



NCHU X OIA  
**STUDENT  
HANDBOOK**



**2025 SPRING SEMESTER**

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**Degree-Seeking Student**

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**Oia**  
OFFICE OF  
INTERNATIONAL AFFAIRS  
NATIONAL CHUNG HSING UNIVERSITY

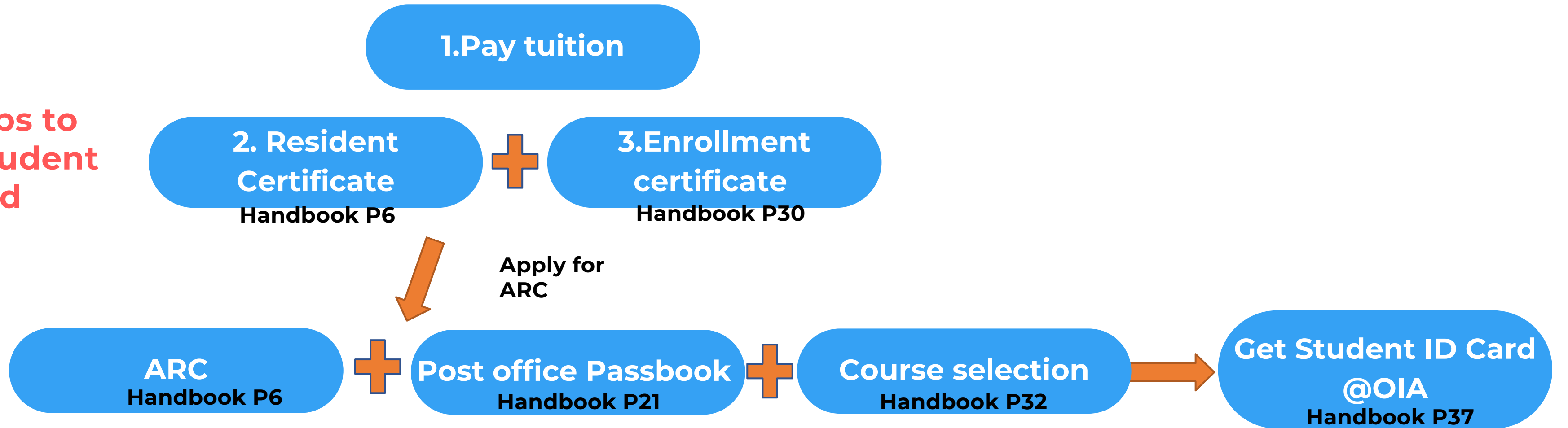


# Registration Procedure

## A. Registration Schedule



## B. Steps to get Student ID Card



Student ID Card additional features  
-Transportation(Bus/Train/Bike)  
-digital payment tool

# High-light from the handbook

1 Insurance  
Handbook P15

FSI: new comers for the first 6 months  
NHI: begins in the 7th month after receiving your ARC  
\* Note: To be eligible to apply for NHI, it's recommended that you avoid leaving Taiwan during your first 6 months after arrival.  
SSI: All the Degree seeking Students

2 Academic regulations  
Handbook P32

Signal sign on  
Course selection period  
Chinese courses

3 Scholarships  
Handbook P38

Must be reapplied for each Feburary  
A passbook is required

4 Work permit  
Handbook P49

Each student may work up to 20 hours per week (excluding summer/winter vacation)  
Online apply.

# NCHU 2025 Spring Semester

## 1 Dormitory check in

08:30-17:30, Feb 7-Feb 8, 2025

- Male Dorm :  
145 Xinda Rd, South Dist., Taichung
- Female Dorm :  
295 Guogung Rd, South Dist., Taichung

## 2 Report to OIA

09:30-11:30, Feb 11, 2025

- 1st stop: 3<sup>rd</sup> meeting room @3F, Admin Bldg
- 2nd stop: Your department office

Bring the following documents(Original & copy):

- Admission Letter \*1
- Verified Diploma \*1
- Verified Transcript \*1
- Passport \*1 (personal page)
- Passport \*1 (visa page)
- 2-inch Photos \*2

if applicable, please bring: (copy)

- Both Sides of ARC \*1
- Taiwan Govt. Scholarship Certificate\*1
- NHI Card\*1
- Post Office Account Book\*1
- Health Check Report

## 3 Orientation

14:00-16:00, Feb 11, 2025

- 3<sup>rd</sup> meeting room @3F, Admin Bldg

Bring the :

- Pen
- Personal information document
- Student handbook (digital file)
- Documents given on the report day

## 4 Student ID card

- OIA @3F at Admin. building
- Student ID card will be issued with an Email notice when it's ready.
- **Before claiming your student ID card, you must finish the registration Procedure:**
  - Paying fees (before Feb 17)
  - Selecting courses online
  - Update Student Affairs Information system online.
  - Hand in the copy of ROC Number sheet (or ARC) and post Office account passbook

## Complete the following applications by yourself

Feb 17 – Feb 28, 2024

Please ignore if you have completed

### Immigration Agency | Apply ROC No.

R.O.C. number sheet

- Application form
- Original and copy of passport \*1

### Post office | Open an Account

- Post Office Account: for scholarship/ part-time job/insurance reimbursement

Bring the :

- Application form
- Copy of passport \*1 (personal page, visa page)
- Copy of ROC No sheet
- CRS Self-Certification Form
- Signature (seal) – optional
- Deposit NT\$100

### Immigration Agency Online system | Apply ARC

Online Application

- 2-inch photo \*1
- Original & copy of passport \*1 (personal page, visa page)
- Original & copy of NCHU admission
- Application fee NT1,000

### Health Check – Taichung Hospital

# NCHU 2025 Spring Semester

## 1 Regarding Dormitory

### Deadline of Cancel

• **New Student: Jan 31<sup>st</sup>, 2025**

- Students who complete all the application procedures for dormitory but cancel it via sending email to OIA before the deadline shall be exempted from paying the dormitory fee.
- Those who cancel their beds 14 days before the start of the semester shall pay a cancellation fee of TWD 1,000.
- Students who cancel it after the assigned deadline, you shall pay the accommodation fee **first** and you will be refunded **70%** of the accommodation fee.
- Students who cancel the dormitory room **after 14 days of the semester(15<sup>th</sup> day) to the last working day of the 9th week** shall get 50% refund.
- Students who cancel the dormitory room after the last working day of the 9th week shall not get any refund.

\* Student who ask for canceling the dormitory after cancellation deadline will need to contact the dormitory in person, pay the whole accommodation fee first then apply for refund.

Email for Canceling:

- Male Dorm:  
maledormitory@dragon.nchu.edu.tw
- Female Dorm:  
femaledormitory@dragon.nchu.edu.tw

## 2

## Course selection

### Undergraduate Students

	Time	Target
Course Primary Selection Online 網路初選	Feb. 10, 10:00 am- Feb. 11, 08:00.am	4th & 5th-year students
	Feb. 11, 10:00 am- Feb. 12, 08:00.am	3rd-year students
	Feb. 12, 10:00 am- Feb. 13, 08:00.am	2nd-year students
	Feb. 13, 10:00 am- Feb. 14, 08:00.am	1st-year students
All undergraduate courses 跨系選課	Feb. 14, 10:00 am- Feb. 15, 08:00.am	All undergraduate
Add-in and drop course online 線上加退選	Feb. 17, 10:00 am- Feb. 21, 08:00.am	All students
Special Case Request 特殊情形加退選	Feb. 24, 10:00 am- Mar. 1, 08:00.am	All undergraduate
Application for course withdrawal 停修申請	Apr. 21, 10:00 am- May. 16, 17:00.pm	All students

### Master & Ph. D. Students

	Time	Target
Course Primary Selection Online 網路初選	Feb. 10, 10:00 am- Feb. 12, 08:00.am	
Course Add-in & Drop Online (All courses) 線上加退選	Feb. 17, 10:00 am- Feb. 23, 08:00.am	Master & Ph.D. Degree-Seeking students
Application for course withdrawal 停修申請	Apr. 21, 10:00 am- May. 16, 17:00.pm	

## 3

## Registration

Deadline:

5:00 pm, February 28, 2025



NCHU  
2025 Spring  
Semester



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# Foreword

Your first week in NCHU will be the busiest time before the school starts! Please read the information in this student handbook to get yourself settled down and prepared for the new environment.

- Be aware of the **registered time**, and head to the Office of International Affairs (OIA) before the due date.
- Make sure you bring all of the required documents listed in the **Registration Schedule Sheet** when you come to OIA for registration.
- Find **the location of OIA** in the map.
- Read this Student Handbook thoroughly.
- If you haven't received any e-mail from OIA, please inform the OIA staff and update your e-mail address.



# Discover Taichung City



National Chung Hsing University(NCHU) is located in Taichung City, Taiwan. Taichung City is the third largest metropolitan area on the island and is known as the “City of Culture”.

Taichung is in the central part of the west coast of Taiwan and has mild and pleasant weather, with lower humidity, and fewer rainy days than other regions. In addition, It is a convenient city with lots of shopping, traveling, and sociocultural activities.

*To learn more about Taichung City,*

*visit [Taichung Tourism](#) or [Information for Foreigners](#).*



# Arranging Your Stay-Visa Information

## (1) General Degree Verification (also Known as Authentication)

Students are required to submit highest diploma and transcript verified by the Taiwan Overseas Mission in the country of the institution while applying for a resident visa and show them on school Registration Days. For diplomas and transcripts in languages other than Chinese or English, a Chinese- or English-translation version is also required.

Get more information

<http://www.boca.gov.tw/np-150-2.html>

## (2) Resident Visa

Students who plan to study in Taiwan more than 6 months are recommended to apply for a **Resident Visa** and apply for an Alien Resident Certificate (ARC) in the Immigration Agency within 30 days of arrival.

Even if you are from a visa free country, you shall apply for Resident Visa in advance as well.

Students who have entered Taiwan with resident visas or exchangeable visas should apply for an Alien Resident Certificate (ARC) and re-entry permit in the Taichung City Branch Office of National Immigration Agency within 30 days of arrival.

The duration of stay is based on the period stipulated in the ARC.

## Required Documents:

- 1 Visa application form, please downloaded from the **Bureau of Consular Affairs**.
- 2 Two 2X2-inch photographs taken in the last six months.
- 3 Original passport of 6 months remaining validity and blank pages in it.
- 4 Original and a photocopy of Health Certificate.
- 5 Original and a photocopy of Admission Letter from NCHU.
- 6 Verified Highest Education Diploma and Transcripts. For diplomas and transcripts in languages other than Chinese or English, a Chinese or English-translation version **is also required**.
- 7 Original and a photocopy of proof of financial support.
- 8 Supporting application documents such as official letters of approval from a competent authority of Taiwan.

### Please note

International students can only change to a Resident Visa From a Visitor Visa if the purpose of their Visitor Visa is "Pursuing Studies in Taiwan." If your Visa has a purpose other than this (including Visa free passports), you will be required to change your visa type by applying for a new visa in another country or applying for an extension.

## (3) Alien Resident Certificate (ARC)



The Alien Resident Certificate (ARC) is an ID card that proves your resident status in Taiwan. It is important, so please take good care of it and pay attention to its expiration date. Resident Visa holders are required to apply for an ARC within 15 days after arrival.

### Application Documents:

1. Online ARC application
2. One 2\*2-inch photo.
3. Proof of Enrollment  
(Admission Letter or Enrollment Certificate)
4. Passport and Resident Visa (original and copy)
5. Proof of Accommodation (original and copy)  
(e.g, Housing agreement, household registration transcript, or other related documents)
6. Application fee: NTD1,000(one year).

**Application procedures:** [Online application ONLY.](#)

**Processing time:** At least 10 working days.

**Pick up location:** Taichung City First Service Center, National Immigration Agency.

[More Details](#)

## Online Application: Start from [here](#)

1. Online account registration
2. Complete application information and upload required documents
3. Online payment: NT\$1,000.

After the online application is reviewed and approved by the National Immigration Agency, please make your payment for the residence permit within 5 working days.

[Visit more detail](#)

<http://coa.immigration.gov.tw/coa-frontend/student/entry/foreign-student>

**Application Details**

**Upload Photo**  No file chosen

**Eligibility**  
Foreign students and Overseas Chinese Students entering Taiwan for study

**Program of Study**  
Bachelor's Degree

**School**

**Status of Study**  
Approved but not enrolled

**Required Docs**

1. Admission Permit or Certificate  
 No file chosen  +
2. Passport  
 No file chosen  +
3. Resident Visa  
 No file chosen  +
4. Proof of Accommodation (Housing agreement, household registration transcript, or other related documents)  
 No file chosen  +
5. Other Supporting Documents (Optional)  
 No file chosen  +

1. Files should be in (JPG/PNG/GIF/TIF) PDF format. Uploaded documents must be clear. No words or  
2. File size should be smaller than 11.7M.  
3. A Chinese translation should be uploaded for documents in languages other than Chinese and Eng  
4. Please scan the required documents in original size and then upload.  
5. All documents are required to scan and upload both sides unless those blank sides.

## For Consultation

**Taichung City First Service Center  
National Immigration Agency**

出入國及移民署 台中市第一服務站

No.22, Wenxin S. 3rd Rd, Nantun  
Dist., Taichung City  
台中市南屯區文心南三路22號  
Tel: 04-2472-5102

web

**Information for foreigners in Taiwan**

外來人士在臺生活諮詢

Tel: 0800-024-111

4 Language supported:

Chinese, English, Vietnamese, Thai  
(中、英、越、泰)

## (4) Visitor Visa

Foreign nationals who hold ordinary passports or other legal travel documents and intend to [stay in Taiwan for less than 180 days](#) for the following purposes: transit, tour; visit relatives, undertake visits, undertake inspection tours, attend international conferences, conduct business, pursue short-term study, undertake short-term employment, undertake short-term missionary work, and engage in other activities in Taiwan as approved by MOFA, may apply for a visitor visa.

[Get more information](#)

<http://www.boca.gov.tw/np-147-2.html>

## (5) Visitor Visa Extension

The visitor visa holders shall apply for an extension within 15 days prior to the expiration date of the visa. You are not allowed to stay in Taiwan and will be penalized if you fail to apply for the extension.

### **Limitations:**

1. The duration of each extension shall not be longer than that of the original visa.
2. Visitor Visa holders who are permitted to stay in Taiwan for sixty or ninety days and whose visas bear no such remark as “no extension will be granted” may apply at local service centers of the National Immigration Agency for a maximum of 120 or 90 days of extensions.

### **Required Documents:**

1. An online application. ([here](#))
2. The original and one photocopy of the passport with the visitor visa.
3. An enrollment certificate from an approved public or private language center or university.

## (6) ROC Uniform ID Number

ROC ID Number is required for the student **without ARC but need to open a saving account and declare income taxes return.**

Please inform the coordinator of the National Immigration Agency if the applicant possessed a residence permit or has applied for this number before.

### Required Documents:

1. An online application form
2. The original and one photocopy of the passport with the visa
3. Processing time: about an hour

### 中華民國統一證號基資表 R.O.C.(Taiwan) UI No. Basic Information Form

統一證號 /UI No.	:R990000017
舊式統號 /Original UI No.	: RB20046963

英文姓名/English Name	: LI QING MIAO
中文姓名/Chinese Name	: 李青苗
性別/Gender	: 女(female)
出生日期/Date of Birth	: 1980/01/19
國籍/Nationality	:
護照號碼/Passport No.	:
核發日期/Date of Issue	: 2020/09/21
列印日期/Date of Printing	: 2021/01/08

### 使用須知 Instructions

1. 本表係持有人（臺灣地區無戶籍本國人及外國人）在中華民國完成註冊之身分資料。  
This document is a record for both Nationals without household registration in the Taiwan Area and foreigners without Alien Resident Certificate who have registered their personal identities in the Republic of China(Taiwan).
2. 本表不具身分證明文件之效用。  
This document is Not a proof of identity of the bearer.
3. 本表如有遺失，得逕向任一服務站申請補發。  
If this document is lost, please re-apply for it at any service center of the NIA.

## (7) Change Visitor Visa to Resident Visa

Foreign students who will stay in Taiwan longer than 180 days are required to change their “Visitor Visa” to “Resident Visa” in the **Ministry of Foreign Affairs**. After receiving the Resident Visa, you must apply for an ARC in the Immigration Agency within 30 days.

**NOTE that if the remark on your visitor visa is 'FS', please apply directly to the National Immigration Agency's Online Application system for an ARC(starting from 1<sup>st</sup> January, 2024).**

**Fees: NT\$3,200 (first-time application).**

### Required Documents:

- |   |   |    |   |
|---|---|----|---|
| 1 | Original and a photocopy of passport  | 6  | Bank Statement (above USD 4, 000)   |
| 2 | Original and a photocopy of Visitor Visa  | 7  | Original and a photocopy of Health Exam Report (Assigned Hospitals. Form B) |
| 3 | Original and a photocopy of student ID  | 8  | Approximate NTD 3,000 (vary with the applicant's nationality)               |
| 4 | Certificate of Enrollment (list both English and Chinese names) may be obtained in the <b>Division of Registration</b> with a payment of NTD 20 | 9  | Two 2-inch photos   |
| 5 | Exchange student can obtain the Certificate of Enrollment at OIA.   | 10 | Visa application form   |

[http://visawebapp.boca.gov.tw/BOCA\\_EVISA/](http://visawebapp.boca.gov.tw/BOCA_EVISA/)

### (8) Flow Chart Regarding Visa/ARC issue

#### Resident Visa –

need to apply ARC within 30 days after arrival

Registered at OIA

Apply for ARC (Alien Resident Certificate) at the National Immigration Agency  
**Application fee: NTD 1,000/per year**

10-20 working days

ARC  
(Included ROC United ID Number)

Apply for an extension within 15 days prior to the expiration of ARC

#### Visitor Visa

Apply for ROC United ID Number at the National Immigration Agency  
**Application fee: free**

Registered

With **FS** remark

Change the Visitor Visa to ARC at National Immigration Agency  
**Application fee : NTD 3200.**

Others

Apply for an extension within 15 days prior to the expiration of the Visitor Visa at the National Immigration Agency.  
To apply for a new visa, contact Boca

10-20 working days

Central Taiwan Office,  
Ministry of Foreign Affairs,  
Republic of China

外交部中部辦事處

1st FL., No. 503, Section 2, Liming Rd,  
Taichung

台中市南屯區黎明路2段503號1樓

Tel: 04-22510799

[web](#)

Bureau of Consular Affairs,  
Ministry of Foreign Affairs, ROC, Taiwan

外交部領事事務局

<http://www.boca.gov.tw/mp-1.html>



## (9)Transportation

**A**

### Transportation to Ministry of Foreign Affairs Bureau of Consular Affairs 外交部中部辦事處/內政部入出國交通資訊

#### Central Taiwan Office, Ministry of Foreign Affairs, Republic of China 外交部中部辦事處

1st Fl., No. 503, Section 2, Liming Rd, Taichung

台中市南屯區黎明路2段503號 廉明樓 1樓

Tel: 04-22510799 Fax: 04-2251-0700

<https://www.boca.gov.tw/cp-105-203-40dfe-1.html>



**STEP 1**

Across the gate of NCHU, Take bus line 73 until “Wenxin-Gongyi Road Intersection” Station.

至學校正門口對面的公車站搭乘統聯客運 73 號公車，於「文心公益路口」站下車。



**STEP 2**

Cross two traffic light at the road intersection to reach the car dealer located opposite.

下車後於前方路口待轉兩次紅綠燈，過馬路至對面的汽車銷售商。



**STEP 3**

Heading to the left side of the car dealer to reach “Gongyi-Wenxin Road Intersection” Station.

於汽車銷售商往左走，即可抵達「公益文心路口」站。



**STEP 4**

Transit to bus line 81 from “Gongyi-Wenxin Road Intersection” Station to “Liming Community (Liming Road)” Station.

於「公益文心路口」站轉乘統聯客運 81 號公車，於「黎明新村（黎明路）」站下車。



**STEP 5**



**STEP 6**

Ministry of Foreign Affairs, Bureau of Consular Affairs, Taichung Office” is located opposite the station.

車站對面即是「外交部領事局臺中辦事處」。

## B

## Transportation to National Immigration Agency Taichung City First Service Center

### 內政部移民署臺中市第一服務站交通資訊

#### Taichung City First Service Center, National Immigration Agency

出入國及移民署臺中市第一服務站

NO. 22, Wenxin S. 3rd Rd, Nantun Dist., Taichung City

台中市南屯區文心南三路22號

Tel : 04-2472-5103

<https://servicestation.immigration.gov.tw/1473/>



STEP 1

Across the Xingda road through the NCHU main gate, take the bus line 73 to reach “MRT Feng-le Park Station (Wenxin S. Rd.)”

至學校正門口對面的公車站搭乘統聯客運73號公車，於「捷運豐樂公園」站下車。



STEP 2

Walk along the Wen Xinnan third road after you get off the bus. You will see Costco on your right hand side, and keep walking until Dongxing first section Road.

下車後沿著文心南三路走,之後會看到Costco在你的右手邊,繼續直走到東興路一段。



STEP 3

Arrival: Please cross Dongxing first section Road, you will reach the destination.

過馬路後，你就會看到移民署。

# Health Care & Health Examination

Health Center, Office of Student Affairs  
 TEL:04-2284-0235  
 FAX:04-2285-0257  
 1F, Hui-Sun Auditorium, NCHU  
 E-mail:[health@nchu.edu.tw](mailto:health@nchu.edu.tw)

**Students Health Center** is located at Level 1 of Hui-Sun Auditorium. Health Center, staffed by doctors and nurses, is in charge of maintaining and promoting physical health for all students, faculty, and university employees to make them enjoy a comfortable life.

Get more information

<http://www.osa.nchu.edu.tw/osa/health/index.html>

## Services:

1. Health consultation services (part-time doctors).  
 Timetable: [http://www.osa.nchu.edu.tw/osa/hac/health\\_services\\_1.html](http://www.osa.nchu.edu.tw/osa/hac/health_services_1.html)  
 [handling of emergencies and wounds and referrals to hospitals.]
2. Signing up with contracted hospitals and clinics,  
 as shown in <http://www.osa.nchu.edu.tw/osa/health/hospital.html/>  
 to provide discounts.
3. Management of health check-up results of new students,  
 Follow-ups, health instructions, or referrals to hospitals in case of  
 abnormalities.
4. Provision of access to first-aid kits, wheelchairs, and walking sticks.
5. Health consultations and instructions.
6. Basic health screening; blood pressure, body fats, basic urine  
 tests to check sugar in urine, proteins, etc.
7. Cooperate with the public health bureau for the prevention of  
 tuberculosis, influenza, and other infectious diseases.

## Health Examination Information for New Students

- For students who did not complete their health examination in their hometown:  
 Our school organizes a group health examination at the beginning of the semester. Please attend on the designated date to complete your health check.

# Health Insurance

## Division of Foreign Student Affairs, OIA:

TEL: 04-2284-0206  
 FAX:04-2285-7313  
 3F, Administration Building, NCHU  
 E-mail:[oia@nchu.edu.tw](mailto:oia@nchu.edu.tw)  
<http://www.oia.nchu.edu.tw>

## Division of Student Life

TEL: 04-2284-0661  
 FAX:04-2285-1649  
 2F, Hui-Sun Auditorium, NCHU  
 E-mail:[living@nchu.edu.tw](mailto:living@nchu.edu.tw)  
<http://www.osa.nchu.edu.tw/osa/laa/index.html>

**As a foreign student in NCHU, you have these insurances:**

### FSI

**Foreign Student Insurance (FSI)**  
 for the first six months (required)

### NHI

**National Health Insurance (NHI)**  
 from the 7th month after receiving your ARC (required)

### SSI

**Student Safety Insurance (SSI)**  
 for every semester (required)

#### ① Apply for health insurance



##### ➤ 1 out of the 3 options below

(based on your responses in questionnaires)

1. FSI (Foreign Student Insurance)
2. NHI (National Health Insurance)
3. Depend on yourself

- For general clinics, emergency room, hospitalization

[Handbook p15-p18]



#### ② Student Group Insurance



- Compulsory for all NCHU students

- Only Accidental injury (fracture, hospitalization)

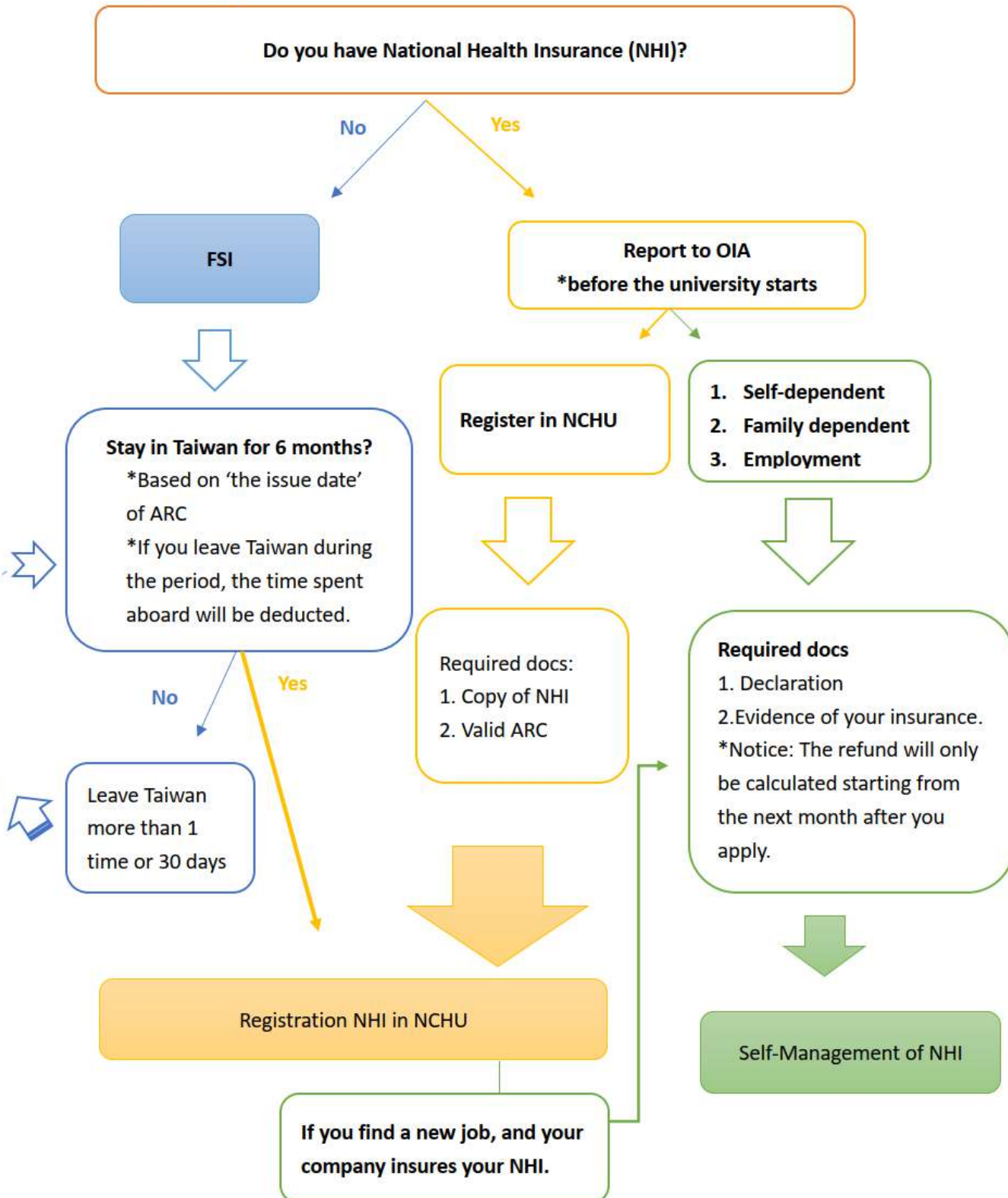
[Handbook p20]

\*During the transition period, you may not have any insurance to cover your medical expenses, and you will need to pay the full amount for medical care during this time.

# Health Insurance


## How to obtain eligibility for NHI?

- Before coming to the university, you should have completed the insurance questionnaire from the OIA. We will proceed based on your responses



# Health Insurance

When you need to go to clinic or hospital



FSI holder

NHI Holder

Bring your ARC and give it to clinic/hospital



Bring your NHI Card and give it to clinic/hospital



- What you have to do in clinic/hospital:**
1. Pay the full fee of medical care
  2. Request for diagnosis from the doctor

- What you have to do in clinic/hospital:**
1. Pay registration fee and the medical fee. (Please note that the medical fee has already subsidized.)

- Apply for reimbursement of Insurance**
1. Submit all required documents at OIA [[handbook P15-P16](#)]
  2. Once the insurance company approves your application, the refund will be processed.

Completion

Completion

## (1) Foreign Student Insurance (FSI)

# FSI

### 1. What is FSI?

It's Foreign Student Insurance (International Students' Group Medical Insurance). FSI is provided for the foreign students who are not eligible for National Health Insurance. A foreign student who does not have NHI is mandatory to enroll in the FSI plan, and the fee will be included in the tuition bill.

### 2. What is covered by FSI?

- 1) Medical benefit covers the medical services for unexpected injury and some clinic healing services.
- 2) For the same symptoms, the insurance company covers only one visit per day, 30 times a year. The maximum coverage per visit is NT \$1,000. The Maximum daily hospital reimbursement is NT \$1,000 per day if needed it.

### 3. How much does it cost?

It costs approximately **NT\$600** per month for the academic year of 2023-2026.

### 4. When am I insured?

Students are insured [within a week after submitting ROC number sheet / ARC](#) to OIA.

### 5. How to claim the FSI insurance?

Go to authorized hospitals and clinics and pay the medical bills first. Turn in the required documents below and a signed application form to the Office of International Affairs (OIA). OIA will help you send the documents to the insurance company. After review, you will receive the reimbursement directly deposited to your bank account by the insurance company.

## 6. Required documents

- 1 A Compensation Application Form (pick up at OIA)
- 2 The doctor's diagnosis  
(Must have the hospital's and the doctor's certified seals/  
stamps)
- 3 The original receipts  
(photocopied receipts need to be notarized by the hospital.)
- 4 A copy of your passbook cover page shows your name and  
account number clearly.
- 5 A copy of your passport/ARC or ROC number.
- 6 A copy of your Student ID card.



## (2) National Health Insurance (NHI)

This sign indicates the NHI-authorized hospitals and clinics ▶



# NHI

### 1. What is NHI?

- 1) Rights and Responsibilities for International Students (Foreigners) Joining the National Health Insurance (NHI) Program of the R.O.C.
- 2) Foreigners with an Alien Resident Certificate (ARC) who have resided in Taiwan for more than six months are required to enroll in the National Health Insurance (NHI) program. (Within the six months, if the applicant departs Taiwan 2 times or more, or the departure time is longer than 1 month, the period will be recounted.)
- 3) National Health Insurance Administration:  
<https://www.nhi.gov.tw/english/>

### 2. Guide of Insuring in NCHU:

#### Situation 1.

**For newly arrived freshmen who have NOT been in Taiwan for six months or who have been outside of Taiwan for 30 continuous days in the past six months:**

Once you have been in Taiwan for more than six months continuously, please follow the procedure outlined in **Situation 2** to under write the NHI policy.

#### Situation 2.

**For newly arrived freshmen who have stayed in Taiwan for six months:**

Application:

1. Copy of front and back photocopy of ARC
2. One photo(1"X1.5"). (Only for the new NHI card applicant)
3. NHI Online Application system through OIA

#### Situation 3.

**Students who have underwritten their policy to other associations or schools but WANT to transfer it to NCHU:**

Please ask your previous agency (language school, company, or municipal administration. etc.) for an insurance policy closure document. Then follow the procedure outlined in **situation 2** to underwrite the NHI policy.

#### Situation 4.

**Students who have underwritten their policy to other associations but Do NOT WANT to transfer it to NCHU:**

Please notify OIA and check the Tuition and Fees bill at the start of every semester to avoid double-paying NHI fees.

**3. Insurance Premium Payment:**

Newly admitted students and transfer students with an ARC who have resided in Taiwan for more than six months **must** enroll in the NHI program. Students have to pay the insurance fee during registration in each semester. The insurance fee for students enrolled in NHI is **NTD 4,956 per semester / NTD 826 per month** (Insurance Premium Payment is subjected to change).

**4. NHI Medical Services:**

In cases of illness, injury, and childbirth, the beneficiaries can receive medical services, including medications, outpatient and inpatient services, from NHI contracted healthcare providers. The beneficiaries need to pay a small portion of the cost a co-payment- for receiving medical services.

**5. Penalty for Violations:**

The National Health Insurance Program is mandatory; anyone who is qualified for this Program must enroll in the NHI Program. Anyone who doesn't enroll is subject to a fine of NTD 3,000 to NTD 15,000. In addition, this person is required to pay the full premiums starting from the date he or she should have been enrolled. No benefits will be offered before the premiums are paid in full. Notice of penalty violation will be delivered in written and the fine must be paid in time. If the fines imposed remain unpaid, after a given period of time the case will be referred to the courts for compulsory enforcement.

**6. NHI Transfer from NCHU**

Situation1. Suspension, withdrawal, or graduation:	Situation2. Transferring to another school:
Come to OIA for your refund and to complete the insurance policy closure procedure.	Come to OIA for your refund and to complete the insurance policy closure procedure. Then bring the closure document to your new school for transfer.

The symbol for contracted hospitals and clinics ►



**7. NHI drop out.**

Foreigners, who lost their residence status because they no longer hold a valid ARC or not returning to Taiwan, will also lose their rights claimed in the NHI program. They must withdraw their subscription to the NHI program through their group insurance applicant (their employer or local administration office) and then return their NHI card to their applicant and pay any premiums due in full before leaving Taiwan. When traveling overseas for a short period of time, either on business or vacation, and then returning to Taiwan with a valid ARC, foreigners must remain enrolled in the NHI program.



## 全民健康保險

外籍學生（外籍人士）參加中華民國全民健康保險相關權利義務。

### 一、加/退保

全民健康保險是一種強制性的社會保險，提供僑外生在臺平等的就醫權益。僑生來臺就學，領有居留證明文件且在臺居留滿六個月，即應依法強制參加全民健康保險，可於就讀學校辦理參加全民健保或自行加入全民健保。六個月內有下列情形之一者，期間重新起算：(1)出境超過1次(2)出境超過1個月。

外僑居留原因消失而喪失居留權或回國不再來台灣時，即喪失參加全民健康保險的權利，應向投保單位辦理退保手續；並請於返國前繳清健保費。外籍人士如係返國短期停留，如渡假、洽公等，隨即返回台灣，且尚未逾居留期限，仍應繼續參加全民健康保險。

保險對象如預定離開台灣六個月以上，可選擇辦理停保手續或繼續加保，如選擇停保，停保期間可免繳納健保費，於回台灣時辦理復保手續，但是離開台灣未滿六個月即返台者，應補繳停保期間保險費；選擇繼續加保者，應按月繳納保險費，如於國外發生緊急傷病時，可檢具證明文件申請核退醫療費用。

### 二、保險費繳納

1. 國際學生持居留證滿六個月時，務必加入全民健保。
2. 健保費每月新台幣826元，即每學期新台幣4,956元，於每學期初隨學費單收取。(健保費依健保局之異動調整)

### 三、健保醫療服務

保險對象發生疾病、傷害、生育事故時，由保險醫事服務機構提供門診、住院及藥品等醫療服務。保險對象應遵行醫療相關規定就醫，並負擔部分醫療費用。

## (3) Students Safety Insurance (SSI)

# SSI

### 1. What is SSI?

It's Students Safety Insurance. SSI is required as the basic insurance plan for all registered NCHU students. All NCHU [degree-seeking students](#) are required to enroll in the SSI plan every semester.

### 2. What is covered by SSI? How to claim the SSI insurance?

The Medical benefit covers the medical services for unexpected injuries such as car accidents, sports injuries, laboratory and workplace injuries, and so on, when students are on or off campus. For updated information, please check the website of the [Division of Student Life \(DSL\)](#).

ENG <http://www.osa.nchu.edu.tw/osa/english/laa.html>

CHT <http://www.osa.nchu.edu.tw/osa/laa/insurance.html>

### 3. What does it cost?

You are billed NTD 265 - NTD300 when you register every semester.

### 4. When am I covered?

Students are covered for the term of a semester.

# Banking information

## (1) Before coming to Taiwan

For all new students, please bring sufficient money (around US\$ 4,000) to cover your semester bill (USD 2,000), the first six month of living expenses (USD 2,000), dorm fees, etc.

Due to the time-consuming procedure to establish your account at NCHU, the school will only be able to deposit your scholarship into your account no earlier than two months after the semester begins.

Immigration Authorities in Taiwan require that foreign students should have sufficient funds for tuition and living expenses. Students are expected to show evidence for supporting themselves financially while staying in Taiwan.

You can apply for a VISA card which can be used for cash withdrawal and transfer funds in all bank machines around the city.

## (2) Post Office & Banking

The post office provides both postal and banking services, including shipping and receiving mails, deposits and withdrawals, making wire transfers, etc. Post offices are available around both the Male Dormitory(No. 44, Nanhe Rd, South District, Taichung City, 402) and the Female Dormitory (No.297, Guoguang Rd., South Dist., Taichung City 402).

**NCHU Students are required to open an account at the post office and turn in their account information to OIA. Make sure that you hand in your account information on time; otherwise, it will delay the deposition time of your scholarship.**

### Office Hours

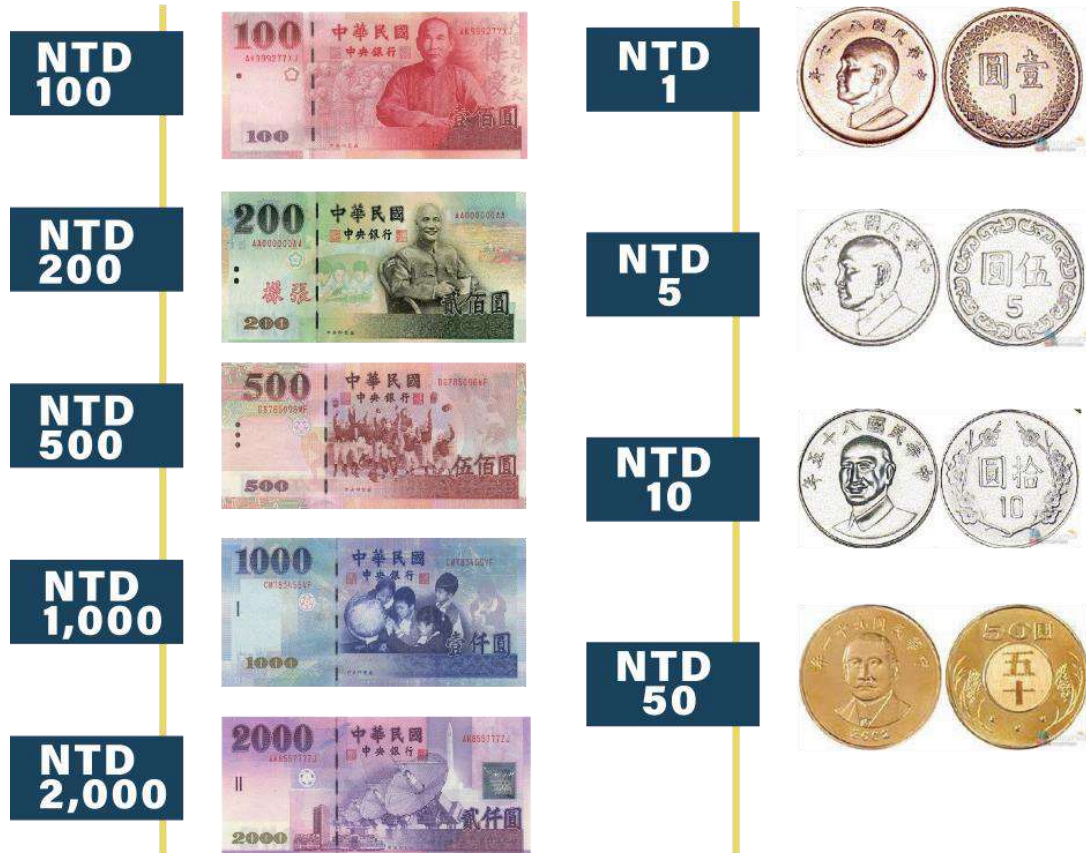
**8:30 am to 5:00 pm  
Monday to Friday**

## To open a financial account in the post office, you should prepare:

- 1) Application form (get form OIA)
- 2) CRS Self-Certification Form (get form OIA)
- 3) Passport
- 4) Photocopy of ROC Uniform ID NO. Certificate / ARC
- 5) NTD 100 (deposit)
- 6) Remember to schedule an appointment in advance.

### (3) Currency information

#### New Taiwan Dollar (NTD)



In Taiwan, besides cash, there are various payment methods available. Here are some of the main options:

**Credit and Debit Cards:** Most merchants accept credit and debit cards. Major card brands include Visa, MasterCard, American Express, and JCB.

**Mobile Payments :** Apple Pay, Google Pay & Samsung Pay

**E-Wallets:** Taiwan Pay, LINE Pay, JKO Pay

**Prepaid Cards: EasyCard, iPass :** Used for public transportation and accepted at many convenience stores and restaurants.

**Online Banking:** Most banks provide online banking services, allowing for transfers and bill payments.

# Transportation

## Before Arriving NCHU



**TSA**

Taipei Songshan Airport

**TPE**

Taoyuan International Airport

**TXG**

Taichung Airport

**NCHU**

National Chung Hsing University

**KHH**

Kaohsiung International Airport

### Public transit

There are 4 major international airports in Taiwan: Taipei Songshan Airport (TSA), [Taiwan Taoyuan Airport \(TPE\)](#), Taichung Airport (TXG) and Kaohsiung International Airport (KHH).

### Airport → Taichung City

Public transportation counters, including intercity bus, shuttle bus, and [MRT to Taiwan High Speed Railway \(THSR\)](#), are located at the Arrival Passenger Reception Areas in each terminal of every airport. Follow the signs to reach the transportation terminals, and choose [Taichung City](#) as your final destination.



## Taipei Songshan Airport (TSA)

### Via MRT & THSR To Taichung THSR Station

Please take MRT from Songshan Airport Station (Brown Line) and transfer to Blue Line at Zhongxiao Fuxing Station and then arrive at Taipei Main Station, where you could buy THSR ticket to Taichung THSR Station. The THSR fare is around NTD 800 and it will take about 1 hour.



## Taiyuan International Airport (TPE)

### 1. Via THSR Shuttle Bus/ Taoyuan Airport MRT & THSR To Taichung THSR Station

Please take Taoyuan Airport MRT to Taoyuan THSR Station, where you could buy a THSR ticket to Taichung THSR Station. The fare is around NTD 540 and it will take about 40 minutes.

### 2. Via Bus to Taichung Train Station

Bus ticket counters are located in the Arrival Passenger Reception Areas of both Terminals I and II. It takes 2-3 hours from the airport to Taichung City. Get off at the final destination of **Taichung Train Station**.

Bus (English)	Bus (Chinese)	Fare NTD	Frequency (minutes)	Service Hours
Taiwan Bus Crop.	國光 (KuoKuang)	280	30-40	00:10-23:40
Ubus	統聯 (Tung Lian)	280	40-50	00:01-23:01

TaiwanBus Crop.:

<http://www.kingbus.com.tw>

Ubus:

<http://www.ubus.com.tw>



## Taichung Airport (TXG)

### Via Bus to Taichung Train Station

Please take bus No. 302 to Taichung Train Station. The fare is around NTD 40 and it takes around 1 hour to go to Taichung Train Station.





## Kaohsiung international Airport (KHH)

### 1.Via Train to Taichung Train Station

Please take MRT from “R4 Kaohsiung International Airport” to “R14 Kaohsiung Train Station” to transfer to Kaohsiung Train Station. Please buy a train ticket to Taichung Train Station. It takes about 3-4 hours.

### 2.Via BRT & THSR To Taichung THSR Station

Please take MRT from “R4 Kaohsiung International Airport“ to “R16 Zuoying“ to transfer to Zuoying THSR Station. Please buy a THSR ticket to Taichung THSR station. The THSR fare is around NTD 900. It takes about 1 hour.

### 3.Via Bus to Taichung Train Station

Please take the bus to Taichung. The final destination is Taichung Train Station. It takes about 3-4 hours. For detailed information, please refer to the bus company list below.

1. Taipei Songshan Airport (TSA): <http://www.tsa.gov.tw/tsa/en/home.aspx>

2.Taoyuan International Airport (TPE): <http://ww.taoyuan-airport.com/english/Index/>

3.Taichung Airport (TXG): <http://www.tca.gov.tw/>

4.Kaohsiung International Airport:  
(KHH) <http://www.kia.gov.tw/english/>

5.Taoyuan Airport MRT: [http://www.taoyuan-airport.com/english/taoyuan\\_metro](http://www.taoyuan-airport.com/english/taoyuan_metro)

6.Taiwan High Speed Railways(THRS): <http://www.thsrc.com.tw/en>

7.Taiwan Railways (TRS): <http://www.railway.gov.tw/tra-tip-web/tip>

8.Taipei Rapid Transit (MRT): <http://english.metro.taipei/>

9.Kaohsiung Rapid Transit (KRT): <http://www.krtc.com.tw/eng/>

## Taiwan High Speed Rail (THSR) → NCHU

### City bus:

The bus terminals are located on the ground floor of the HSR station. The fare is NTD 20 for rides within a distance of 10 km when passengers have a valid EasyCard (which can be purchased at convenience stores and Metro stations for NT\$100). While boarding, please scan the EasyCard when you get on and off the bus. Please go to Exit 6 to take the bus:

No.158 (Chuan-Han Tourism 全航客運 ) or No.33(Taichung Bus 台中客運) from THSR Station(高鐵站) to Chung Hsing University(中興大學). It takes 40-50 minutes from the THSR station to NCHU.

### Taxi:

It takes 20-25 minutes from the HSR station to NCHU and the fare is NTD 250-NTD 280.

## Taichung Station → NCHU

### City bus:

The boarding station is across from Taichung Train Station. The fare is NTD 20 for a ride within 10 KM, the extended fare is NT\$2.431\*(1+5% tax included) per km and round to the nearest integer.

It takes 15-20 minutes to from train station to NCHU.

You may take the following city buses.

- Take No.33 (Taichung Bus 台中客運) and get off at 中興大學 (Chung Hsing University)
- Take No.35 (Taichung Bus 台中客運) and get off at 中興大學 (Chung Hsing University)
- Take No.73 (UBus 統聯客運) and get off at 中興大學 (Chung Hsing University )

### Taxi:

It takes 10-15 minutes from the Taichung train station to NCHU and the fare is around NTD 100 - NTD 120

# Map around National Chung Hsing University NCHU



- Male Dormitory
- Female Dormitory



**Warning:**  
It takes about 40 minutes to walk from Taichung Train Station to National Chung Hsing University!



Bus ticket fee: NTD 20 within 10 KM per ride for using "Travel Card/Easy Card"



## NCHU

**402 台中南區興大路145號**

145 Xing-Da Rd, Taichung,  
402 Taiwan

## Female dorm

**402 台中南區興大路295號  
(中興大學女生宿舍)**

295 Xing-Da Rd, Taichung,  
402 Taiwan  
Phone: 886-4-2284-0612

## Male dorm

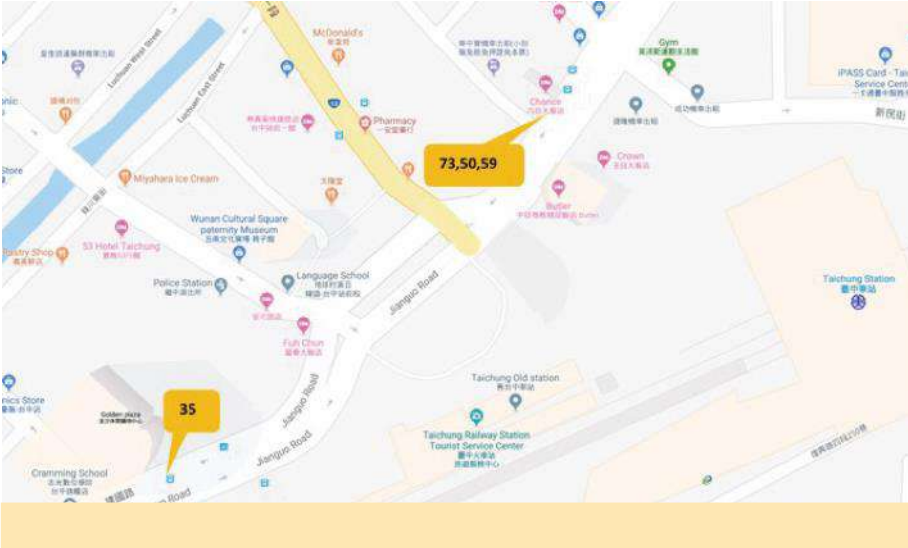
**402 台中南區興大路145號  
(中興大學男生宿舍)**

145 Xing-Da Rd, Taichung,  
402 Taiwan  
Phone: 886-4-2284-0473

## Taichung Train Station → NCHU Female dormitory

### City bus:

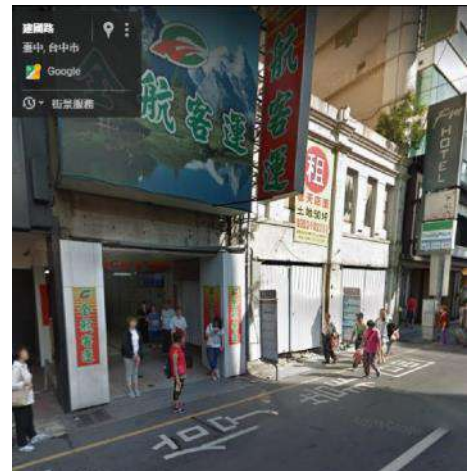
You may take city buses No. 35 (Taichung Bus 台中客運) and get off at station “Hsing Da Post Office 興大郵局”



## Taichung Train Station → NCHU Male dormitory

### City bus:

You may take city buses No. 73(UBus 統聯客運) and get off at station “Zhongming S.-Wuquan S. 忠明南五權路口”



# Registration

## **i** Division of Registration Office of Academic Affairs

TEL: 04-2284-0212 FAX: 04-2287-3622

Address: 1st Fl., Administration Hall, NCHU

E-mail: [registra@dragon.nchu.edu.tw](mailto:registra@dragon.nchu.edu.tw)

Website: <http://www.oaa.nchu.edu.tw/en-us/rs>

## **i** Division of Curriculum

TEL: 04-2284-0214 FAX: 04-2287-8015

Address: 1st Fl., Administration Hall, NCHU

E-mail: [course@dragon.nchu.edu.tw](mailto:course@dragon.nchu.edu.tw)

Website: <http://www.oaa.nchu.edu.tw/en-us/course>

## **i** Division of Foreign Student Affairs, Office of International Affairs

TEL: 04-2284-0206 FAX: 04-2285-7313

Address: 3rd Fl., Administration Hall, NCHU

E-mail: [oia@nchu.edu.tw](mailto:oia@nchu.edu.tw)

Website: <http://www.oia.nchu.edu.tw>

## (1) Registration Procedure

The following 3 steps is involved in the procedure of registration and get the student id card:



## (2) Details of the Tuition and Fees

In the beginning of semester, you need to print out **the bill of your tuition and miscellaneous fees** from the First Bank System (<https://eschool.firstbank.com.tw/>)

It includes the following items:

- ◆ **TUITION:**  
the amount varies with colleges (for degree-seeking students)
- ◆ **MISCELLANEOUS Fee:**  
the amount varies from college to college (for degree-seeking students)
- ◆ **STUDENTS SAFETY INSURANCE Fee:**  
NTD 265 (for degree-seeking students)
- ◆ **FOREIGN STUDENT INSURANCE Fee:**  
NTD 3,528 one semester
- ◆ **NATIONAL HEALTH INSURANCE Fee:**  
After staying in Taiwan for 6 months, you need to pay NTD 4,956(NTD826\*6 months) for National Health Insurance. (Please see the **Health Insurance** Section)
- ◆ **LANGUAGE PRACTICE Fee:**  
NTD 780 (Students in bachelor program of Department of Foreign Languages and Literatures), NTD 650 (Students in bachelor program of other departments). You need to pay it for 2 semesters in the first academic year.
- ◆ **COMPUTER EQUIPMENT and INTERNET USAGE Fee:** NTD 300.
- ◆ **DORMITORY Fee:**  
the amount varies with the dormitory you stay in.(See the **Housing** Section)

***NOTE for a tuition waiver's NCHU scholarship recipient: Insurance fees, dormitory fees, language practice fees and internet usage fees and etc... will NOT be covered by NCHU Scholarship.***

### (3) Tuition Regulation for graduate student :

Master's and Ph.D. students are required to pay the full tuition fees, including the basic credit fee and basic miscellaneous fee, for the first four semesters. From the 5th semester until graduation, graduate students are only responsible for paying the basic miscellaneous fee. Throughout their entire period of study at NCHU, all registered graduate students must also pay for insurance and internet usage fees.

To see more details about tuition and fees standard, please refer to the link:

<https://oia.nchu.edu.tw/index.php/1-1-about-en-2/2-4-fees-and-financing-en/2-4-1-tuition-fees-en>

### **i** How to Pay the Tuition Bill

1. First download the bill from the First Bank System (<http://eschool.firstbank.com.tw/>), and check the payment is correct or not.
2. Pay the fees to the First Bank or at convenience stores such as 7-11, Family Mart etc. You can also choose online payment such as credit card or online bank is also acceptable if you have an Taiwanese financial account. All payment has to be paid before the deadline shown on the bill. Keep your receipt safely for future reference.

第一銀行 First Bank 第 e 學雜費入口網

在此時間: 2019-01-16 15:38:39

查詢及繳費登入

1 請依「中文學校名稱」輸入關鍵字查詢  
國立中興大學

2 請輸入學號

3 請輸入身分證號碼  
(請依學校公告的方式輸入)

請輸入驗證碼 5938

登入 重新輸入

- 1 Select "National Chung Hsing University"  
國立中興大學
- 2 Type your student ID NO.
- 3 Type password: 999999

Pay the school bill

Complete course selection

Hand in ARC sheet & Passbook

# Academic

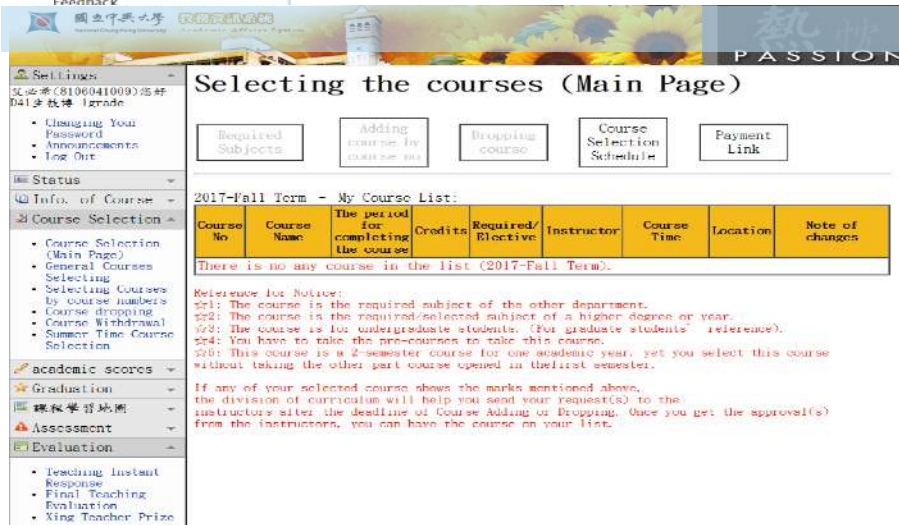
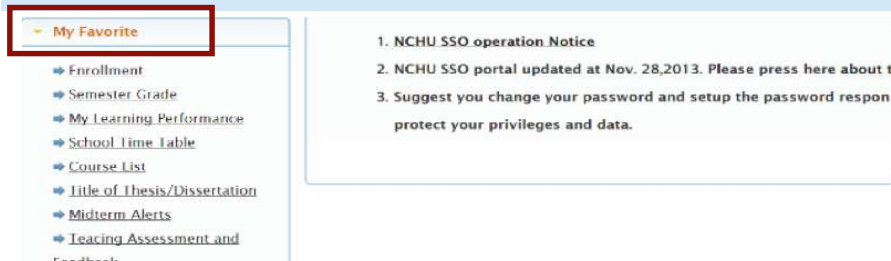
## (1) Log in NCHU Single Sign-On System

Website: <https://shorturl.at/yB0ij>

User ID: your student ID number

Password: 999999mmdd (mmdd is your birthday)

(e.g. if your birthday is January 1st→ password is 9999990101)





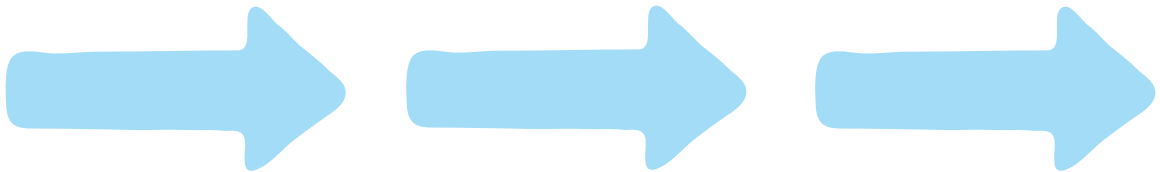
## (2) Course selection regulations :

1. All course selection and drop-off procedures are conducted ONLINE through the Single Sign-On System. The Online Course Selection System becomes available at exactly 10:00 AM. Please note that maintenance will occur daily from 8:00 AM to 10:00 AM.
2. Please follow the schedule for course selection and double-check the chosen courses before the deadlines.
3. The final list of course selection is based on the record of online system.
4. Please update the e-mail in the system for course selection to make sure important information is received.
5. If, for any reason, you were unable to select the desired course online, you may submit a "Special Case Request" to seek permission to enroll in the course of your choice. You will need to:

Find the lecturer of the course and ask for permission to get an extra add-in to the class

Lecturer will or not grant you access to add-in the course

After approval, you need to log on to course selecting system to add-in the course by yourself



6. Only one Physical Education (PE) course per semester can be chosen for the freshman and sophomore years; and one service-learning course per semester can be chosen for the freshman year only.
7. Undergraduate students in their freshman, sophomore, and junior years need to take at least 9 credits per semester to maintain full-time student status.
8. PAX students have to choose at least 2 courses, one course should be selected from the exchange program, department, or college. This rule does not apply to Lab exchange students, there is no course requirement for the Lab exchange students.
9. According to Article 35 The NCHU Student Study Regulation, students should complete the course selections in the request period. Students who fail to do so will be suspended from school for the current semester.

### (3) Special regulation for Master & Ph. D. Students

1. All courses selection or drop-off procedures are working ONLINE in the Single Sign On System. Online Course Selection System works at 10 am sharp, and 8 am-10 am will be the maintenance time.
2. Please follow the schedule for course selection and double-check the chosen courses online. The final list of course selection is based on the record of the online system.
3. Masters and PhDs can choose undergraduate courses during the stage of Course Add-in & Drop Online.
4. According to Article 21 of The NCHU Student Study Regulation, graduate students should choose at least one course(including Dissertation)in every semester to be a registered student.
5. According to Article 35 of The NCHU Student Study Regulation, graduate students should complete the course selections in the request period. Students who fail to do so will be suspended from school for the current semester.

### (4) Using Course Information System to look up the courses in your department:

Website

[http://onepiece.nchu.edu.tw/cofsys/plsql/crseqry\\_home\\_e](http://onepiece.nchu.edu.tw/cofsys/plsql/crseqry_home_e)

\*Click the [Course#] for syllabus

\*Explanation of Class Time  
The first code = weekday, the following codes = session, please refer to the timetable as below.

Semester	1	2	3	4	5	6	7	8	9	A	B	C	D
Time	08:20	08:40	10:30	11:30	13:30	14:30	15:10	16:10	17:30	18:20	19:15	20:10	21:45
	1	1	1	1	1	1	1	1	1	1	1	1	1
	09:50	10:00	11:20	12:00	14:00	15:00	16:00	17:00	18:00	19:10	20:00	21:00	22:00

Required Elective	Class Number	Course Name	PRE-REQUISITE	Teacher/ Semester	Unit	Prerequisites	Practicum Hour	Practicum Time	Practicum Fee	Classroom	Practicum Classroom	Instructor	Practicum Instructor	Official Page	Available Seat	Available Seat for other Dept.	Remaining Seat	Teaching Language	Remarks
TCP																			

Note

**For students who want to learn Chinese as your expletive course, there are several courses for different levels:” Practical Chinese from Level 1~ Level 4, check course code through the website.**

## (5) Update your email address to receive important messages

Settings

- Changing Your Password
- Announcements
- Log Out

Status

- Enrollment Status
- 指導教授查詢
- students address
- Edit your phone call
- Changing Your Email**

Info. of Course

Course Selection

- Course Selection (Main Page)
- General Courses Selecting
- Selecting Courses by course numbers
- Course dropping
- Course Withdrawal
- Summer Time Course Selection

academic scores

- By Semester
- Of Every Semester

### Changing your E-mail address

This E-mail would be used as the major mean to send notifications and information relating to academic affairs, such as important reminders and the selected course lists. To secure your right, please make sure that the registered email address is the one that you check often so that you will not miss the important notices. Thank you.

原E-mail信箱： 未設定

New Email Address :

## (6) Hand in the ARC Sheet & Passbook

Students must provide a copy of ARC or ROC number sheet from the Immigration Agency & post office passbook to complete the procedure.



中華民國統一證號基資表  
R.O.C.(Taiwan) UI No. Basic Information Form

統一證號/UI No.	: R990000017
舊式統號/Original UI No.	: RB20046663
英文姓名/English Name	: LI QING NIAO
中文姓名/Chinese Name	: 李青苗
性別/Gender	: 女 (female)
出生日期/Date of Birth	: 1980/01/19
國籍/Nationality	:
護照號碼/Passport No.	:
核發日期/Date of Issue	: 2020/09/21
列印日期/Date of Printing	: 2021/01/08

### 使用須知 Instructions

- 本表僅供個人(臺灣地區無戶籍國民及外國人)在中華民國完成註冊之身分資料。This document is a record for both National without domicile registration in the Taiwan Area and foreigners without Alien Resident Certificate who have registered their personal identities in the Republic of China (Taiwan).
- 本表不具身分證明文件效力。This document is Not a proof of identity of the bearer.
- 本表如有遺失，請逕向任一服務中心申請掛失。If this document is lost, please re-apply for it at any service center of the NIA.

## (8) NCHU Student ID Card



Both degree students and PAX students will receive an NCHU student ID card as long as they pay. This card entitles you to student discounts at various establishments. Be sure to present it when visiting the campus canteen or shops such as OK-Mart, Caves Books, and Seven-Eleven to take advantage of these discounts. Additionally, you will need the student ID card to access the main library, computer center, and sports facilities. The student ID card also functions as a Easy Card, which serves as an e-wallet for small-value payments at designated locations, including convenience stores, supermarkets, and restaurants. It can also be used for leisure activities, hospital visits, government agency services, and library self-checkout kiosks. Additionally, the card can be used for public transportation such as bus and train rides, and i-bike rentals. **You will receive your student ID card first month of the semester (the exact date will be informed by e-mail).** You can bind your student ID card as your Taichung bus card. (refer to P.48-49)

## (9) Enrollment Certificate



You can apply for an Enrollment certificate (Chinese or English version) from the self-service machine in front of the Division of Registration (1F, Administration Hall) for purposes such as **extending ARC or visa and apply for a work permit**

# Scholarship

**Office of International Affairs**

TEL:04-2284-0206

FAX:04-2285-7313

Address:3f, Administration Hall, NCHU

E-mail: [ويا@nchu.edu.tw](mailto:ويا@nchu.edu.tw)Website: <http://www.ويا.nchu.edu.tw/>

All scholarship recipients will forfeit their eligibility to receive the scholarship if they are temporarily suspended, drop out or graduate from the school, did not pay the tuition bill, or lose their status as International students for other reasons. Every type of scholarship has its specific rules. Please make sure you understand your rights and responsibilities as a scholarship holder.

## (1) NCHU Scholarship recipients

### Remittance (the amount is in NT Dollars):

1. 6000 or 8000/month within the scholarship period.
2. The scholarship period is only one academic year, you need to apply for it every year.
3. The stipend will be remitted at the end of the month, starting from the beginning of the academic year in October.
4. Even tuition waived students need to register and pay the student fees (tuition bill) for the new semester on time, because your tuition waiver did not cover all amount of your tuition bill, like Insurance fees, dormitory fees, language practice fees and internet usage fees and etc. will NOT be covered by tuition waiver.
5. Therefore, If you did not register for the new semester (pay the tuition bill before first week of the semester), you will not get the stipends. You will only start receiving your stipends after you pay the bill.
6. You will only receive your monthly stipend after you create your post office account in Taiwan and submit the passbook front copy to OIA.

## Regulations for Scholarship renewal:

1. Apply for it every year around February –March on OIA website.
2. The review committee will assessed all aspects of the applicants' performance, including grades, service records, and academic achievements.
4. Due to budget constraints and the fierce competition, only a limited number of individuals will be awarded.
5. Grade standards: Undergraduate: last two semester average score must be over 70. Graduate: last two semester average score must be over 80.
6. Scholarship duration: Four years for undergraduate programs (five years for the Department of Veterinary Medicine), two years for master's degree programs, four years for doctoral programs (five years for direct admission into doctoral programs).

## Regulations for Scholarship Receiving:

1. February and September are the first months of the semesters; thus the scholarships can only be remitted after the registration procedure.
2. January stipend might be delayed because of the changing of the fiscal year. The schedule of money remitting will be different in February because of the Chinese New Year holiday. Please prepare beforehand.

Website

<https://oia.nchu.edu.tw/index.php/1-1-about-en-2/2-8-scholarships-en/2-8-1-nchu-scholarships-en>

## (2) MOE Taiwan Scholarship recipients

### Remittance (the amount is in NT Dollars):

1. Graduate: 20,000/month within the scholarship period.
2. Undergraduate: 15,000/month within the scholarship period.
3. Tuition and miscellaneous fees are waived by NTD 40,000 (excluding: insurance, internet, and accommodation fees). The rest of the amount not covered by the Scholarship should be paid by the recipients.
4. The stipend will be remitted at the end of the month, starting from the beginning of the academic year in September.
5. Even tuition waived students need to register and pay the student fees (tuition bill) for the new semester on time, because your tuition waiver did not cover all amount of your tuition bill.
6. Therefore, If you did not register for the new semester (pay the tuition bill before September 23, 2024), you will not get the stipends. You will only start receiving your stipends after you pay the bill.
7. You will only receive your monthly stipend after you created your post office account in Taiwan and submit the passbook front copy to OIA.

### Regulations for Scholarship Receiving:

1. February and September are the first months of the semesters; thus the scholarships can only be remitted after the registration procedure.
2. January stipend might be delayed because of the changing of the fiscal year. The schedule of money remitting will be different in February because of the Chinese New Year holiday. Please prepare beforehand.
3. The recipients have to hand in a copy of the last semester's transcript.
4. For graduate students who are writing their thesis without taking any courses, please download the Evaluation Form.

### Grade standard: Undergraduate: 70, Graduate: 80

- If the recipients fail to pass the grade standard in the first semester, one-month stipend will be canceled next semester.
- If the recipients fail to pass the grade standard two consecutive semesters, the scholarship will be abolished next semester.

## For not All-English taught major recipients:

- Need to submit a copy of the test results or certificate of TOCFL test at Level 3 or above to OIA by the end of the first semester after they arrive in Taiwan.
- If recipients did not submit their TOCFL within the time limit, your monthly stipend will be cancelled next semester until the month you submit the TOCFL results or certificate.
- If you fails to submit the TOCFL results by the end of the second semester. The scholarship will be revoked, starting from the third semester.

Website

<https://taiwanscholarship.moe.gov.tw/web/index.aspx>

## (3) MOFA Taiwan Scholarship recipients

### Remittance (the amount is in NT Dollars)

1. All Scholarship holders pay the tuition fee equivalent to the local student's fee.
2. Monthly stipend 33,000/month within the scholarship period.
3. The stipend will be remitted at the end of the month, starting from the beginning of the academic year in September.
4. Even tuition waived students need to register and pay the student fees (tuition bill) for the new semester on time, because your tuition waiver did not cover all amount of your tuition bill.
5. Therefore, If you did not register for the new semester (pay the tuition bill before September 23, 2024), you will not get the stipends. You will only start receiving your stipends after you pay the bill.
6. You will only receive your monthly stipend after you created your post office account in Taiwan and submit the passbook front copy to OIA.

### Regulations for Scholarship Receiving:

1. February and September are the first months of the semesters; thus the scholarships can only be remitted after the registration procedure.



2. January stipend might be delayed because of the changing of the fiscal year. The schedule of money remitting will be different in February because of the Chinese New Year holiday. Please prepare beforehand.
3. The recipients have to hand in a copy of the last semester's transcript.
4. For graduate students who are writing their thesis without taking any courses, please download the Evaluation Form.

### **Grade standard: Undergraduate: 60, Graduate: 70**

- If the recipients fail to pass the grade standard in the first semester, one-month stipend will be canceled next semester.
- If the recipients fail to pass the grade standard two consecutive semester, the scholarship will be abolished next semester.

Website

<https://taiwanscholarship.moe.gov.tw/web/index.aspx>

## **(4) MOE Elite Scholarship/NCHU Elite Scholarship recipients**

### **Remittance (the amount is in NT Dollars)**

1. All Scholarship holders pay the tuition fee equivalent to the local student's fee.
2. **Monthly stipend 25,000/month within the scholarship period.**
3. The stipend will be remitted at the end of the month, starting from the beginning of the academic year in September.
4. Even tuition waived students need to register and pay the student fees (tuition bill) for the new semester on time, because your tuition waiver did not cover all amount of your tuition bill.
5. Therefore, If you did not register for the new semester (pay the tuition bill before September 23, 2024), you will not get the stipends. You will only start receiving your stipends after you pay the bill.
6. You will only receive your monthly stipend after you created your post office account in Taiwan and submit the passbook front copy to OIA.

### **Regulations for Scholarship Receiving:**

1. February and September are the first months of the semesters; thus the scholarships can only be remitted after the registration procedure.

2. January stipend might be delayed because of the changing of the fiscal year. The schedule of money remitting will be different in February because of the Chinese New Year holiday. Please prepare beforehand.
3. The recipients have to hand in a copy of the last semester's transcript.
4. For graduate students who are writing their thesis without taking any courses, please download the Evaluation Form.

### **Grade standard: 80**

- If the recipients fail to pass the grade standard in the first semester, one-month stipend will be canceled next semester.
- If the recipients fail to pass the grade standard two consecutive semester, the scholarship will be abolished next semester.

Website

<https://oia.nchu.edu.tw/index.php/1-1-about-en/2/2-8-scholarships-en/2-8-3-project-scholarships-en>

## **(5) ICDF Scholarship recipients**

- NCHU applicants intend to study in the International Master Program of Agriculture (IMPA)
- OIA does not take charge of remitting this scholarship, please refer to the ICDF website.

Website

<https://oia.nchu.edu.tw/index.php/1-1-about-en/2/2-8-scholarships-en/2-8-3-project-scholarships-en>

## **(6) National Science and Technology Council Graduate Research Fellowship (Pilot Program)**

- NCHU applicants intend to study in the PhD program.
- OIA does not take charge of remitting this scholarship, please refer to the NSTC or the Office of Research and Development website.

Website

<https://www.nstc.gov.tw/?l=en>  
<https://research.nchu.edu.tw/unit-article/mid/138>

## (7) OIA Intl' Students TA-ship Scholarships

### Remittance (the amount is in NT Dollars)

20,000/ one semester

### Eligibility

Master/ Ph.D. foreign students.

For more information, please refer to the OIA website.

Website

<https://oia.nchu.edu.tw/index.php/1-1-about-en-2/2-8-scholarships-en/2-8-1-nchu-scholarships-en>

## (8) NCHU Excellence in Chinese Language Scholarship for International Students

### Remittance (the amount is in NT Dollars)

20,000/one applicant

### Eligibility

1. First-year international degree students.
2. Completed Chinese courses at NCHU Chinese Language Center and obtained either a Level 4 or above Chinese course completion certificate or a Chinese language proficiency certificate (A2 or above).

For more information, please refer to the OIA website.

Website

<https://oia.nchu.edu.tw/index.php/1-1-about-en-2/2-8-scholarships-en/2-8-1-nchu-scholarships-en>

## (9) NDC industry-university scholarship for Intensive Program Students

### Remittance (the amount is in NT Dollars)

a maximum of NTD9000 (ticket)/NTD 10,000 (document expenses)

a maximum of NTD 50,000 waiver/semester

### Eligibility

- NCHU Intensive Program students.
- OIA does not take charge of remitting this scholarship, please consult the office of your department.
- Students who receive industry-university scholarships provided by the National Development Council (NDC) are obligated to stay in Taiwan for a corresponding period of time based on the duration of their industry-university scholarship.

# Accommodation

## Division of Student Housing Service

TEL:04-2284-0552

FAX:04-2285-5291

Address: 2nd Fl.,Hui-Sun Auditorium, NCHU

E-mail:dormitory@nchu.edu.tw

Website:

<http://www.osa.nchu.edu.tw/osa/dorm/index.html>

## ON-CAMPUS

### PLEASE READ THE FOLLOWING INFORMATION CAREFULLY BEFORE YOU APPLY FOR THE ON-CAMPUS HOUSING

1. Students who apply for a dorm room are required to participate in the random allotment lottery along with all other students each academic year to secure the right to live in the dormitory.
2. During summer vacations, students must vacate their rooms. However, students may apply to the Dormitory Service Center if they wish to stay in their rooms during the summer and winter vacations. The registration time is scheduled for the middle of the semester. Please check with the Dormitory Service Center for details.
3. On campus, there are eight dormitory buildings for male students and four buildings for female students. In general, four students share one room. The dormitory building is equipped with toilets, shower rooms, laundry rooms, recreational rooms, etc. Limited kitchen facilities are available in the dormitory. Students can have their meals in the university cafeteria or food stalls around the campus.
4. Fees required for living in the NCHU dormitory per semester ( 5 months ).
  - Electricity Fee: Pre-paid. By the end of the academic year, the overcharge of power usage and water usage will be refunded. Conversely, the extra payment for excessive use of power usage and water usage will be expected too.
  - Security Deposit for cleaning fee/ property maintenance fees will be refunded if the student cleans up his/her space before checking out and does not damage any public property at the end of the semester.
  - Security Deposit for cleaning fee/ property maintenance fees will be returned **in a month after the student has moved out from the dormitory. The refund will be deposited into a student' s post office account.**

5. New students are able to apply school dormitory through OIA admission application system. If students want to continue staying in dormitory or apply it again, please follow the schedule and regulations of Division of Student Housing Service.
6. The prices are subject to change without prior notice. For the latest information, please visit Dormitory service center.

## National Chung Hsing University Student Dormitory Guidance Regulation, Article 14

一、申請退宿期限：

1. Deadline for applying for cancellation:

(一)參加舊生床位抽籤中籤者，如欲放棄床位，應於當年五月二十日以前辦理退宿。

(1) Those who have obtained beds through drawing lots and want to give up their beds shall apply for cancellation before May 20 of the current year.

(二)五月二十日後獲得床位(含候補)者，如欲放棄床位，應於確認床位後十四日(含)內辦理退宿。

(2) Those (including candidates on the waiting list) who have obtained beds after May 20th and want to give up beds shall apply for cancellation within 14 days (including) after getting the bed.

(三)第二學期欲退宿者，應於十二月三十一日以前辦理。

(3) Those who wish to give up their beds in the second semester shall apply for cancellation before December 31st.

二、未於上述期限內申請退宿者，須繳納退宿手續費或扣繳宿費：

2. Those who do not apply for cancellation within the above-mentioned period shall pay the cancellation fee or the chargeable accommodation fee by deduction.

(一)開學前十四日前辦理退宿者應繳納退宿手續費一千元。

(1) Those who cancel their beds 14 days before the start of the semester shall pay a cancellation fee of TWD 1,000.

(二)開學前十四日內(第二學期床位於次年一月一日至一月三十一日)辦理退宿者，應先完成繳納宿費後，退還宿費百分之七十；惟大學部一年級新生第一學期於開學日前十四日內申請退宿者，繳納之宿費，扣除開學日 前十四日起至申請退宿日止之每日住宿費用(每日費用為全額宿費百分之二)後退還之。

(2) Those who give up their beds within 14 days prior to the start of the semester(the application for the beds in the second semester will be from January 1st to January 31st of the following year) shall first pay the accommodation fee, and then they will be refunded 70% of the dormitory fee. However, if freshmen apply for cancellation within 14 days before the start of the semester, the accommodation fee will be refunded after deducting the daily accommodation fee incurred (2% of the total accommodation fee multiply by the number of days between the 14th day prior to the start day of the semester till the cancellation date).

(三)開學日起(第二學期床位於次年二月一日起)至第九週最後一個上班日以前辦理退宿者，應先完成繳納宿費後，退還宿費百分之五十。

(3) For Those who apply for cancellation during the first day of the semester (it will be February 1 of the following year for the 2nd semester) to the last working day of the ninth week, 50% of the accommodation fee will be refunded after they finish paying the accommodation fee.

(四)第九週最後一個上班日後申請退宿者，所收取之宿費，全數不予退還。

(4) The accommodation fee will not be refunded for those who apply for cancellation after the last working day of the ninth week.

三、開學日前因患有重大疾病不適校內住宿提出區域以上(含)醫院證明或其他特殊情況等申請退宿經學生事務長核准者，得免除扣繳宿費限制；開學日以後因前述情況申請退宿經學生事務長核准者，得依本校學生宿舍短期住宿借用標準計算住宿期間宿費及免除扣繳宿費限制。

3. Those who apply for cancellation due to a severe illness or other special circumstances as approved by the Dean of Student Affairs Office before the start of the semester may be exempted from the deduction of accommodation fees. For those who apply for cancellation due to the above-mentioned circumstances after the start of the semester and have been approved by the Dean of Student Affairs Office, their accommodation fee shall be calculated according to the short-term accommodation standard, and the deduction of the accommodation fee shall be exempted.

四、退宿時間及費用規定簡圖如附件。

Please refer to the schedule of the cancellation period and fees attached.

Deadline for applying for cancellation and relevant fees  
(accommodation fees in the first semester)

Obtain beds  
through drawing  
lots during March  
to April

1. The non-freshmen who obtain beds through drawing lots and give up their beds before May 20th will not be charged.
  2. Those (including candidates on the waiting list ) who obtain beds after May 20th and give up beds within 14 days (including) will not be charged.
- (For example, if you have confirmed your bed at June 30th. You are still eligible for "Free cancellation" within July 1st to July 14th)

May 20th

Those who give up their beds 14 days before the start of the semester shall pay a cancellation fee of TWD 1,000.  
(For example, if the new semester start at Sept 15th and you with dray the application before Sept.1st(not include Sept 1st), then you will only be charged NT\$1,000 for dormitory cancellation fee.)

14th day

70% of the dormitory fee will be refunded to those who give up their beds within 14 days prior to the start of the semester.  
(For example, if the new semester start at Sept 15th and you can still received 70% refund from dorm office if the withdraw application is done between Sept 1st and Sept 14th.)

The start day of  
the semester

If freshmen apply for cancellation within 14 days before the start of the semester, the accommodation fee will be refunded after deducting the daily accommodation

Last workday of  
the 9th week

50% of the dormitory fee will be refunded to those who give up their beds during the first day of the semester to the last working day of the 9th week.

No refund will be given to those who apply for cancellation after the last working day of the 9th week.

## Deadline for applying for cancellation and relevant fees

(accommodation fees in the second semester)

December 31st

All the accommodation fee will be refunded to those who apply for cancellation before December 31st.

January 1st

70% of the accommodation fee will be refunded to those who apply for cancellation from January 1st to January 31st.

January 31st

February 1st

50% of the accommodation fee will be refunded to those who apply for cancellation during February 1st to the last working day of the 9th week.

Last workday of the 9th week

No refund will be given to those who apply for cancellation after the last working day of the 9th week.

## OFF-CAMPUS HOUSING

There are quite a lot of apartments and rental houses close to NCHU. The rent for off-campus accommodation ranges from NTD 5,000 to NTD 12,000 (US\$165 to US\$400) per month depending on housing conditions. Tenants usually will be asked to pay 6 or 12-month rental fees at one time plus a 1 or 2-month rent deposit when you sign the contract with the landlord. However, rental fees and agreement are vary and decided by landlords.

### For rental information, please refer to

1. Rental Information from Division of Student Affairs  
<http://www.osa.nchu.edu.tw/osa/dorm/sys/modules/re/notice.php>
2. House Renting website-591  
<https://rent.591.com.tw/>
3. 興大租屋 ( Facebook page in Chinese)



4. Taichung Rental  
[http://www.erental.com/apartments-for-rent/city\\_apartments/taiwan/taichung\\_city](http://www.erental.com/apartments-for-rent/city_apartments/taiwan/taichung_city)

# Work Permit

Students who would like to work in Taiwan or get some stipend or allowances from your lab have to apply for work permit.

## How to apply?

Students can apply for work permit every semester after paying tuition fee. Students should upload required files online (<http://ezwp.wda.gov.tw/wcfoonline/wSite/Control?function=IndexPage>).

It usually takes 7-14 working days for a work permit to be issued. For application manual: [Workforce Development Agency EZ Work Permit Manual](#)

## Required Documents

- Online application
- Copy of student's ID, from and back sides.
- Valid copy of passport.
- Formal Certificate of Enrollment of each semester.
- School consent form.
- NTD 100. Collect the bill from OIA, pay it in the post office.

## Other Related Regulations

- The work permit is valid for a maximum of 1 year.
- Work is permitted for no more than 20 hours per week, excluding winter and summer vacations.
- The work permit will be rescinded if regulations are violated
- Individuals caught working without a valid work permit will face a fine ranging from NTD 30,000 to NTD 150,000.
- For applications made for the **Fall Semester**, the work permit will expire on **March 31** of the following year. For applications made for the **Spring Semester**, the work permit will expire on **September 30** of the same year.



# Additional Information

Important Phone Numbers	Number
NCHU Emergency Call (24 Hours)	04-22870855
NCHU Gender Equity Education Committee	<a href="mailto:gender@nchu.edu.tw">gender@nchu.edu.tw</a>
Emergency TEL - Police	110
Emergency TEL - Fire, Ambulance	119
Anti-Fraud and Internet Scam Hotline	165
Civic Complaint Hotline	1999
Information For Foreigners ( <a href="http://iff.immigration.gov.tw">http://iff.immigration.gov.tw</a> )	0800-024-111
Central Taiwan Office, Ministry of Foreign Affairs	04-22510799
Taichung Immigration Office	04-24725103
Taxi	55688

## Telephones

Telephone numbers in Taiwan are between 8-10 digits, and start with the number 0. The international code for Taiwan is +886. Mobile phones start with 09.

## How to make an international call?

When dialing internationally from Taiwan, add the international call prefix 00 in front of the destination country code. For example, to call the USA and North America, dial 00 1 then the area code and number. Besides the code prefix 00, other codes may be available which provide different rate tariffs, including the most common 002 from Chunghwa Telecom for all carriers, for only Chunghwa 009 (billing every 6 seconds) and 019 for longer call duration (billing every minute), or for Taiwan Mobile 006 (billing every 6 seconds) or 016 (billing every minute).

## Traveling Information

- Tourism Bureau, Taiwan <http://eng.taiwan.net.tw/>
- Taichung Travel <http://travel.taichung.gov.tw/zh-tw/Multimedia/PublicationList>
- Central Weather Bureau <http://www.cwb.gov.tw/eng/>

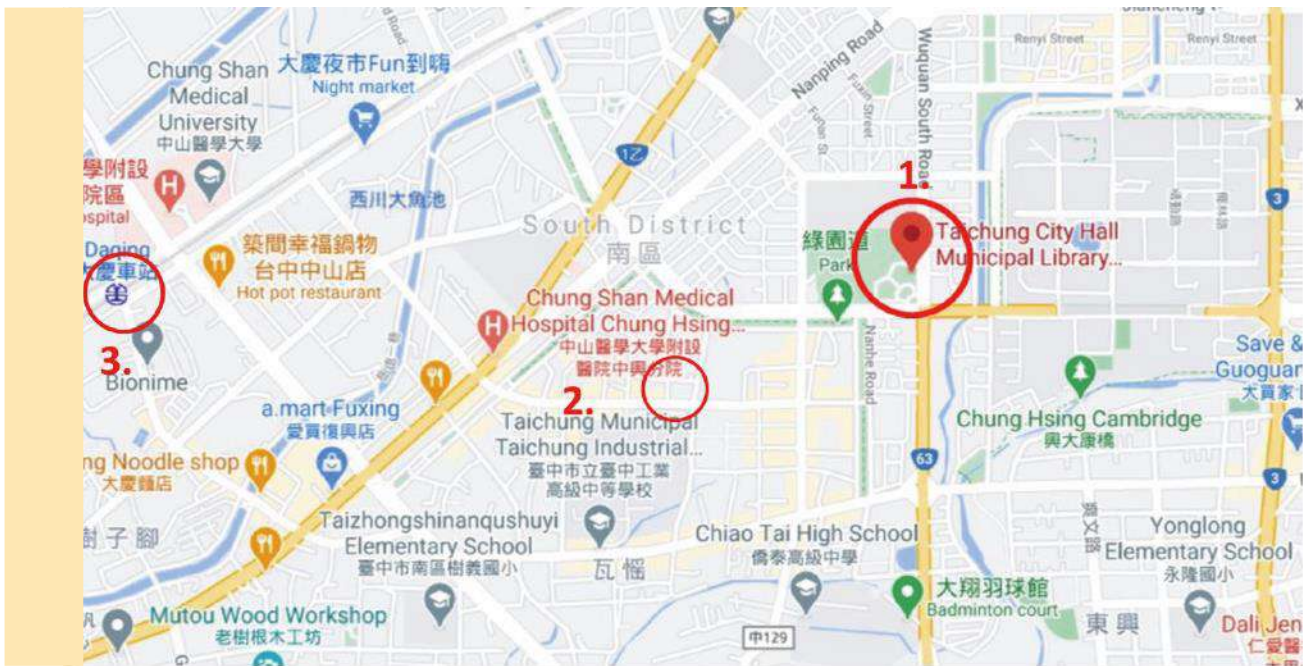
## Bus Card registration for free fare within 8KM in Taichung:

**You can use your student ID card as your Easy (yoyo) card**

- Tourism Bureau, Taiwan <http://eng.taiwan.net.tw/>
- Taichung Travel <http://travel.taichung.gov.tw/zh-tw/Multimedia/PublicationList>
- Central Weather Bureau <http://www.cwb.gov.tw/eng/>

## Recommending Places:

1. Taichung City Hall Municipal Library South Distinction  
Open Hours: Tue-Sat, 08:30-21:00 & Sun, 08:30-17:30  
Tel: 04-2262 3497  
Transportation: Taking bus NO.35 from NCHU (Xingda Rd.) to Pinghe Village
2. Taichung South District Office  
Open Hours: Mon - Fri, 08:00-17:00  
Tel: 04-2262 6105  
Transportation: Taking bus NP.35 from NCHU (Xingda Rd.) to South district office
3. MRT Da-Qing Station  
Transportation: Taking bus NO.73 from NCHU (Xingda Rd.) to Wenxin S.-Fuxing N. Intersection



**Who can apply? :**

1. The Taichung citizen.
2. Students with a valid Student ID card who are enrolled in and studying in Taichung are eligible.

**Required Documents :**

- 1.ARC (or NIH Card).
- 2.Student ID Card.
- 3.Easy Card (if you want to use other Easycard)
- 4.Application form

**Instructions:**

- 1.Fill in the form according to the sample given.
- 2.Bring all the required documents to either one of the recommended place.
- 3.Officer in-charge will proceed to bind your Easycard with student ID.

You may use your card now until the day you graduate. Happy Traveling!~

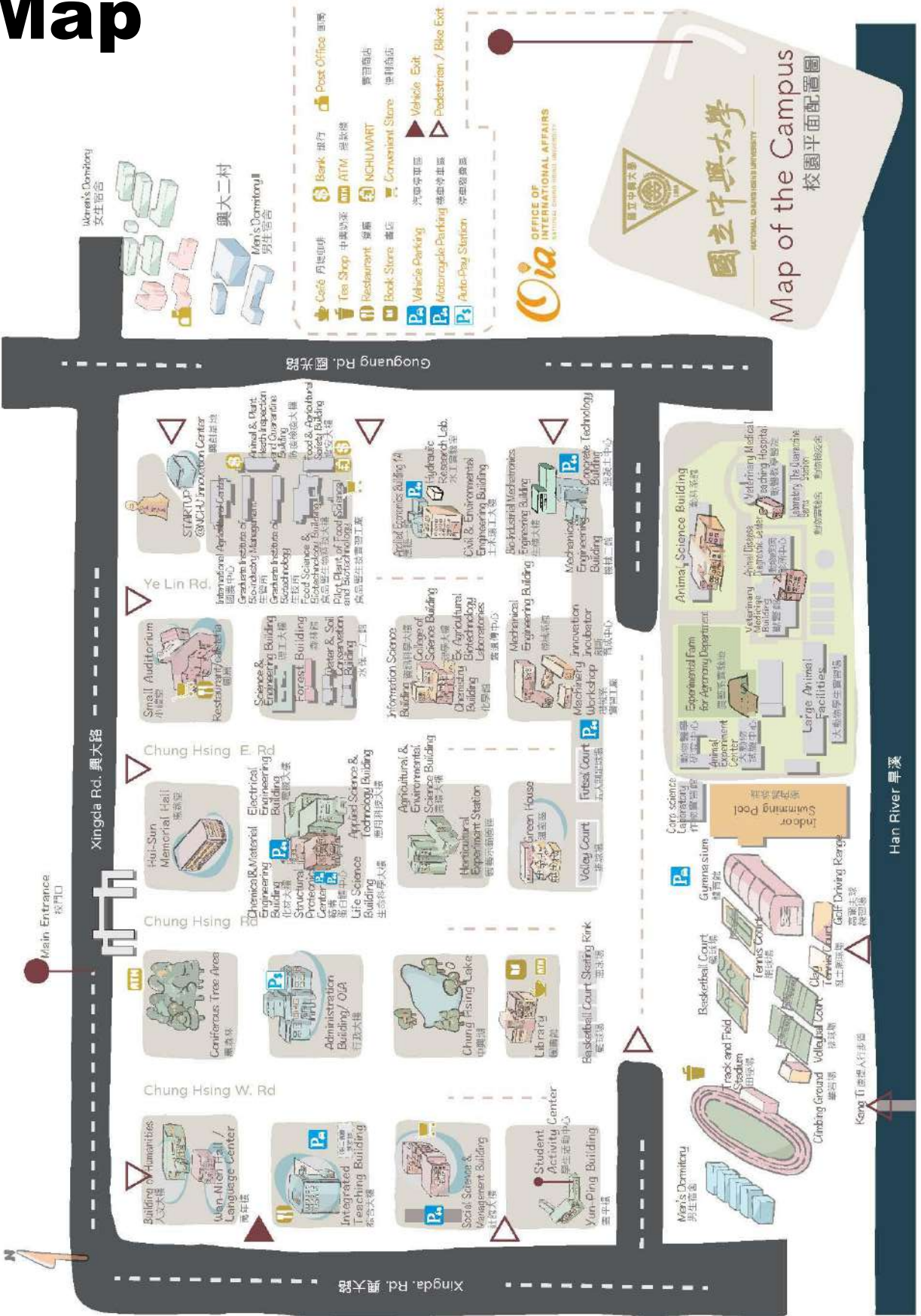
**Check your card code**

**悠遊卡 EASYCARD**

特製版悠遊卡卡號共10碼

晶片悠遊卡卡號共16碼

# Map



# Appendix

- I. NCHU Calendar for 113 Academic year
- II. Instructor of work permit applicants
- III. School Consent Form For work permit
- IV. National Chung Hsing University Student Health Examination Form
- V. Health Certificate (form B) For General Resident Visa Applicants

I. NCHU Calendar for 113 Academic year

**NATIONAL CHUNG HSING UNIVERSITY ACADEMIC CALENDAR**  
**Spring Semester 2025 for Foreign Students (Degree-seeking & Exchange)**

初選: primary selection/ 預選: pre-selection

2024.12.3

Month	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Week	Date & Important Affairs
2025 FEB							1	Winter Vacation	2 2025 Spring Semester Begin 春季班學期開始 7-8 DS dormitory check-in   學位生進住宿舍 8 Make-up working date(LNY break of 1/27) 補行上班(1/27調整放假) 10-12 Course primary selection online for Master/Ph.D. student 研究生(含碩專、產專生)網路初選 10-14 Course primary selection online for Bachelor 學士班各年級網路初選 11 DS students Report to OIA (09:00-14:00)   學位生報到 12 DS students Orientation (9:00-12:00)   學位生說明會 12 PAX students: Report to OIA (09:00-12:00)/ Orientation (14:00-16:00)   交換生報到/說明會 14 Deadline for defense application for degree-seeking master/Ph.D student 研究生畢業離校截止日 17 Class begin 全校學生開學、開始上課(註冊日) 17 Deadline for paying tuition and fees 全校學生繳費截止
	2	3	4	5	6	7	8		1
	9	10	11	12	13	14	15	2	2/17-3/3 Application for credit waiver & Application for Minor degree/Doublemajor /Program for credits 寒假轉學生抵免學分、輔系雙主修、學分學程、第二專長申請 28 Peace Memorial Day (day off) 和平紀念日(放假)
	16	17	18	19	20	21	22		2
								1	2
							2	3	
2025 MAR							1	2	
	2	3	4	5	6	7	8	3	
	9	10	11	12	13	14	15	4	
	16	17	18	19	20	21	22	5	
	23	24	25	26	27	28	29	6	
							30	7	
2025 APR							1	7	3-4 Children's Day & Tomb Sweeping Day (day-off) 兒童節、民族掃墓節 8 Deadline for paying credit course addition & removal 加退選繳費截止 19 Half of the semester (end of the 9th week) 上課達1/2(第9週止) 4/21-5/16 Application for course withdrawal 停修申請期間 4/28-5/9 Application of graduation in advance for bachelor's degree students 學士班及進修學士班提前畢業申請 30 Announcement of the summer courses (Division of Curriculum) 公告暑期授課班開班事宜
	6	7	8	9	10	11	12	8	
	13	14	15	16	17	18	19	9	
	20	21	22	23	24	25	26	10	
	27	28	29	30				11	
2025 MAY					1	2	3	11	10 Two-thirds of the semester (end of the 12th week) 上課達2/3(第12週止) 24 Graduation ceremony 畢業典禮 29 Deadline for applying temporary suspension 休學申請截止日 30-31 Dragon Boat Festival(Day off) 5/30調整放假、5/31端午節放假
	4	5	6	7	8	9	11	12	
	11	12	13	14	15	16	18	13	
	18	19	20	21	22	23	24	14	
	25	26	27	28	29	30	31	15	
2025 JUN	1	2	3	4	5	6	7	16	9-20 Flexible Teaching Weeks 教師彈性教學 16-20 Final exam 學期考試(期末考試)
	8	9	10	11	12	13	14	17	
	15	16	17	18	19	20	21	18	In response to the implementation of flexible teaching in weeks 17-18, teachers can adjust the semester exams to be conducted in the 16th week according to the course schedule. 因應17~18週實施彈性教學，教師可依課程規劃自行調整於第16週進行學期考試
	22	23	24	25	26	27	28		
							29	30	
2025 JUL			1	2	3	4	5	Summer Vacation	1-15 Application for direct promotion to Ph.D. program for master students 碩士班研究生逕修讀博士學位申請 10 Deadline for defense application for master/Ph.D. students 研究生論文口試申請截止 31 Deadline for completing defense for master/Ph.D. students 研究生論文口試截止 31 End of the Fall semester 學期結束、學年結束
	6	7	8	9	10	11	12		
	13	14	15	16	17	18	19		
	20	21	22	23	24	25	26		
	27	28	29	30	31				

The academic calendar of English version is mainly based on the Chinese version and subject to change without notice.  
 For the latest, please visit <http://www.nchu.edu.tw/calendar/>

## II. Instructor of work permit applicants

# Online Application of Work Permit

## Step 1- Pay the examination fee by post office using postal remittance

98-04-43-04 郵政劃撥儲金存款單		◎寄款人請注意背面說明 ◎本收據由電腦印錄請勿填寫	
收 款 帳 號	19058848	金額 (阿拉伯 數字)	100
通訊欄 (限與本次存款有關事項)		收款 戶名	勞動部勞動力發展署聘僱許可收 費專戶
		寄 款 人	<input type="checkbox"/> 他人存款 <input type="checkbox"/> 本戶存款
姓 名		經辦局收款章戳	
地 址	□□□-□□		
電 話		主管：	
虛線內備供機器印錄用請勿填寫		經辦局收款章戳	

\*Remittance account: Special Account for Employment Approval of Workforce Development Agency, Ministry of Labor / 勞動部勞動力發展署聘僱許可收費專戶

\*Account number: 19058848

\*Total fee: 100 NTD

**\*Postal remittance forms with fully filled information are available in OIA**



Keep this receipt

## Step 2- Access to Workforce Development Agency

<https://ezwp.wda.gov.tw/wcfonline/wSite/Control?function=IndexPage>



## Step 3- Select Work Permit for Foreign Students, Overseas Chinese Students and Ethnic Chinese Students



The screenshot displays the homepage of the Workforce Development Agency's EZ Work Permit application system. At the top, the agency's logo and name are shown in both Chinese and English: 勞動部勞動力發展署 WORKFORCE DEVELOPMENT AGENCY. Below this, the main title of the system is 外國專業人員工作許可申辦網 EZ Work Permit. A navigation menu on the right side includes links for 最新消息 News, 相關法規 Laws and Regulations, 操作手冊 User Manual, and 教學影片 User Videos. Two prominent application buttons are visible at the bottom: 外國專業人員工作許可申請 (Work Permit for Foreign Professional Worker) and 僑外生工讀申請 (Work Permit for Foreign Students, Overseas Chinese Students and Ethnic Chinese Students). The latter button is circled in red, indicating the correct selection for the user's needs.



## Step 4- Application for an account

學生登入 Student Login

請輸入帳號 Please enter your account.

帳號:

Account

系統密碼:

Password

驗證碼:

Verification Code

5082

重新產生驗證碼 Refresh Verification Code

登入 Sign In
取消 Cancel

忘記密碼 或解鎖 Forgot Password  
or Unlock a user account |

申請帳號 Apply for an account ||

外國專業人員申請頁面  
Work Permit for Professional Workers

is shared and used	Except for the following conditions, the Website will not disclose your personal information to a third party (1) Statutory regulations (2) Scope of statutory duties in accordance with public entities (3) To prevent others' interests from critical harm
四、自我保護措施 Self-protection measures	請妥善保管您的密碼及個人資料，不要提供給任何人。在您完成個人化服務之使用後，務必記得登出信件或進入所屬單位管理區。 Please keep your password and personal information private and do not provide them to anyone. After using others or use a public computer, please remember to close your browser windows to prevent others from acc
五、聲明之修正 Amendment to the statement	本聲明將因應需求隨時進行修正，修正後的條款將刊登於本網站上，以維護您瀏覽網站的安全及相 The statement will be amended subject to needs. The amended provisions will be published on the Website
六、聲明之諮詢 Consultation on the statement	若您對本聲明有任何疑問，請E-mail至：wda@wda.gov.tw。 If you have any question about the statement, please contact us by E-mail: wda@wda.gov.tw.

同意 apply
不同意 reject

* 帳號 Account number	<input type="text"/>	(需包含英文和數字 Containing English letter and number)				
* 密碼 Password	<input type="password"/>	(密碼長度至少8碼 並需符合英數+特殊符號 Password is required to be at least 8 characters with letters, numbers and special symbols)	<td style="vertical-align: top;">* 確認密碼 Re-enter password</td> <td><input type="password"/></td> <td>(輸入與密碼相同 The entering is identical with password)</td>	* 確認密碼 Re-enter password	<input type="password"/>	(輸入與密碼相同 The entering is identical with password)
* 電子信箱 Email	<input type="text"/>					
申請人姓名(中文) Name of applicant (Chinese)	<input type="text"/>	(應與學生證相同 Shall be in accordance with your name on student ID)	* 性別 Gender <input type="radio"/> 男 Male <input type="radio"/> 女 Female			
* 申請人姓名(英文) Name of applicant (English)	<input type="text"/>		* 國籍 Nationality <input type="text"/> 國籍查詢 Nationality search			
* 護照號碼 Passport number	<input type="text"/>	(提示: 若您更換過護照, 請先使用舊護照號碼申請帳號, 並於申請案件時將舊護照及新護照上傳至護照資料夾, 本部將於審核時一併更新您的護照號碼。)(If you had renewed your passport, please enter your old passport number here. Upload both of your new and old passports and we will renew your passport numbers later on.)	* 護照號碼有效期限 Validity of passport <input type="text"/> (西元 yyyy/MM/dd)			
* 居留證統一證號 ARC ID number	<input type="text"/>		* 出生年月日 Date of birth <input type="text"/> (西元 yyyy/MM/dd)			
* 就讀學校 School attended	<input type="text" value="國立中興大學 National Chung Hsing University"/>	(提示: 若清單中沒有學校資料, 請先洽學校承辦單位 Please contact the school office responsible if you can't find your school on the list.)				
* 身分別 Identity	<input type="text" value="外國留學生-學士(4年制) Foreign students - 4-year universities"/>					
* 連絡電話 Phone number	<input type="text"/>					

4614

重新產生驗證碼 Refresh Verification Code

確定 Confirm

取消 Cancel

## Step 5- Sign In

學生登入 Student Login

請輸入帳號 Please enter your account.

帳號:   
Account

系統密碼:   
Password

驗證碼:   
Verification Code

5082

重新產生驗證碼 Refresh Verification Code

登入 Sign In   取消 Cancel

忘記密碼 或解鎖   Forgot Password  
or Unlock a user account |

申請帳號   Apply for an account   ||

外國專業人員申請頁面  
Work Permit for Professional Workers

## Step 6- Click New Application and Management



勞動部勞動力發展署   建檔人 H

# 外國專業人員工作許可申辦網

Workforce Development Agency EZ Work Permit

公告\_Announcement   基本資料維護\_Basic Information Maintenance   **案件新增及管理\_NewApplication and Management**

公告 Announcement > 005\_最新訊息 Latest News

最新訊息 latest news

系統公告/新聞	發佈日期 release	標題 title
系統公告 system announcement	107-02-02	停止受理外籍學校教師工作許可案件
系統公告 system announcement	106-08-31	[資訊處公告]內政部自106年8月1日起發行之新版自然人憑
系統公告 system announcement	105-04-21	重要公告:「雇主申請聘僱第一類外國人其他應備文件」

## Step 7- Click add application

案件管理 Application Management > 260\_學生案件管理 Student Application Management

案件申請列表 list of application    新增申請案件 add application

案件序號	功能連結	收立文號	申請日期	英文姓名 English	申請項目 application type	申請狀態 application status	案件狀態 application status
					工作許可 work permit	案件建立暫存 New application is saved	新增(Create)
					工作許可 work permit	已發文 An official letter has been sent	新增(Create)
					工作許可 work permit	已發文 An official letter has been sent	補正(Document Supplement)
					工作許可 work permit	已發文 An official letter has been sent	新增(Create)
					工作許可 work permit	已發文 An official letter has been sent	新增(Create)

\*You may checkout the latest application status by using this system

國立中興大學(National C... 國立中興大學學務處僑生... 外國專業人員工作許可網

https://ezwp.wda.gov.tw/wcfonline/wSite/Control?function=RunAction&\_action=case100/case100\_ap.xml

勞動部勞動力發展署 建檔人：WONG SIO LENG 登出

外國專業人員工作許可申辦網

公告 基本資料維護 案件新增及管理

案件管理 > 260\_學生案件管理

新增案件 add application

\*申請類別 application category 僑生 overseas Chinese students 結申請類別錯誤請於 學生個人資料維護 身分別做更正

您須為依「僑生回國就學及輔導辦法」規定輔導入學之僑生。

申請類別適用對象 applicable object of application category You are overseas Chinese student, as referred to in Subparagraph 2 of Article 50 of The Act, and shall conform to the Home-coming Overseas Chinese Students' Education and Counsel.

\*申請項目 application type 工作許可 work permit

新增 add

勞動部勞動力發展署 外國專業人員工作許可申辦網

建議使用Internet Explorer 9.0+，請將螢幕解析度設定為 1920 x 1080

勞動力發展署：24219 新北市新莊區中平路439號南樓4樓  
電話代表號：(02)89956000 線上系統客服專線：0800-881-339 或 (02)2380-1720

## Step 8- Fill in the information of application form

申請書資料 information of application form    上傳檔案 upload file

應備文件注意事項 notice of document for application 「\*」 標記者為必須填寫的欄位 mark must not be empty

申請類別 Categories of application: (Please check one)	<input type="checkbox"/>	申請項目 Type of application: (Please check one)	<input type="checkbox"/> 工作許可 work permit
申請人姓名(中文) Name of applicant(Chinese)	<input type="text"/>	*性別 Gender	<input type="text"/>
*申請人姓名(英文) Name of applicant(English)	<input type="text"/>	*國籍(地區) Nationality	<input type="text"/>
護照號碼 Passport number	<input type="text"/>	*居留證統一編號 ARC ID number	<input type="text"/>
*出生年月日 Date of birth	<input type="text"/>	*聯絡電話 Phone number	<input type="text"/>
就讀學校 School attended	國立中興大學 National Chung Hsing University	*日夜別 Day/Night	<input type="text"/> 日間部 Day School
*系別 Faculty	Department of Plant Pathology		
身分別 identity	外籍生 Foreign Student		
*年級 year	大學(4年制) 4-year university	<input type="text"/> 3	年級 year
	上學期 First semester	預定修業年限 expected study years	<input type="text"/> 2 年 year
*學校校區所在地址 School Address:	402 臺中市 南區 興大路145號		
*申請許可期間 Application time	<input type="text"/> (西元yyyy/MM/dd) 至 to <input type="text"/> (西元yyyy/MM/dd) (許可期間最長6個月) (valid for six months maximum)		

\*學校校區所在地址 School Address: 402 臺中市 南區  
No. 145, Xingda Road|

緊急連絡人姓名 Emergency contact person Name:  緊急連絡人電話 Emergency contact person Tel:

\*是否親自取件  
Please Check if pickup in person  
 否 NO  是 YES

取件人護照號碼或居留證號  
(委託本國人取件, 請填寫身分證字號)  
Passport or Alien Resident  
Certificate Number of the Recipient  
(If the recipient is from the Republic of China  
, please fill out the person's personal ID number instead)

取件人姓名 Recipient Name:

備註 Memo:

可輸入500個字, 目前已輸入0個字, 剩餘500個字可輸入。  
You may enter 500 characters. You already entered 0 characters and you may enter 500 more characters.

**\*Notes that Application time for first semester valid till March 31, second semester valid till September 30**

\*Emergency contact is optional section

\*\*"No" for the pickup in person so the work permit will send directly to OIA

## Step 9- Filled up the information from the remittance receipt

\*\*\*Save application after completing filling the information\*\*\*

Receipt Number (8 碼 8 digits)  
Please fill out the last 7 digits

存款金額

00002660 104/06/11 12:01:22

003110 1A6 359779

他人不扣手續費

交易日期 Payment Date

電腦記錄

號 Post Office Code

審查費 examination fee(申請書資料填寫、上傳檔案上傳後，再做填寫審查費，填寫完成直接點選送學校審核)  
(Complete the application form and upload the documents required before you enter the information of the receipt of application fee.  
Click "Send the application to school" when you finished steps as above.)

\*繳費方式 Payment  郵局繳費 payment by post office  ATM繳費 payment by ATM

郵局繳費 payment by post office	案件一經本部收件後即不退費，若有相關問題請洽系統客服人員。 Application fees are non-refundable once the case is received by the Ministry of Labor. Please contact the customer service if you have any further ques 名：勞動部勞動力發展署聘僱許可收費專戶，劃撥帳號：19058848 Remittance account: Special Account for Employment Approval of Workforce Development Agency, Ministry of Labor. Account number: 19058848	
交易日期 remittance date	<input type="text"/> ? 請輸入民國年月日，例1070101。 Please enter the date in ROC era, for example 1070101.	交易局號 post office of remittance <input type="text"/> ?
輸入郵政劃撥收據編號 enter receipt number of postal remittance	<input type="text"/> ? 請注意：郵政劃撥收據編號請填後七碼，並請詳細看完圖示說明，才能 方便您順利作業! Attention: Please fill out the last 7 digits of the postal remittance receipt and read the diagram carefully to facilitate the operation!	審查費金額 amount of examination fee <input type="text" value="100"/>

案件暫存 save application

結束 close

送學校審核 submit to school for examination

列印申請單 print application form

## Step 10- Upload personal document

- \*Upload your documents in certain folder (Photocopy of student ID card, Photocopy of Passport, Front and back photocopy of the resident certificate, Certificate of enrolment)
- \*Upload certificate of enrolment in the “Others” folder
- \*Click confirm

> 案件管理 Application Management > 260\_學生案件管理 Student Application Management

申請書資料 information of application form    **上傳檔案 upload file**

應備文件注意事項 notice of document for application | \* | 標記者為必須填寫的欄位 mark must not be empty

請選擇檔案 Please select your file    刪除檔案 Delete file

應備文件 Documents for Application:

- 學生證影本 Photocopy of student ID card
- 護照影本 Photocopy of Passport
- 居留證正反面影本 Front and back photocopy of the resident certificate
- 其他(含學校要求文件) Others (including school required documents)

應備文件速覽 An Overview of Documents for Application

確認 confirm

## Step 11- Submit to school for examination

審查費 examination fee(申請書資料填寫、上傳檔案上傳後，再做填寫審查費，填寫完成直接點選送學校審核)  
(Complete the application form and upload the documents required before you enter the information of the receipt of application fee.  
Click "Send the application to school" when you finished steps as above.)

繳費方式 Payment     郵局繳費 payment by post office     ATM繳費 payment by ATM

郵局繳費 payment by post office

案件一經本部收件後即不退費，若有相關問題請洽系統客服人員。  
Application fees are non-refundable once the case is received by the Ministry of Labor. Please contact the customer service if you have any further questions.  
名：勞動部勞動力發展署聘僱許可收費專戶，劃撥帳號：19058848  
Remittance account: Special Account for Employment Approval of Workforce Development Agency, Ministry of Labor. Account number: 19058848

交易日期 remittance date     ? 請輸入民國年月日，例1070101。  
Please enter the date in ROC era, for example 1070101.

交易局號 post office of remittance     ?

輸入郵政劃撥收據編號 enter receipt number of postal remittance     ? 請注意：郵政劃撥收據編號請填後七碼，並請詳細看完圖示說明，才能方便您順利作業! Attention: Please fill out the last 7 digits of the postal remittance receipt and read the diagram carefully to facilitate the operation!

審查費金額 amount of examination fee     100

案件暫存 save application    結束 close    **送學校審核 submit to school for examination**    列印申請單 print application form

- \*Back to “information of application form” page, scroll down to the bottom
- \*Click submit to school for examination
- \*Application of work permit completed, no printing is required for the application
- \*You will receive an email when the work permit reached OIA

### III.School Consent Form For work permit

## 國立中興大學外籍學位生工作證證明文件

### NCHU Degree Seeking Student Consent Form for Work Permit

學生基本資料 Student Information			
申請學生中文姓名 Name of applicant (Chinese)		申請學生英文姓名 Name of applicant (English)	
性別(男/女) Gender(M/F)		國籍 Nationality	
學號 Student ID number		就讀系所 Department	

工作證申請事由 Statement	
<input type="checkbox"/>	經導師查證，該生確有經濟上的困難，無法維持在台之學業及生活。 Here by I would like to prove that the student in my class has difficulty in financial support for studying in Taiwan.  導師簽名/Advisor's signature: _____
<input type="checkbox"/>	就讀學校之教學研究單位須外國留學生協助參與工作者。 The school's academic unit has the need of foreign student to participate in the following assistance works: <input type="checkbox"/> 校內工讀 Part time student/工讀單位 Office Title: _____ <input type="checkbox"/> 教學助理 Teaching assistant /課程名稱 Course Title: _____ <input type="checkbox"/> 科技部計畫 Project of Ministry of Science and Technology  指導教授/主任簽名 Advisor/Office Director's Signature: _____
<input type="checkbox"/>	與本身修習課程有關，須從事校外實習者。 Off-campus internship that is related the major.  導師簽名/Advisor's signature: _____
<input type="checkbox"/>	就讀研究所，從事與修習課業有關之研究工作者。 Graduate student (Master/Ph. D), who will undertake a research work related to the major.  導師簽名/Advisor's signature: _____

日期 Date: _____ / _____ / _____ 年/月/日(YYYY/MM/DD)
---

School Name **Nation Chung Hsing University Student Health Examination**  
**Form Ministry of Education, Taiwan, R.O.C. (Revised Version)**

Student No.	
-------------	--

Contact Information	Date of Entry	(yy)/(mm) /	Dept./Institute/Class				Name				
	Date of Birth	(yy)/(mm)/(dd) / /	Blood Type		Sex	<input type="checkbox"/> M <input type="checkbox"/> F	I.D. No.				
	Permanent address							Cell phone No.			
	Mailing address	<i>If different from above:</i>									
	Emergency contact (Parents or guardian)	Relationship	Name		Phone (home)	Phone (work)		Cell phone No.		Attach photo here	

Health Information	Medical History Please tick any of the following ailments you have had ( <i>please add details for 13. to 18.</i> ):						Details of particular item/s or other matters requiring attention					
	<input type="checkbox"/> 1. None	<input type="checkbox"/> 7. Epilepsy	<input type="checkbox"/> 13. Psychological or mental illness:_____				<input type="checkbox"/> Details given in the attached file.					
	<input type="checkbox"/> 2. Tuberculosis	<input type="checkbox"/> 8. SLE (Lupus)	<input type="checkbox"/> 14. Cancer:_____									
	<input type="checkbox"/> 3. Heart disease	<input type="checkbox"/> 9. Hemophilia	<input type="checkbox"/> 15. Thalassemia:_____									
<input type="checkbox"/> 4. Hepatitis	<input type="checkbox"/> 10. G6PD deficiency	<input type="checkbox"/> 16. Major surgery:_____										
<input type="checkbox"/> 5. Asthma	<input type="checkbox"/> 11. Arthritis	<input type="checkbox"/> 17. Allergy to:_____										
<input type="checkbox"/> 6. Kidney disease	<input type="checkbox"/> 12. Diabetes mellitus	<input type="checkbox"/> 18. Other:_____										
<input type="checkbox"/> Holder of Catastrophic Illness Certificate - Category:_____												
<input type="checkbox"/> Holder of Physical/Mental Disability Manual - Category:_____												
Level: <input type="checkbox"/> Very serious <input type="checkbox"/> Serious <input type="checkbox"/> Moderate <input type="checkbox"/> Mild												
If you are being treated for or recovering from any of the above or some other disease, please inform the medical personnel and also provide your medical records for the healthcare professionals' references.												
Family medical history: relative with hereditary disease_____ Name of disease_____												

Lifestyle	※ Tick the box that best describes your lifestyle: 1. How much did you sleep during the past 7 days ( <i>not including weekends, or days off</i> )?: <input type="checkbox"/> ① ≥ 7 hours a day <input type="checkbox"/> ② < 7 hours a day <input type="checkbox"/> ③ I suffer from insomnia 2. How many days did you eat breakfast during the past 7 days ( <i>not including weekends, or days off</i> )?: <input type="checkbox"/> ① Never <input type="checkbox"/> ② Seldom: _____ days <input type="checkbox"/> ③ Every day at (time)? _____ 3. During the past month ( <i>not including weekends, days off, or winter or summer vacation</i> ), have you exercised three times a week, for at least 30 minutes each time, and achieving a heartbeat rate of 130 bpm each time?: <input type="checkbox"/> ① Yes <input type="checkbox"/> ② No 4. <u>During the past month, did you smoke?</u> : <input type="checkbox"/> ① No <input type="checkbox"/> ② Often <input type="checkbox"/> ③ Every day: _____ # cigarettes per day <input type="checkbox"/> ④ Quit 5. During the past month, did you drink alcohol? <input type="checkbox"/> ① No <input type="checkbox"/> ② Often <input type="checkbox"/> ③ Every day: _____ # glasses per day <input type="checkbox"/> ④ Quit (Note for ③: please say how many glasses, 'one glass' means: beer 330 ml, wine 120 ml, liquor 45 ml) 6. During the past month, did you chew betel quid? <input type="checkbox"/> ① No <input type="checkbox"/> ② Often <input type="checkbox"/> ③ Every day, _____ # quids per day <input type="checkbox"/> ④ Quit 7. Do you feel worried or depressed? <input type="checkbox"/> ① No <input type="checkbox"/> ② Seldom <input type="checkbox"/> ③ Often						8. Do you regularly feel chest discomfort? <input type="checkbox"/> ① No <input type="checkbox"/> ② Seldom <input type="checkbox"/> ③ Often 9. Do you regularly feel stomach discomfort? <input type="checkbox"/> ① No <input type="checkbox"/> ② Seldom <input type="checkbox"/> ③ Often 10. Do you regularly have headaches? <input type="checkbox"/> ① No <input type="checkbox"/> ② Seldom <input type="checkbox"/> ③ Often 11. Menstrual history ( <i>women only</i> ): (1) Your age at first menstruation: <input type="checkbox"/> ① Haven't begun menstruation yet <input type="checkbox"/> ② Age at first period: _____ (2) Length of menstrual cycle: <input type="checkbox"/> ① ≤ 20 days <input type="checkbox"/> ② 21-40 days <input type="checkbox"/> ③ ≥ 41 days <input type="checkbox"/> ④ irregular ( <i>differing in length by more than 7 days</i> ) (3) Do you have painful menstrual periods? <input type="checkbox"/> ① No <input type="checkbox"/> ② Light pain <input type="checkbox"/> ③ Severe pain 12. Bowel habits: During the past 7 days, how often did you defecate? <input type="checkbox"/> ① At least once every day <input type="checkbox"/> ② Once in 2 days <input type="checkbox"/> ③ Once in 3 days <input type="checkbox"/> ④ Once in 4 or more days 13. Internet use: During the past seven days ( <i>not including weekends, or days off</i> ), how many hours did you use the internet every day, apart from when doing homework or in class? <input type="checkbox"/> ① ≤ 1 hour <input type="checkbox"/> ② 1-2 (less than) hours <input type="checkbox"/> ③ 2-4 (less than) hours <input type="checkbox"/> ④ 4-5 (less than) hours <input type="checkbox"/> ⑤ ≥ 5 hours					
-----------	---	--	--	--	--	--	---	--	--	--	--	--

Self-rated Health	1. In general, during the past month, would you say your health is <input type="checkbox"/> ① Excellent <input type="checkbox"/> ② Very good <input type="checkbox"/> ③ Good <input type="checkbox"/> ④ Fair <input type="checkbox"/> ⑤ Poor											
	2. In general, during the past month, would you say your mental health is <input type="checkbox"/> ① Excellent <input type="checkbox"/> ② Very good <input type="checkbox"/> ③ Good <input type="checkbox"/> ④ Fair <input type="checkbox"/> ⑤ Poor											
※ Do you currently have any health concerns? Please give details:												



Health Examination Record (to be completed by medical personnel)				Date: Year _____ Month _____ Day _____								Examiner's Signature							
Height: _____ cm    Weight: _____ kg				Optional <input type="checkbox"/> Waistline: _____ cm															
Blood Pressure: _____ / _____ mmHg    Pulse rate: _____ /min																			
Vision:    Uncorrected: Left _____ Right _____    Corrected: Left _____ Right _____																			
Eyes	<input type="checkbox"/> Normal	<input type="checkbox"/> Color blindness <input type="checkbox"/> Other: _____																	
ENT	<input type="checkbox"/> Normal	Hearing abnormality: <input type="checkbox"/> Left <input type="checkbox"/> Right <input type="checkbox"/> Suspected otitis media ( <i>further diagnosis required</i> ), such as from a perforated ear drum <input type="checkbox"/> Swollen tonsils <input type="checkbox"/> Earwax embolism <input type="checkbox"/> Other: _____																	
Head & Neck	<input type="checkbox"/> Normal	<input type="checkbox"/> Wry neck (torticollis) <input type="checkbox"/> Abnormal mass <input type="checkbox"/> Other: _____																	
Chest	<input type="checkbox"/> Normal	<input type="checkbox"/> Cardiopulmonary disease <input type="checkbox"/> Abnormal thorax <input type="checkbox"/> Other: _____																	
Abdomen	<input type="checkbox"/> Normal	<input type="checkbox"/> Abnormally swollen <input type="checkbox"/> Other: _____																	
Spine & limbs	<input type="checkbox"/> Normal	<input type="checkbox"/> Scoliosis <input type="checkbox"/> Limb deformity <input type="checkbox"/> Bowlegged (Difficulty squatting) <input type="checkbox"/> Other: _____																	
Skin	<input type="checkbox"/> Normal	<input type="checkbox"/> Ringworm <input type="checkbox"/> Scabies <input type="checkbox"/> Wart <input type="checkbox"/> Atopic dermatitis <input type="checkbox"/> Eczema <input type="checkbox"/> Other: _____																	
Oral	<input type="checkbox"/> Normal	<input type="checkbox"/> Poor oral hygiene <input type="checkbox"/> Calculus <input type="checkbox"/> Gingivitis <input type="checkbox"/> Periodontitis <input type="checkbox"/> Dental malocclusion <input type="checkbox"/> Abnormal Oral Mucosa <input type="checkbox"/> Other: _____																	
Dentition status: C-cavity; X-missing; Δ- filled; ψ- impacted tooth; Sp.- supernumerary tooth																			
Upper Right		18	17	16	15	14	13	12	11	21	22	23	24	25	26	27	28	Upper left	
Lower Right		48	47	46	45	44	43	42	41	31	32	33	34	35	36	37	38	Lower Left	
Summary												Stamp of hospital/clinic where examination was done							
<input type="checkbox"/> Normal																			
<input type="checkbox"/> Requires a consultation with a: _____ <input type="checkbox"/> Other: _____																			
Laboratory Tests		1 <sup>st</sup> test	Result		Laboratory Tests		1 <sup>st</sup> test	Result											
			Abnormal	Follow up				Abnormal	Follow up										
Urinalysis	Protein (+) (-)				Blood lipid	Triglyceride (mg/dl)													
	Sugar (+) (-)					Total cholesterol (mg/dl)													
	O.B. (+) (-)					Low-density lipoprotein													
	pH					High-density lipoprotein													
Blood test	Fasting blood glucose				Renal function	Creatinine (mg/dl)													
	Hb (g/dl)					UA (mg/dl)													
	WBC (10 <sup>3</sup> /μL)					BUN (mg/dl) ※													
	RBC (10 <sup>6</sup> /μL)				Liver function	SGOT (U/L)													
	Platelet count (10 <sup>3</sup> /μL)					SGPT (U/L)													
	MCV (fl)				Hepatitis B	HbsAg													
	Hct (%)※					HbsAb													
■ Fasting for at least 6-8 hours on the day of inspection (you can drink a small amount of plain water).																			
Chest X-ray	Date of X-ray	Result:								Further treatment, date, and comment:									
		<input type="checkbox"/> No obvious abnormality		<input type="checkbox"/> R/O TB		<input type="checkbox"/> TB-related Calcification													
		<input type="checkbox"/> Abnormal thorax		<input type="checkbox"/> Pleura cavity edema		<input type="checkbox"/> Scoliosis													
<input type="checkbox"/> Cardiomegaly		<input type="checkbox"/> Bronchiectasis		<input type="checkbox"/> Other: _____															
Other tests	Item	Date	Checked by	Result	Referred for follow-up, comment:														
Summary	Summary of health examination results, for follow-up or treatment, and case management outline																		
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# V. Health Certificate (form B) For General Resident Visa Applicants

醫院標誌

## 健康檢查證明應檢查項目表 (乙表)

檢查日期 \_\_\_\_/\_\_\_\_/\_\_\_\_

Hospital

(醫院名稱、地址、電話、傳真機)

(年)(月)(日)

Logo

### ITEMS REQUIRED FOR HEALTH CERTIFICATE (Form B)

\_\_\_\_/\_\_\_\_/\_\_\_\_  
(M) (D) (Y)

(Hospital Name, Address, Tel, FAX)

Date of Examination

### 基本資料 (BASIC DATA)

姓名 : _____ Name	性別 : <input type="checkbox"/> 男 Male <input type="checkbox"/> 女 Female Sex
身份證字號 : _____ ID No.	護照號碼 : _____ Passport No.
出生年月日 : ____ / ____ / ____ Date of Birth	國籍 : _____ Nationality
年齡 : _____ Age	聯絡電話 : _____ Phone No.

照片  Photo
-----------------

### 實驗室檢查 (LABORATORY EXAMINATIONS)

#### A. 胸部 X 光檢查肺結核 (Chest X-Ray for Tuberculosis) :

X 光發現(Findings) : \_\_\_\_\_

判定(Results) :

合格(Passed)    疑似肺結核(TB Suspect)    無法確認診斷(Pending)    不合格(Failed)

(經臺灣健檢醫院判定為疑似肺結核或無法確認診斷者，得至指定機構複驗；但所在縣市無指定機構者，得至鄰近醫院之胸腔科門診複檢。)(Those who are determined to be TB suspects or have a pending diagnosis by the designated hospital in Taiwan must visit the referred institution for further evaluation.)

孕婦或兒童 12 歲以下免驗 (Not required for pregnant women or children under 12 years of age)

#### B. 腸內寄生蟲 (含痢疾阿米巴等原蟲) 糞便檢查 (採用離心濃縮法檢查) (Stool examination for parasites includes *Entameba histolytica* etc.) (centrifugal concentration method) :

陽性，種名(Positive, Species) \_\_\_\_\_ 陰性(Negative)

其他可不予治療之腸內寄生蟲(Other parasites that do not require treatment) \_\_\_\_\_

兒童 6 歲以下或來自特定地區者免驗 (Not required for children under 6 years of age or applicants from designated areas as described in Note 6)

#### C. 梅毒血清檢查 (Serological Test for Syphilis) :

檢驗(Tests) : a. RPR 或 VDRL \_\_\_\_\_ b. TPHA/TPPA \_\_\_\_\_

c. 其它 (Other) \_\_\_\_\_

判定(Results) : 合格(Passed)    不合格(Failed)

兒童 15 歲以下免驗 (Not required for children under 15 years of age)

#### D. 麻疹及德國麻疹之抗體陽性檢驗報告或預防接種證明 (proof of positive measles and rubella antibody titers or measles and rubella vaccination certificates) :

##### a. 抗體檢查 (Antibody test)

麻疹抗體 measles antibody titers    陽性 Positive    陰性 Negative    未確定 (Equivocal)

德國麻疹抗體 rubella antibody titers    陽性 Positive    陰性 Negative    未確定 (Equivocal)

##### b. 預防接種證明 Vaccination Certificates

(含接種日期、接種院所及疫苗批號；接種日期與出國日期應至少相隔兩週。)

(The Certificate should include the date of vaccination, the name of administering hospital or clinic and the batch no. of vaccine; the date of vaccination should be at least two weeks prior to going abroad)

麻疹預防接種證明 Vaccination Certificates of Measles

德國麻疹預防接種證明 Vaccination Certificates of Rubella

c.  經醫師評估，有接種禁忌者，暫不適宜接種。(Having contraindications, not suitable for vaccination)

**E. 漢生病檢查 (Examination for Hansen's Disease)**

全身皮膚視診結果 (Skin Examination)

正常 Normal

異常 Abnormal :  非漢生病 (not related to Hansen's disease) : \_\_\_\_\_

漢生病(疑似個案須進一步檢查)(Hansen's disease suspect needs further exam)

a. 病理切片 (Skin Biopsy) : \_\_\_\_\_

b. 皮膚抹片 (Skin Smear) :  陽性 ( Finding bacilli in affected skin smears )

陰性 ( Negative )

c. 皮膚病灶合併感覺喪失或神經腫大 ( Skin lesions combined with sensory loss or enlargement of peripheral nerves )  有 ( Yes )  無 ( No )

判定 (Results) :  合格 (Passed)  不合格 (Failed)

來自特定地區者免驗 (Not required for applicants from designated areas as described in Note 6)

**備註 (Note) :**

一、本表供外籍人士、無戶籍國民、大陸地區人民及香港澳門居民申請在臺灣居留或定居時使用。This form is for **residence application**.

二、兒童 6 歲以下免辦理健康檢查，但須檢具預防接種證明備查(年滿 1 歲以上者，至少接種 1 劑麻疹、德國麻疹疫苗)。A child under 6 years old is not necessary to have laboratory examination, but the certificate of vaccination is necessary. Child age one and above should get at least one dose of measles and rubella vaccines.

三、懷孕婦女及兒童 12 歲以下免接受「胸部 X 光檢查」；懷孕婦女於產後仍應補照胸部 X 光。Pregnant women and children under 12 years of age are exempted from chest X-ray examination. Pregnant women should undergo chest X-ray after the child's birth.

四、申請免除胸部 X 光檢查之適用對象：申請人限來自結核病盛行率低於十萬分之三十的國家，並檢具由精神科醫師出具申請人在心理上不适合進行胸部 X 光檢查之診斷證明書，經行政院衛生署疾病管制局審核通過者，始得免除此項檢測。

五、兒童 15 歲以下免接受「梅毒血清檢查」。A child under 15 years old is not necessary to have Serological Test for Syphilis.

六、漢生病檢查為全身皮膚檢查，受檢者可穿著內衣內褲，並由親友或女性醫護人員陪同受檢。檢查時逐步分部位受檢，避免一次脫光全身衣物，維護受檢者隱私。Hansen's disease examination refers to careful examination of the entire body surface, which should be done with courtesy and respect to the applicant's privacy. During the examination, the applicant is allowed to wear underwear and be accompanied by a friend or female medical personnel. Hospitals or clinics have the responsibilities to protect the privacy of the applicant and the examination should be done step by step. Hence, taking off all clothes at the same time should be avoided.

八、根據以上對 \_\_\_\_\_ 先生/女士/小姐之檢查結果為

合格  不合格  須進一步檢查

Result : According to the above medical report of Mr./Mrs./Ms. \_\_\_\_\_, he/she

has passed the examination  has failed the examination  needs further examination.

負責醫檢師簽章 : \_\_\_\_\_ (Name & Signature)  
(Chief Medical Technologist)

負責醫師簽章 : \_\_\_\_\_ (Name & Signature)  
(Chief Physician)

醫院負責人簽章 : \_\_\_\_\_ (Name & Signature)  
(Superintendent)

日期 (Date) : \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

本證明三個月內有效 (Valid for Three Months)

附錄：健康檢查證明不合格之認定原則  
Appendix: Principles in determining the health status failed

檢查項目 Test Item	不合格之認定原則 Principles on the determination of failed items
胸部 X 光肺結核檢查  Chest X-ray tuberculosis examination	<p>一、活動性肺結核或結核性肋膜炎視為「不合格」。</p> <p>二、非活動性肺結核視為「合格」，包括下列診斷情形：纖維化（鈣化）肺結核、纖維化（鈣化）病灶及肋膜增厚。</p> <p>三、如經診斷為「疑似肺結核」或「無法確認診斷」時，由指定醫院通知雇主，自收受健康檢查證明之次日起十五日內，偕同受聘僱外國人攜帶健康檢查證明及胸部 X 光片至指定機構再檢查。</p> <p>四、妊娠孕婦得至指定機構進行三套痰塗片檢查，取代胸部 X 光肺結核檢查。三套痰塗片檢查結果任一為陽性者（但同套檢體核酸增幅檢驗（NAA）陰性者，不在此限），視為「不合格」。</p> <p>五、胸部 X 光肺結核檢查不合格個案（多重抗藥性個案除外），雇主得於收受診斷證明書之次日起 15 日內檢具相關文件，送衛生主管機關申請都治服務，需於完成藥物治療後，再經衛生主管機關認定後，視為合格。</p> <p>a. Active pulmonary tuberculosis or tuberculous pleurisy is unacceptable/failed.</p> <p>b. Non-active pulmonary tuberculosis including calcified pulmonary tuberculosis, calcified foci and enlargement of pleura, is considered acceptable/passed.</p> <p>c. If the diagnosis is "suspected pulmonary tuberculosis" or "unclear diagnosis," the designated hospital shall notify the employer. Within 15 days from the date of receipt of the medical certificate, the employer shall accompany the employed foreigner to the designated institution for a re-examination.</p> <p>d. Pregnant women may undergo three sets of sputum smear tests from the designated institutions to replace the chest X-ray tuberculosis examination. Any of the three sputum smear tests that are positive (but not NAA negative) is considered unacceptable/failed</p> <p>e. For failed chest X-ray tuberculosis cases (except for multi-drug resistance cases), after obtaining the medical records, the employer has 15 days to gather relevant documents, and send them to the competent health authorities to apply for treatment services. After the employee completes the medical treatment, and passes examinations by the competent health authority, he/she is considered passed.</p>
梅毒血清檢查	<p>一、以 RPR 或 VDRL 其中一種加上 TPHA(TPPA)之檢驗，如檢驗結果有下列情形任一者，為「不合格」：</p> <p>（一）活性梅毒：同時符合條件（一）及（二）、或僅符合條件（三）者。</p> <p>（二）非活性梅毒：僅符合條件（二）者。</p> <p>二、條件：</p> <p>（一）臨床症狀出現硬下疳或全身性梅毒紅疹等臨床症狀。</p> <p>（二）未曾接受梅毒治療或病史不清楚者，RPR(+)或 VDRL(+), 且 TPHA (TPPA)=1：320 以上（含 320）。</p> <p>（三）曾經接受梅毒治療者，VDRL 價數上升四倍。</p> <p>三、梅毒血清檢查陽性者，檢具治療證明，視為合格。</p>
腸內寄生蟲糞便檢查	<p>一、人芽囊原蟲（<i>Blastocystis hominis</i>）及阿米巴原蟲類，如：哈氏阿米巴（<i>Entamoeba hartmanni</i>）、大腸阿米巴（<i>Entamoeba coli</i>）、微小阿米巴（<i>Endolimax nana</i>）、嗜碘阿米巴（<i>Iodamoeba butschlii</i>）、雙核阿米巴（<i>Dientamoeba fragilis</i>）、唇形鞭毛蟲（<i>Chilomastix mesnili</i>）等，可不予治療，視為「合格」。</p> <p>二、「疑似痢疾阿米巴原蟲」（<i>Entamoeba histolytica</i>/E. <i>dispar</i>，包含囊體及活動體），指定醫院必須於二十四小時內通報直轄市、縣（市）衛生主管機關，同時通知雇主協助受聘僱外國人於通知之日起七日內至原醫院重新採取三次（每天一次）新鮮糞便檢體（至少拇指大小之量約三至五公克，且勿加入任何固定液，並以攝氏四度保存），併同原始已固定染色之檢體及送驗單於每次採檢後二十四小時內以冰寶冷藏運送至疾病管制署進行確認檢查。經確認檢查若屬迪斯帕阿米巴原蟲（<i>Entamoeba dispar</i>）時為「合格」，若屬痢疾阿米巴原蟲（<i>Entamoeba histolytica</i>）則為「不合格」，並由指定醫院據以核發健康檢查證明。</p> <p>三、腸道蠕蟲蟲卵或其他原蟲類如：鞭毛原蟲類，纖毛原蟲類及孢子蟲類者為「不合格」。</p> <p>四、腸內寄生蟲糞便檢查不合格個案，得於收受健康檢查證明之次日起六十五日內，至指定醫院治療後再檢查並取得陰性之證明；經確診為痢疾阿米巴原蟲陽性者，須取得治療後再檢查三次均為陰性之證明。</p> <p>a. <i>Blastocystis hominis</i> and amebic protozoa such as <i>Entamoeba hartmanni</i>, <i>Entamoeba coli</i>, <i>Endolimax nana</i>, <i>Iodamoeba butschlii</i>, <i>Dientamoeba fragilis</i>, <i>Chilomastix mesnili</i>, etc. can be treated as "pass" without treatment.</p> <p>b. Cases of "<i>Entamoeba histolytica</i> / E. <i>dispar</i>" (including balloons and moving bodies) must be notified to the competent health authorities of municipalities and counties (municipalities) within 24</p>

	<p>hours. At the same time, the employer must to assist the hired foreigners to resubmit three (3) fresh stool samples (one per day) to the original hospital within seven days from the date of notification. At least three to five grams, thumb size, should be obtained. No fixing solution should be added and the stool sample must be stored at 4 degrees Celsius and shipped to Center for Disease Control (CDC) within 24 hours for each sampling for inspection together with the original stained sample. It is considered PASSED if the result shows Entamoeba dispar, and FAILED if it is Entamoeba histolytica. The designated hospital needs to issue a proof of health certificate.</p> <p>c. Intestinal worms eggs or other protozoa such as: flagellates protozoa, ciliates and sporozoites are failed.</p> <p>d. Cases of unacceptable/failed intestinal parasite faecal examination should be re-examined within a designated hospital within sixty-five days from the date of receipt of the medical examination record with evidence of negative results. After a positive diagnosis of dysentery amoebae, treatment must be received and checked until there are three negative proofs.</p>
<p>麻疹及德國麻疹之抗體陽性檢驗報告或預防接種證明</p> <p>Measles and German measles antibody positive test report or vaccination certificate</p>	<p>麻疹、德國麻疹抗體檢查結果為陰性(或未確定者)，且未檢具於抗體檢查後之麻疹、德國麻疹預防接種證明者，視為不合格。但經醫師評估有麻疹、德國麻疹疫苗接種禁忌者，視為合格。</p> <p>The item is considered unqualified if measles or rubella antibody is negative (or equivocal) and no measles, rubella vaccination certificate issued after the antibody test is provided. Those having contraindications, not suitable for vaccinations are considered qualified.</p>
<p>漢生病檢查</p> <p>Examination for Hansen's Disease</p>	<p>一、於皮膚視診時發現疑似漢生病病灶，應依傳染病防治法規定通報主管機關。</p> <p>二、須進一步檢查者應自收受健康檢查證明之次日起十五日內，至指定機構再檢查。同時具備下列二項條件者，視為「不合格」：</p> <p>(一)持續性的皮膚病灶上有感覺喪失或改變，或有神經腫大。</p> <p>(二)皮膚抹片(或組織病理)發現麻風桿菌(Mycobacterium leprae)，或組織病理切片有符合漢生病的肉芽腫反應。</p> <p>三、漢生病檢查不合格個案，得送衛生主管機關申請都治服務，需於完成藥物治療後，再經衛生主管機關認定後，視為合格。</p> <p>a. A person with suspected Hansen's disease should be notified to the competent authority in accordance with the Law on the Prevention and Control of Infectious Diseases.</p> <p>b. Those who are determined to need further examinations must go to a designated hospital for re-examination 15 days within the next day of receiving their health record. Those who meet the following two conditions are regarded as unacceptable/failed:</p> <p>c. Persistent skin lesions have sensory loss or change, or there are enlarged nerves.</p> <p>d. Skin smears (or histopathology) reveal that Mycobacterium leprae, or histopathology, have a granulomatous response that corresponded to Hansen's disease.</p> <p>e. In the case of unacceptable examination of Hansen's disease, he / she must be sent to the competent health authorities for medical treatment and should be regarded as qualified after the medical treatment is completed and then confirmed by the competent health authority.</p>