

註冊報名流程表

Registration Process.

為了順利完成註冊報名手續，請依照以下步驟進行：

To ensure the completion of the registration process, please follow the steps below:

步驟一：填寫線上報名及入學申請表（Google Form）並繳交面試申請費（RM500） 請先準備以下文件電子檔，並於填寫 Google Form 時一併上傳： 1. 學生護照影本 2. 學生最新成績單 3. 父親護照影本 4. 母親護照影本 5. 正式台商會員證明文件（如有） Google Form 報名連結： https://forms.gle/FpaQKBrBCXmu9FEL8	Step 1: Complete the Online Application Form (Google Form) and Pay the Interview Application Fee (RM500). Please prepare the following documents in digital format and upload them when completing the Google Form: 1. Copy of the student's passport 2. Student's latest academic transcript/report card 3. Copy of the father's passport 4. Copy of the mother's passport 5. Official TWCHAM membership certificate (if applicable) Google Form Application Link: https://forms.gle/FpaQKBrBCXmu9FEL8
步驟二：參與線上測驗 參與線上測驗，測驗結果僅供本校參考。	Step 2: Participate in Online Test Participate in online test, results are for school's reference only.
步驟三：預約面試時間 完成測驗後，家長可選擇線上或線下方式進行面試。請家長提供與孩子的空檔時間或週，以便協調安排面試時間；在此，會與教務主任、班導師、以及輔導老師進行協調。確認日期與時間後，會發送通知給家長。請家長務必紀錄下面試的日期與時間。對於線上面試，請提前 10 分鐘做好線上的準備。	Step 3: Schedule an Interview After completing the test, parents may choose to have interview through online or offline. Please provide the child's available time slots or preferred weeks to facilitate scheduling. Coordination will involve the Academic dean, class teacher and counsellor. Once the date and time are confirmed, notification will be sent to the parents. Parents are advised to record the interview date and time. For online interview, please be prepared at least 10 minutes in advance.
步驟四：等待通知 通過審查後，將發放「錄取通知書」，大約需要 3-5 個工作日的時間。	Step 4: Await Notification Admission Notification will be issued after review, typically takes 3-5 business days.
步驟五：錄取名額保留費（RM500） 錄取通知書發放後，將通知家長繳交錄取名額保留費，以確保學位。	Step 5: Reservation Fee (RM500) Upon receiving the admission notification, parents will be notified to pay the enrolment reservation fee to secure the placement.
步驟六：辦理簽證事宜 如果需要辦理簽證，請與文書兼出納專員洽談及協調。請儘早提出相關需求。doc1@cts.edu.my	Step 6: Application on Visa If application of visa is required, please consult and coordinate with the administrative officer. Kindly submit related requests as early as possible. doc1@cts.edu.my
1. 面試申請費 Interview Application Fee RM500 作為面試申請費。* 若放棄學位，該費用將不予退還。 RM 500 for interview application fee. * Non-refundable if forfeit the seat. 2. 錄取名額保留費 Reservation Fee RM500 作為名額保留費。* 若放棄學位，該費用將不予退還。 RM 500 for reservation fee. * Non-refundable if forfeit the seat. 3. 學雜費扣除 Deduction from School and Miscellaneous Fees 開學前一個月，發出註冊繳費單時，以上兩筆費用（RM500 + RM500）將從原定學雜費中扣除。 One month before the school term begins, the registration and payment notice will be issued. The above two fees (RM500 + RM500) will be deducted from the total school and miscellaneous fees.	
銀行 Bank : CIMB BANK 銀行帳戶名 Account Name : CHINESE TAIPEI SCHOOL (KL) 銀行帳號 Account Number : 8009390906 銀行SWIFT代碼 Bank Swift Code : CIBBMYKL 電話號碼 Telephone : 603-5121 3100 * 繳費後請把繳費憑據電郵至 ctsreg@cts.edu.my * Kindly email the remittance slip/banking slip to ctsreg@cts.edu.my after completing the payment.	

感謝您的配合，若有任何疑問，請隨時聯繫我們。

Thank you for your cooperation. Should you have any questions, please do not hesitate to contact us.