



Online Administration Fee Payment Instructions

Office of International Affairs,
National Sun Yat-Sen University



Regulation

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According to “National Sun Yat-sen University Regulations Regarding Visiting Students (Inbound) Undertaking Studies in Taiwan” passed by 5th Administrative Meeting of Semester 1, School Year 2013 (Oct 30, 2013)

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Article 7: All Visiting Students (except for Exchange Students from partner universities) shall pay an administration fee of **NTD3,000(USD 100)** to NSYSU.

The fee is not refundable if the student fails to join the visiting program.

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
	Office of International Affairs ; 09KL1401
	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 --- 09KL1401”

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:	<div><input type="text"/></div> <div>0 chars, 200 chars left.)</div>
<input type="button" value="submit"/>	

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
<div>Submit Cancel</div>	

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.
- For fee-paying exchange students and short-term visiting students, please upload the receipt to the application system before due date.