



# Online Administration Fee Payment Instructions

Office of International Affairs,  
National Sun Yat-Sen University



# Regulations

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According to “National Sun Yat-sen University Guidelines for International Students Visiting National Sun Yat-Sen University” amended and approved by the 8th Administrative Meeting on May 29, 2024

\* \*

Article VII. Fees:

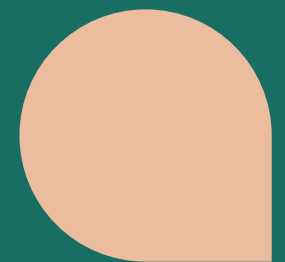
(1) Except for exchange students recommended by partner universities, all international students must pay an administrative fee of **NT\$3,000** or **US\$100**. This fee is non-refundable should the student decide not to attend the University.

# Online Payment Instructions

Please visit our Online Payment System via

<https://payment.nsysu.edu.tw/olprs70/pay.asp>

and follow the instructions below



# 1. Choose English Version

中文 **English**

Step1.請選擇收款單位及類別  
Choose Department and Item

收款單位 Department	<input type="text"/>
收款款別---會計科目 Item---Account No	<input type="text"/>

確定

系統規劃：國立中山大學總務處出納組  
系統研發：國立中山大學圖書與資訊處2005 All rights reserved

## 2. Choose the Department as "Office of International Affairs"

中文 English

Step1.Choose Department and Item

Department	Item---Account No
	Alumni Service Center:University Development Fund
	Counseling&Career Development Division
	Department of Chemistry
	Office of AcademicAffairs
	<b>Office of International Affairs ; 09KL1401</b>
	Office of Library and Information Services
	Tuition and Fees Bill

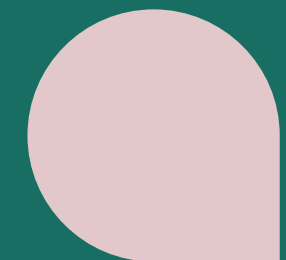
Office of Library and Information Services 005 All right

### 3. Choose the Item as “Administration Fee --- 00KL1401”, regardless of the first 2 numbers as it'll change with the year

中文 English

Step1.Choose Department and Item	
Department	Office of International Affairs ▼
Item---Account No	▼
	Administration Fee---09KL1401

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# 4. Fill in the information and submit.

Step2. Payment Information	
Payee:	Office of International Affairs ; 09KL1401
Purpose of Payment:	境外學生來校訪問行政費
Account Code:	09KL1401
Payer:	<input type="text" value="Full Name"/>
*email: (The proof of payment will be sent via email. Please be sure to indicate your email in this column.)	<input type="text" value="(required)"/>
Institution / Company of Payer	<input type="text" value="Home University"/>
*Amount(ex: 1000):	<input type="text" value="100"/>
*Type of Payment:	<input checked="" type="radio"/> Credit Card (VISA, MASTER and JCB)
*Currency:	<input checked="" type="radio"/> US Dollars(US\$)
User memo:	<input type="text"/> 0 chars, 200 chars left.)

# 5. Read through the notice and check the details.

## **Payer's name** payment information:

Please check your payment record, and we will proceed to the next step of procedures upon review and confirmation.  
To obtain a refund after the credit card has been successfully authorized, please contact the organizer with your original card.

Payment Detail	
Pay Type	Office of International Affairs/Administration Fee
Total Amount	100US Dollars
email	oia.exchange@mail.nsysu.edu.tw
<input type="button" value="Submit"/> <input type="button" value="Cancel"/>	



# 6. Enter your payment information and click “Purchase”

## Payment Information



### National SunYat-Sen University

70 Lienhai Rd., Kaohsiung 80424, Taiwan, R.O.C.

TEL: 886 - 7 - 5252000 # 2328 FAX: 886 - 7 - 5252320

<http://www.nsysu.edu.tw/>  
[email:atm2328@mail.nsysu.edu.tw](mailto:atm2328@mail.nsysu.edu.tw)

Acquiring Bank:HSBC

**HSBC**  The world's local bank

### You have purchased:

Order Number: 2381157896906557

Order Description:  
Administration Fee

**Total Amount = USD\$ 100.00**

We Accept:   

### Please enter your payment information:

Card Number (e.g. :0000111122223333)    Expire Date    Month    Year

   01 ▼ /    2020 ▼

This page is encrypted.  
All the information will  
be sent to your credit  
card issuing bank  
directly.

Purchase

Clear

# Payment Confirmation

- The payment shall be reflected within 3 workdays.
- The receipt will be sent to the email address you left after the payment is received.
- Fee-paying exchange students and short-term visiting students must upload the receipt to the application system before the due date.

