四15:00前申請生可自行登入系統修改，報名截止後不接受任何原因變更面試地點申請，請申請生務必審慎選擇面試地點。**Applicants are advised to choose their interview location carefully. Applicants may log in to the application system to modify their interview location before the application deadline at 15:00 on Thursday, June 18, 2026. After the application deadline, requests to change the interview location for any reason will not be accepted.

列印報名表 Back 申請學生可自行列印報名表

Industry-Academia Collaboration Program for International Students (Bachelor's Degree Program) 2026~2027 Academic Year

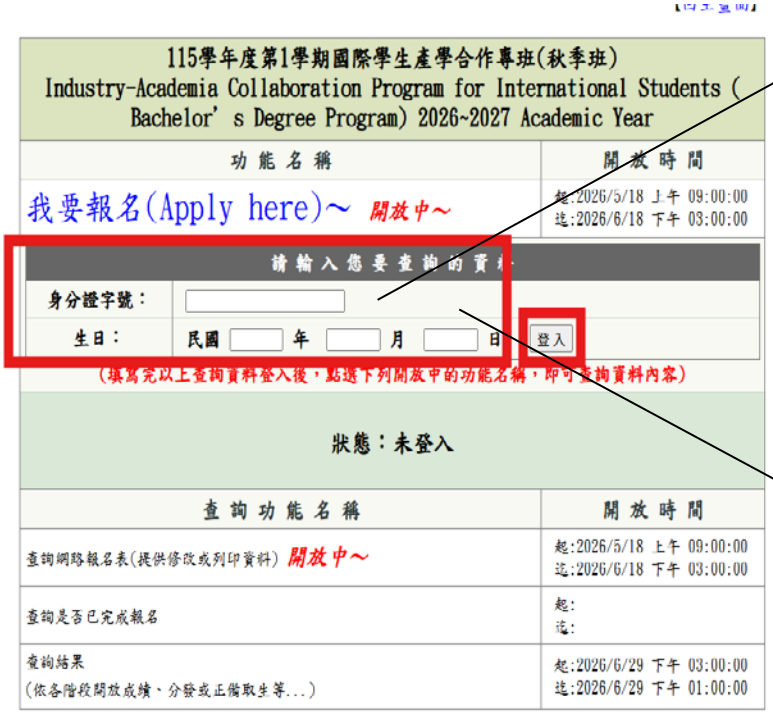
Report Data			
Nationality	Indonesia	Gender	F
Applied Department	Mechanical and Industrial Engineering		
Applicant's Name	test	Date of Birth	2006 年 01 月 01 日
Passport No			
ID No	12345678		
Contact information	Cell phone：00000000 E-mail： aaa@gmail.com		
Mailing Address	Tay Truc, Tuyen Hoa, Quang Tri		
Contact Person	bbb		
Contact Person's cell phone	12345678		
Educational Eligibility	慈明高中 普通科 2025/06		

Grade 10 Full Academic Year	Grade 11 Full Academic Year	Grade 12 Full Academic Year

三、 網路報名系統 修改 報名作業說明 Instructions for Modifying the Online Registration System

1. 查詢報名網址System : https://saip.vnu.edu.tw/admission/index.aspx
2. 選擇報名類別 Select the registration category: Application of 1+4 International Foundation Program Spring Semester 2026-2027

3. 填寫身分證字號Fill in your ID number : 請輸入報名時所填寫之身 分證字號Please enter the ID number you filled in when registering
4. 填寫出生年月日Fill in date of birth: 請輸入出生年月日，請注意 出生年需換算成中華民國年，西元年-1911=民國年(如: 2006 年生，換算民國年2006-1911=95 年) Please enter your date of birth.Please note that the year of birth must be converted to the Republic of China year. Your birthday year minus 1911 = Republic of China year
5. 填寫完成後按”登入” After filling in the form, click "登入"



115學年度第1學期國際學生產學合作專班(秋季班)
Industry-Academia Collaboration Program for International Students (Bachelor' s Degree Program) 2026~2027 Academic Year

功能名稱	開放時間
我要報名(Apply here)～ 開放中～	起:2026/5/18 上午 09:00:00 迄:2026/6/18 下午 03:00:00

請輸入您要查詢的資料

身分證字號：

生日： 民國 年 月 日 登入

(填寫完以上查詢資料登入後，點選下列開放中的功能名稱，即可查詢資料內容)

狀態：未登入

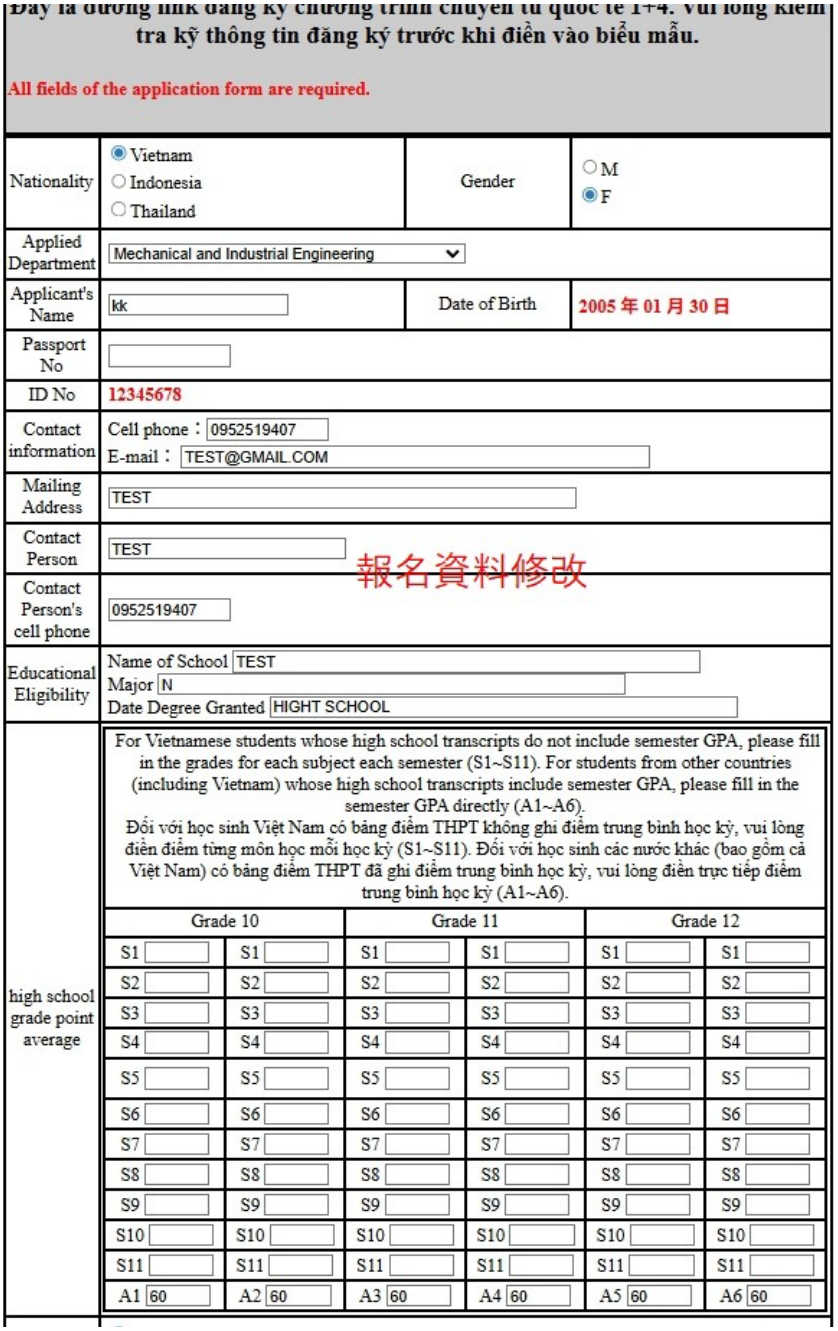
查詢功能名稱	開放時間
查詢網路報名表(提供修改或列印資料) 開放中～	起:2026/5/18 上午 09:00:00 迄:2026/6/18 下午 03:00:00
查詢是否已完成報名	起: 迄:
查詢結果 (依各階段開放成績、分發或正備取生等...)	起:2026/6/29 下午 03:00:00 迄:2026/6/29 下午 01:00:00

輸入報名時填寫之身分證字號
Please enter the ID number provided during the application

輸入出生年月日，請注意，出生年為中華民國年，請以西元年-1911=中華民國年。 例如，您的出生年為2008，中華民國年為2008-1911=97，請在出生年填入97。

Please enter your date of birth. Please note that the year of birth must be converted to the Republic of China year. Your birthday year minus 1911 = Republic of China year

6. 進入報名表，修改報名資料 Access the registration form and modify your registration information.



Đây là đường link đăng ký chương trình chuyển tu quốc tế 1+4. Vui lòng kiểm tra kỹ thông tin đăng ký trước khi điền vào biểu mẫu.

All fields of the application form are required.

Nationality	◉ Vietnam ○ Indonesia ○ Thailand	Gender	○ M ◉ F
Applied Department	Mechanical and Industrial Engineering		
Applicant's Name	kk	Date of Birth	2005 年 01 月 30 日
Passport No			
ID No	12345678		
Contact information	Cell phone：0952519407 E-mail：TEST@GMAIL.COM		
Mailing Address	TEST		
Contact Person	TEST		
Contact Person's cell phone	0952519407		
Educational Eligibility	Name of School TEST Major N Date Degree Granted HIGHT SCHOOL		

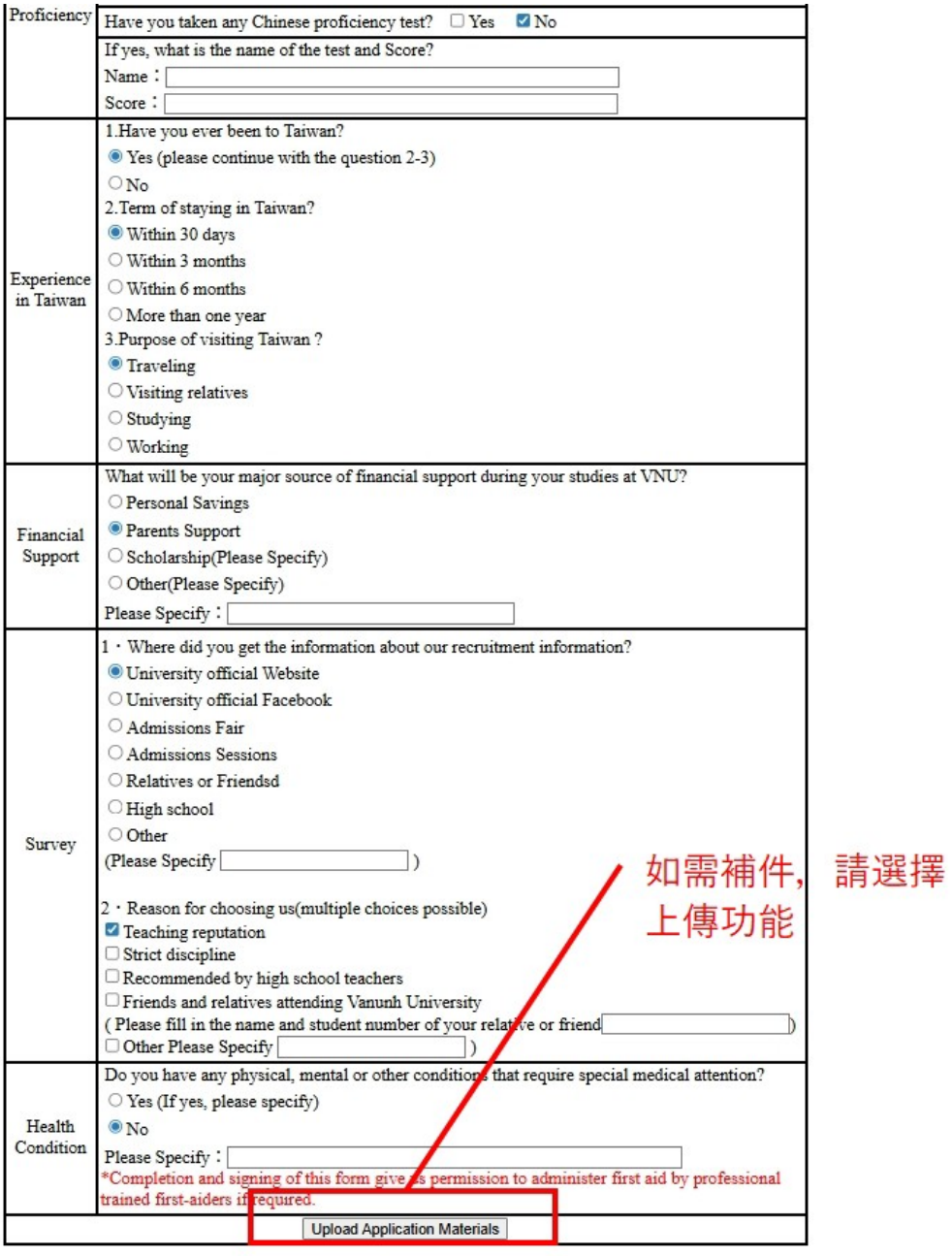
報名資料修改

For Vietnamese students whose high school transcripts do not include semester GPA, please fill in the grades for each subject each semester (S1~S11). For students from other countries (including Vietnam) whose high school transcripts include semester GPA, please fill in the semester GPA directly (A1~A6).
Đối với học sinh Việt Nam có bảng điểm THPT không ghi điểm trung bình học kỳ, vui lòng điền điểm từng môn học mỗi học kỳ (S1~S11). Đối với học sinh các nước khác (bao gồm cả Việt Nam) có bảng điểm THPT đã ghi điểm trung bình học kỳ, vui lòng điền trực tiếp điểm trung bình học kỳ (A1~A6).

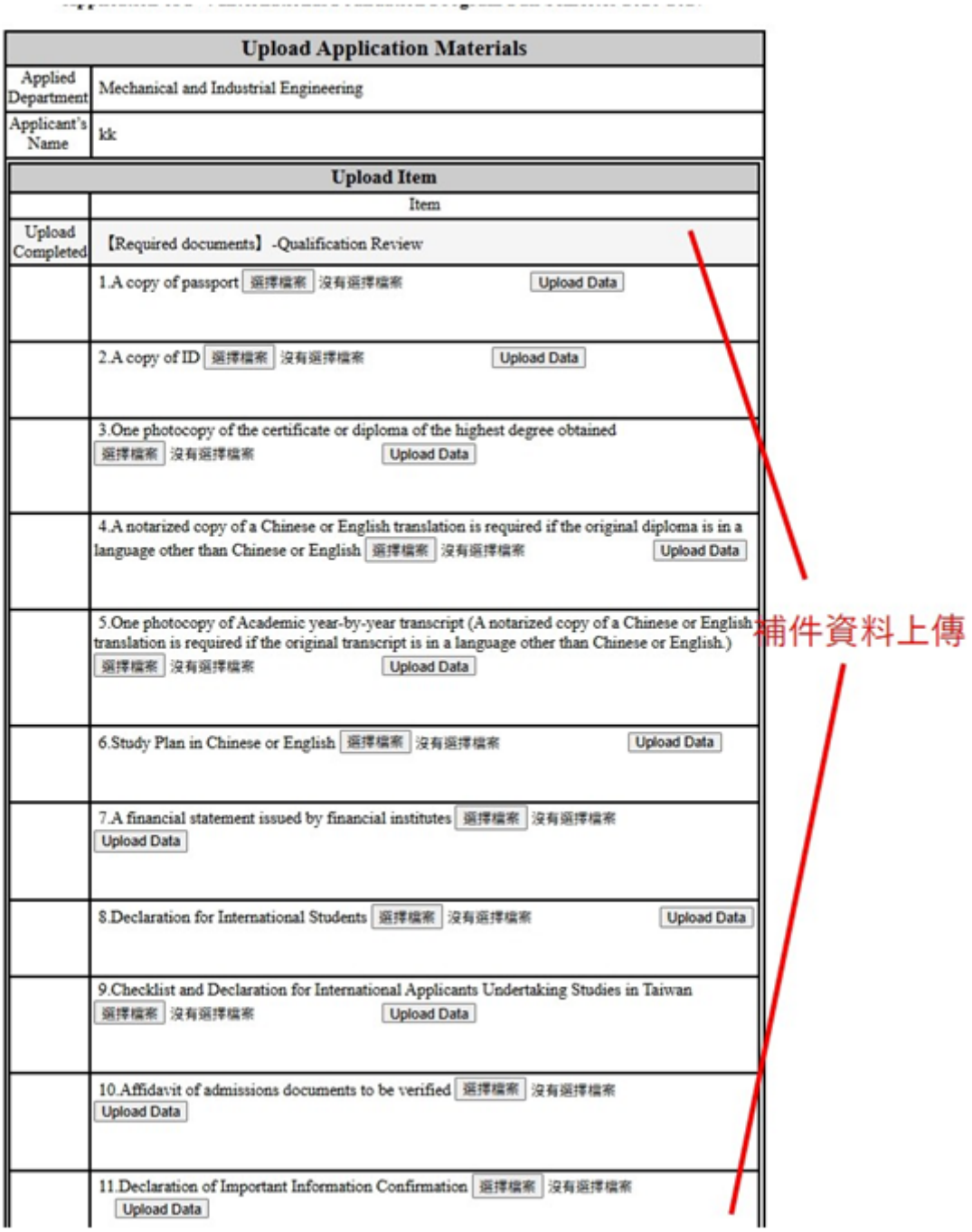
high school grade point average

Grade 10		Grade 11		Grade 12	
S1	S1	S1	S1	S1	S1
S2	S2	S2	S2	S2	S2
S3	S3	S3	S3	S3	S3
S4	S4	S4	S4	S4	S4
S5	S5	S5	S5	S5	S5
S6	S6	S6	S6	S6	S6
S7	S7	S7	S7	S7	S7
S8	S8	S8	S8	S8	S8
S9	S9	S9	S9	S9	S9
S10	S10	S10	S10	S10	S10
S11	S11	S11	S11	S11	S11
A1 60	A2 60	A3 60	A4 60	A5 60	A6 60

7. 如需補件應繳文件，請選擇頁面下方的繳交文件上傳功 能If you need to submit required documents, please select the document upload function at the bottom of the page



8. 上傳應繳文件: Submit required documents



Upload Application Materials

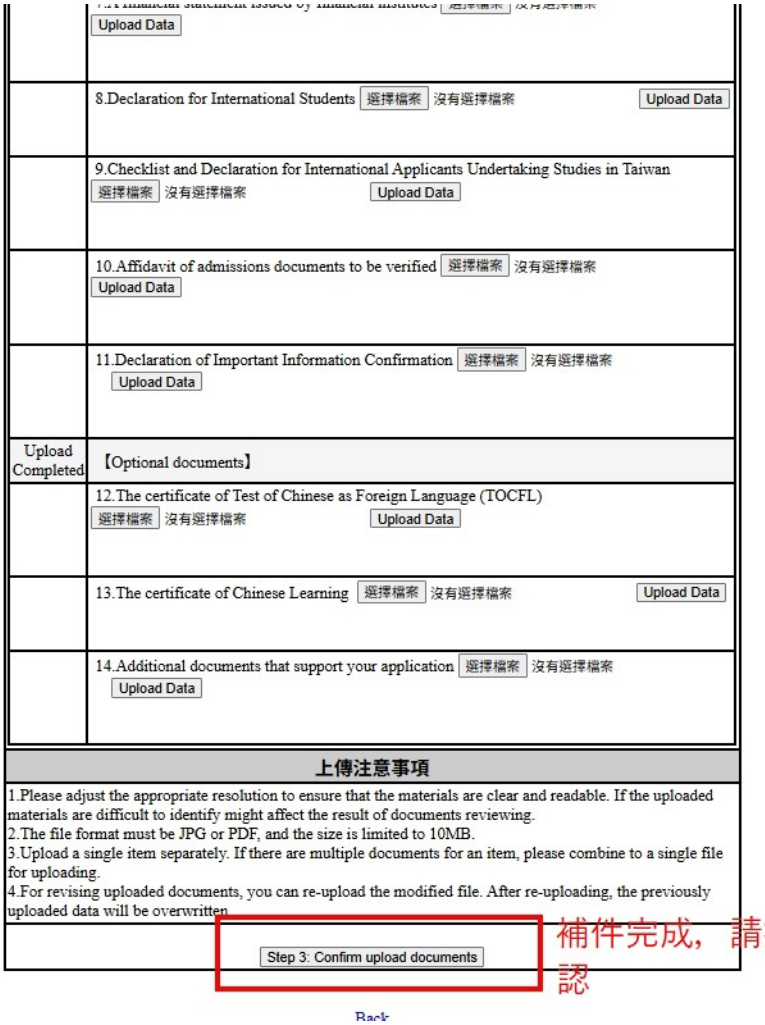
Applied Department	Mechanical and Industrial Engineering
Applicant's Name	kk

Upload Item

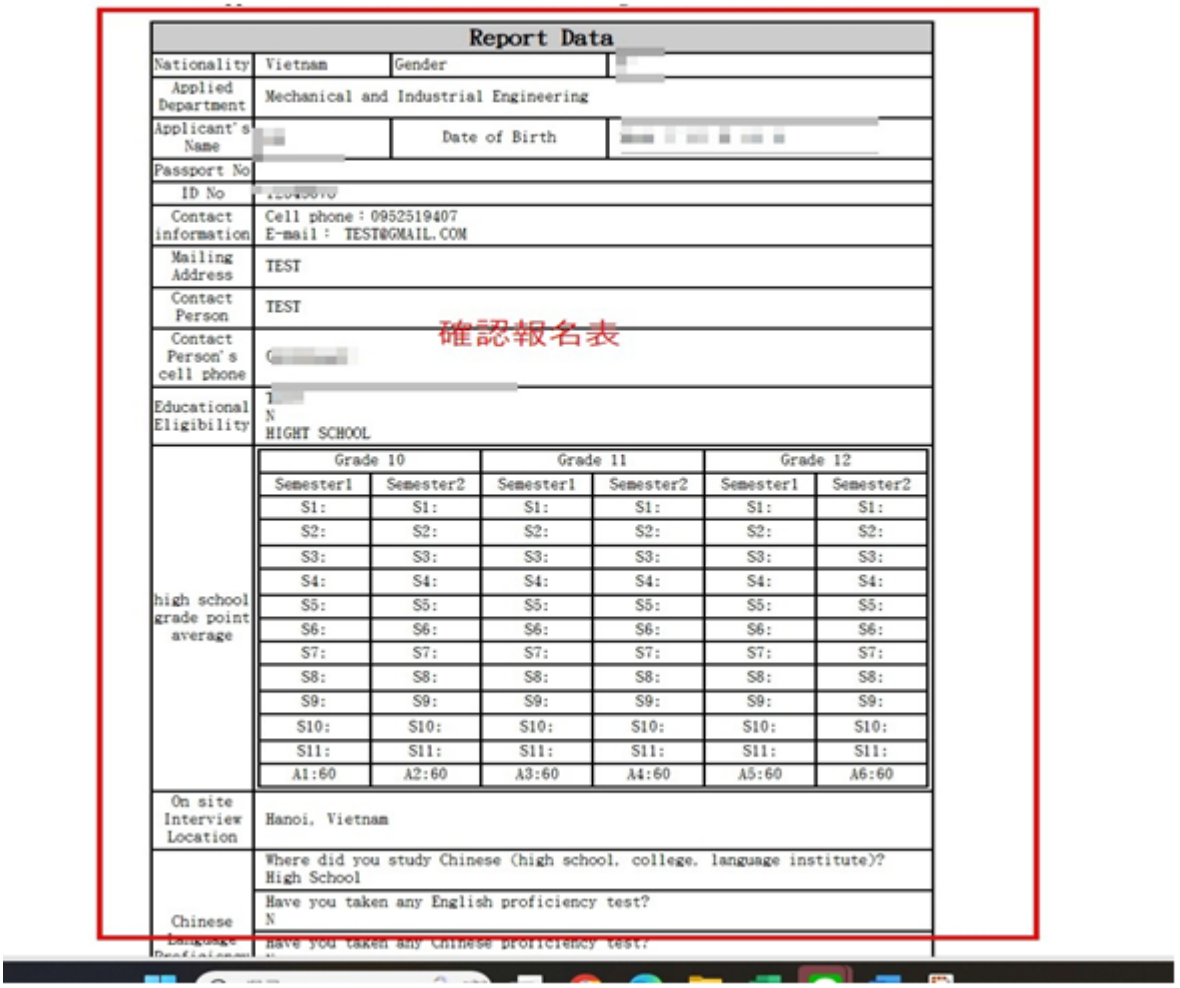
	Item
Upload Completed	【Required documents】-Qualification Review
	1.A copy of passport 選擇檔案 沒有選擇檔案 Upload Data
	2.A copy of ID 選擇檔案 沒有選擇檔案 Upload Data
	3.One photocopy of the certificate or diploma of the highest degree obtained 選擇檔案 沒有選擇檔案 Upload Data
	4.A notarized copy of a Chinese or English translation is required if the original diploma is in a language other than Chinese or English 選擇檔案 沒有選擇檔案 Upload Data
	5.One photocopy of Academic year-by-year transcript (A notarized copy of a Chinese or English translation is required if the original transcript is in a language other than Chinese or English.) 選擇檔案 沒有選擇檔案 Upload Data
	6.Study Plan in Chinese or English 選擇檔案 沒有選擇檔案 Upload Data
	7.A financial statement issued by financial institutes 選擇檔案 沒有選擇檔案 Upload Data
	8.Declaration for International Students 選擇檔案 沒有選擇檔案 Upload Data
	9.Checklist and Declaration for International Applicants Undertaking Studies in Taiwan 選擇檔案 沒有選擇檔案 Upload Data
	10.Affidavit of admissions documents to be verified 選擇檔案 沒有選擇檔案 Upload Data
	11.Declaration of Important Information Confirmation 選擇檔案 沒有選擇檔案 Upload Data

補件資料上傳

9. 應繳文件上傳完成，請選擇頁面下方完成鍵。Upload complete. Please select the "Complete" button at the bottom of the page.



10. 請再次確認報名資料 Please recheck your registration information and required documents



Report Data

Nationality	Vietnam	Gender	
Applied Department	Mechanical and Industrial Engineering		
Applicant's Name		Date of Birth	
Passport No			
ID No			
Contact information	Cell phone：0952519407 E-mail： TEST@GMAIL.COM		
Mailing Address	TEST		
Contact Person	TEST		
Contact Person's cell phone			
Educational Eligibility	N HIGHT SCHOOL		

確認報名表

high school grade point average

Grade 10		Grade 11		Grade 12	
Semester1	Semester2	Semester1	Semester2	Semester1	Semester2
S1:	S1:	S1:	S1:	S1:	S1:
S2:	S2:	S2:	S2:	S2:	S2:
S3:	S3:	S3:	S3:	S3:	S3:
S4:	S4:	S4:	S4:	S4:	S4:
S5:	S5:	S5:	S5:	S5:	S5:
S6:	S6:	S6:	S6:	S6:	S6:
S7:	S7:	S7:	S7:	S7:	S7:
S8:	S8:	S8:	S8:	S8:	S8:
S9:	S9:	S9:	S9:	S9:	S9:
S10:	S10:	S10:	S10:	S10:	S10:
S11:	S11:	S11:	S11:	S11:	S11:
A1:60	A2:60	A3:60	A4:60	A5:60	A6:60

On site Interview Location	Hanoi, Vietnam
Chinese	Where did you study Chinese (high school, college, language institute)? High School
	Have you taken any English proficiency test? N
	Have you taken any Chinese proficiency test?