

NCHU X OIA

STUDENT HANDBOOK

2026 FALL SEMESTER -
Degree-Seeking Student

Let the book starts
your journey in NCHU





New Student Registration Flow chat

Preparing to come to Taiwan

1. Diploma Verification
2. Visa Application
3. Arrange accommodation \ Flight Booking
4. Change currency

Jun W3

Aug W4

Student site

Report the intent to enroll
(Log in to the [International Students Online Application System](#))

Log in to the [Online Registration System](#) to check in & fill out the arrival information online.

Do course selection.

May

June

July

August

September

W1

W2

W3

W4

W1

W2

W3

W4

W1

W2

W3

W4

Admission Result Announcement
(Log in to the [International Students Online Application System](#))

Welcome letter 1
1. Registration Procedure
2. Confirm Personal Information
(Log in to the [International Students Online Application System](#))

Welcome letter 2
1. New Student Handbook
2. Student ID NO.
3. Dormitory attribution
4. Chinese name

Report to OIA and attend orientation

OIA site



NCHU 2026 Fall Semester

1 Dormitory check in

08:30-17:30, Aug 24-28, 2026

145 Xingda Rd, South Dist., Taichung

2 Report to OIA

09:00-14:00, Sep 1, 2026

- 1st stop: 3rd 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

09:00-12:00, Sep 2, 2026

- International Conference Hall @7F, Library

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 only if you finish the registration Procedure:

- Paying fees (before Sep. 15)
- Selecting courses online
- Update Student Affairs Information System online.
- Hand in the copy of ROC Number sheet (or ARC) and the post Office account passbook.



Complete the following applications by yourself

Sep 1 – Sep 24, 2026

Please ignore if you have completed



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 / per yr

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 ARC
- CRS Self-Certification Form
- Signature (seal) – optional
- Deposit NT\$100

NCHU Health Check Sep 7- Sep 8
@1F, Huisun Hall

NCHU 2026 Fall Semester

1 Regarding Dormitory

Deadline of Cancel

- **New Student:** Aug 18th, 2026
- **Current Student:** May 20th, 2026
- 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(15th 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 to cancel the dormitory after cancellation deadline will need to contact the dormitory in person, pay the whole accommodation fee first then apply for a refund.

Email for Canceling
intl.dormitory@nchu.edu.tw

Tel: +886-4-22840473
National Chung Hsing University
International Dormitory, 145
Xingda Rd, South Dist, Taichung
City 402, Taiwan (R.O.C.)



2 Course selection

Undergraduate Students

	Time	Target
Course Primary Selection Online 網路初選	Aug. 31, 10:00 am-Sep. 01, 08:00.am	4th & 5th-year students
	Sep. 01, 10:00 am-Sep. 02, 08:00.am	3rd-year students
	Sep. 02, 10:00 am-Sep. 03, 08:00.am	2nd-year students
	Sep. 03, 10:00 am-Sep. 04, 08:00.am	1st-year students
All undergraduate courses 跨系選課	Sep. 04, 10:00 am-Sep. 05, 08:00.am	All undergraduate
Add-in and drop course online 線上加退選	Sep. 07, 10:00 am-Sep. 12, 08:00.am	All students
Special Case Request 特殊情形加退選	Sep. 14, 10:00 am-Sep. 19, 08:00.am	All undergraduate
Application for course withdrawal 停修申請	Nov. 09, 10:00 am-Dec. 04, 17:00.pm	All students

Master & Ph. D. Students

	Time	Target
Course Primary Selection Online 網路初選	Aug. 31, 10:00 am-Sep. 03, 08:00.am	
Course Add-in & Drop Online (All courses) 線上加退選	Sep. 07, 10:00 am-Sep. 12, 08:00.am	Master & Ph.D. Degree-Seeking students
Application for course withdrawal 停修申請	Nov. 09, 10:00 am-Dec. 04, 17:00.pm	

3 Registration

Deadline:
5:00 pm, September 24, 2026

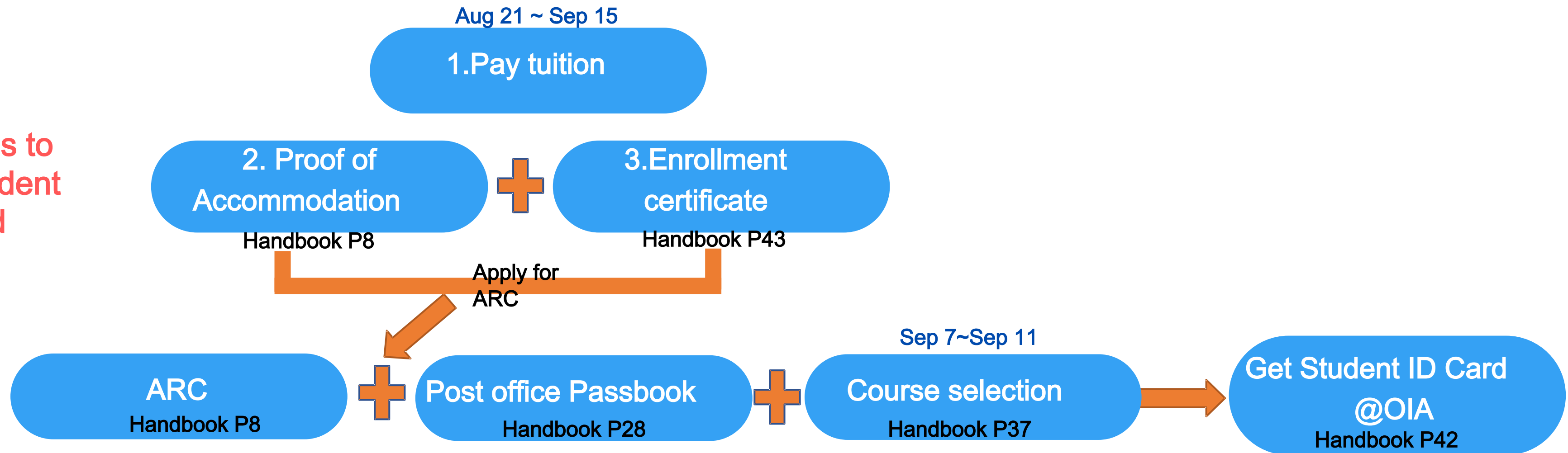


Registration Procedure

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 P19

- 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 P37

- Signal sign on
- Course selection period
- Chinese courses

3

Scholarships
Handbook P44

- Must be reapplied for **each Feburary**
- A passbook is required

4

Work permit
Handbook P58

- Each student may work up to **20** hours per week (excluding summer/winter vacation)
- [Online apply](#)

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1. Foreword



Hello! Welcome to National Chung Hsing University (NCHU)! Your first week here will be a crucial and busy time as you prepare for the semester ahead. To ensure a smooth transition, please carefully read through this Student Handbook and follow all instructions. You will find useful information and links in the handbook.

Important Notice: Please be aware of the registration deadline. You must report to the Office of International Affairs (OIA) before the due date. Failure to do so may affect your enrollment status.

If you have not received any emails from OIA, contact the office immediately and make sure your email address is up to date.

Registration Guidelines

1. Please bring all required documents listed in the Registration Schedule Sheet when visiting OIA.
2. Use the campus map to locate the Office of International Affairs (OIA).
3. Read the Student Handbook carefully to familiarize yourself with campus resources, regulations, and available support services.

Take these instructions seriously—completing your registration on time is essential for starting your journey at NCHU successfully.

2. Discover Taichung City



Explore Taichung City and National Chung Hsing University (NCHU)

Nestled in the heart of Taiwan, Taichung City is home to National Chung Hsing University (NCHU), a campus surrounded by culture, charm, and the gentle rhythm of island life. As Taiwan's third-largest metropolitan area, Taichung is lovingly known as the "City of Culture," where tradition and modernity blend in harmony.

Taichung enjoys a mild and pleasant climate year-round, with lower humidity and fewer rainy days than many other regions, making it an especially comfortable place to live, study, or explore. The city offers a vibrant lifestyle filled with bustling shopping districts, delightful cuisine, beautiful parks, and a rich tapestry of cultural attractions.

Whether you're strolling through historic neighbourhoods, discovering hidden cafés, or simply soaking in the city's welcoming atmosphere, Taichung has a way of making everyone feel at home. NCHU, situated in

this lively yet laid-back city, offers not only an excellent academic environment but also a warm and enriching daily life.

To learn more about Taichung, feel free to visit the [Taichung Tourism Website](#) or the [Information for Foreigners Portal](#). We invite you to experience the heart of Taiwan, where every day brings something new to enjoy.

3. Arranging Your Stay- Visa Information

3.1. General Degree Verification (also known as Authentication)

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

To get more information, please visit <https://www.boca.gov.tw/np-150-2.html>

3.2. 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 should apply for a 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 the National Immigration Agency within 30 days of arrival.

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

3.2.1. Required Documents:

- i. Visa application form, please download from the Bureau of Consular Affairs.
- ii. Two 2x2-inch photographs taken in the last six months.
- iii. Original passport of 6 months of remaining validity and blank pages in it.
- iv. Original and a photocopy of the Health Certificate.
- v. Original and a photocopy of the Admission Letter from NCHU.
- vi. 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.

- vii. Original and a photocopy of proof of financial support.
- viii. 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.

3.3. 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 30 days after arrival. Visit for more details <https://www.immigration.gov.tw/5475>



3.3.1. Application Documents:

- i. Online ARC application
- ii. One 2*2-inch photo.
- iii. Proof of Enrollment (Admission Letter or Enrollment Certificate)
- iv. Passport and Resident Visa (original and copy)
- v. Proof of Accommodation (original and copy) (e.g. Housing agreement, household registration transcript, accommodation letter from dormitory or other related documents)

3.3.2 Application procedure(here) :

- i. Account Registration.
- ii. Complete the application and upload the required documents.
- iii. Online Payment: NT\$1,000 per year, maximum 3 years.

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.

iv. NCHU students, please choose the Taichung City First Service Center to pick up.

v. Visit for more details about the online ARC application:

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

Application Details


照片貼圖說明

*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
Received but not enrolled

Required Docs

1. Files should be in JPG/JPEG/PNG/BMP/PDF format. Uploaded documents must be clear. No words or graphics should be added on the ID card or passport, e.g., Photocopy/COPY.
2. File size should be smaller than 512K.
3. A Chinese translation should be uploaded for documents in languages other than Chinese and English.
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.

*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

3.3.3. For Consultation:

- i. 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
<https://servicestation.immigration.gov.tw/1473/>
- ii. Information for Foreigners in Taiwan
(4 Language supported: Chinese, English, Vietnamese, Thai)
外來人士在臺生活諮詢 (中、英、越、泰)
Tel: 0800-024-111

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3.4. 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.

To learn more information, please visit <https://www.boca.gov.tw/np-147-2.html>

3.5. 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.

3.5.1. Limitations:

- i. The duration of each extension shall not be longer than that of the original visa.
- ii. 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.

3.5.2. Required Documents

- i. An online application form. ([here](#))
- ii. The original and one photocopy of the passport with a visitor visa.
- iii. An enrollment certificate from an approved public or private language center or university.

3.6. ROC Uniform ID Number

ROC ID Number is required for students **before obtaining their ARC, but they need to declare an income tax return**. Please inform the coordinator of the National Immigration Agency if the applicant possesses a residence permit or has applied for this number before.

3.6.1. Required Documents

- i. An application form
- ii. The original and one photocopy of the passport with the visa
- iii. 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.

3.7. Change Visitor Visa to Resident Visa

Foreign students entering the ROC with a visitor visa (Visa Category: FS) may apply for an Alien Resident Certificate (ARC) in Taiwan before the expiration of their visa via the “Online Application System for Residency Permits, Extensions, or Modifications for Foreign and Overseas Chinese Students” of the National Immigration Agency.

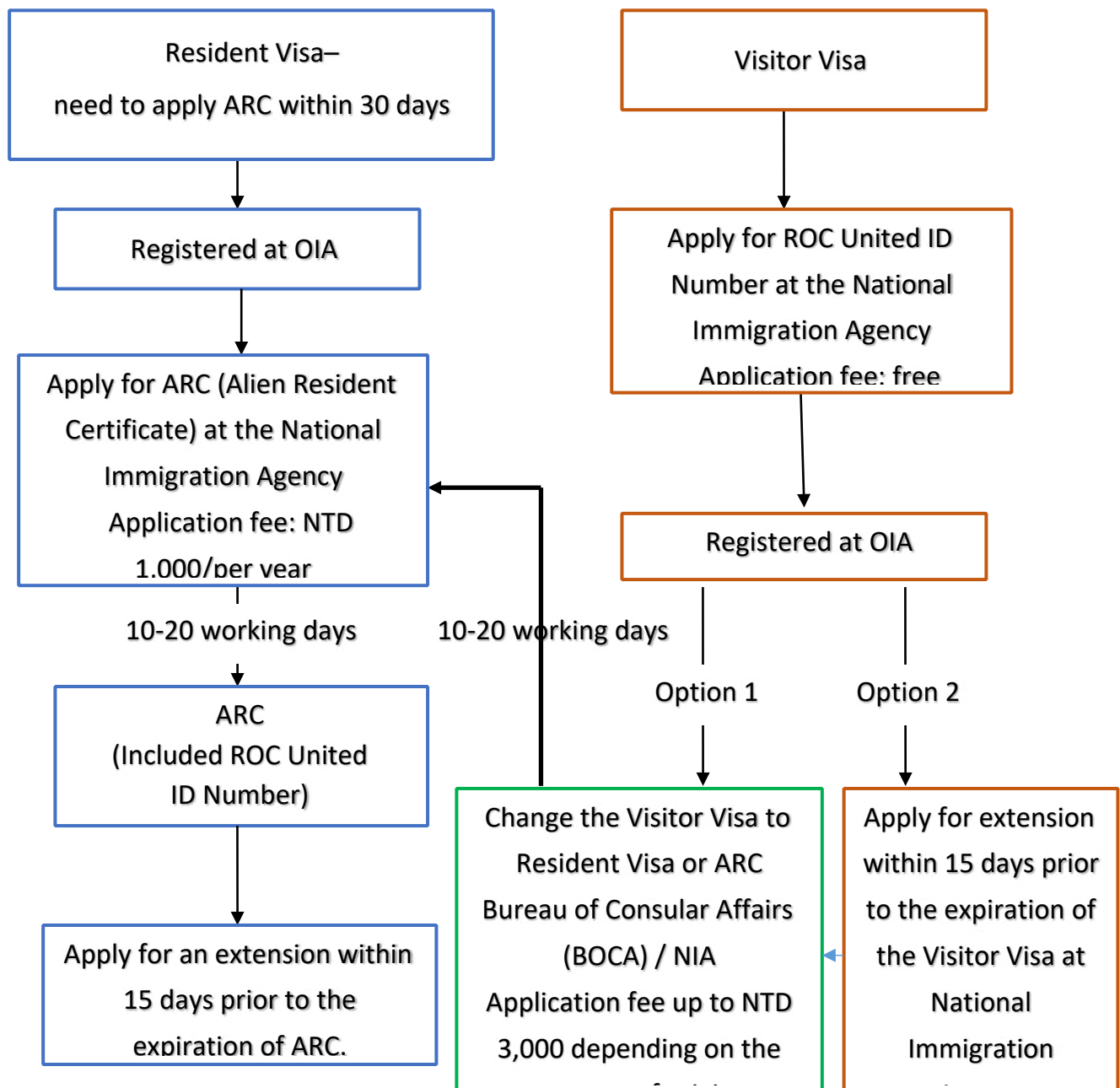
3.7.1 Required Documents:

1. Application form for residence (stay) cases (online application).
2. A recent colour passport-style photo taken within the last two years (same specifications as a national ID photo).
3. Original and photocopy of passport and visitor visa (original will be returned after verification).
4. Health examination certificate issued within the last three months: The health examination must comply with the items announced by the Ministry of Health and Welfare. Domestic applicants must go to designated hospitals. Overseas examinations must be verified by a ROC overseas mission. Incomplete items must be supplemented domestically.
5. Proof of current residence: Such as a lease agreement, copy of house ownership with consent from the owner, a national ID copy of the landlord with written consent, or other supporting documents verifying actual place of residence.
6. Admission letter or proof of current enrollment (including student ID). (Original for verification, photocopy for submission)
7. Other supporting documents: Documents issued overseas must be verified by an ROC overseas mission. Documents notarized or certified in Taiwan by a foreign mission or its authorized institution must be re-certified by the Ministry of Foreign Affairs. If the document is in a foreign language, a Chinese translation verified by an overseas mission or notarized domestically may be required by the NIA.
8. Processing Time : 10 working days.

Fee : NTD 1,000 per ARC for each year of validity.

For those entering via visa-exempt entry or with a visitor visa, an additional NTD 2,200 will be charged.

3.8.Flow Chart Regarding Visa/ARC issue



➤ **Bureau of Consular Affairs, Ministry of Foreign Affairs, ROC, Taiwan**
外交部領事事務局 <https://www.boca.gov.tw/mp-1.html>

3.9. Transportation

- **Central Taiwan Office, Ministry of Foreign Affairs 外交部中部辦事處** <https://www.boca.gov.tw/cp-105-203-40dfe-1.html>

1F, 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: 04-2251-0799 Fax: 04-2251-0700



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 lights 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 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」

- **National Immigration Agency Taichung City First Service Center** 內政部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 “Wenxin South Wing Chun East 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「文心南永春東路口」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 of Road, you will reach your destination.

過馬路後，你就會看到移民署。

4. Health Care & Health Examination

➤ **Health Center, Office of Student Affairs**

TEL: 04-2284-0235 FAX: 04-2285-0257

1st F., Hui-Sun Auditorium, NCHU

E-mail: health@nchu.edu.tw <http://www.osa.nchu.edu.tw/osa/health/index.html>

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.

4.1. Services:

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

4.2. Health Examination Information for New Students

New students may need to complete two separate health examinations:

➤ Health Examination for Resident Visa Application

This is required for your resident visa. You must complete this examination at a designated hospital.

👉 Please refer to the following link for more details:

<https://www.cdc.gov.tw/En/Category/ListContent/C4w0xUaCBCKzdd6BxDGWcA?uaid=hyLQahxQbQVM1NEt-Bbe1Q>

➤ NCHU Health Examination (MOE Requirement)

This is required by the Ministry of Education (MOE) and must be submitted to National Chung Hsing University (NCHU).

We strongly recommend that you complete both health examinations in your home country at the same time to avoid delays.

However, please note that the NCHU health examination can also be done after your arrival in Taiwan, if necessary.

5. Health Insurance

From the first day at the university, you'll have insurance

- **Division of Foreign Student Affairs, OIA**
- **Student Life Division**

TEL: 04-2284-0206
FAX: 04-2285-7313
3rd Fl., Administration Hall,
NCHU
E-mail: oia@nchu.edu.tw
<http://www.oia.nchu.edu.tw>

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

coverage:

- **Student Safety Insurance (SSI)** for every semester (required) to cover the Accidental injury or hospitalization cost.
- **Foreign Student Insurance (FSI)** for the first six months (required) or **National Health Insurance (NHI)** from the 7th month after receiving your ARC (required)

① Student Safty Insurance



1. **Compulsory for NCHU students.**
2. **Only Accidental injury (fracture hospitalization)**



② Apply for health insurance: 1 out of the 3 options below

(based on your responses, NCHU in check-in system)

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

For general clinics, emergency rooms, and hospitalization



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.

5.1. Student Safety Insurance (SSI)

➤ Student Life Division

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

5.1.1. What is SSI?

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

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

Medical benefit covers the medical services for unexpected injury such as car accidents, sport injuries, laboratory and workplace injuries, and so on, when students are on or off campus. For update information, please check on the website of **Division of Student Life (DSL)**.

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

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

5.1.3. What does it cost?

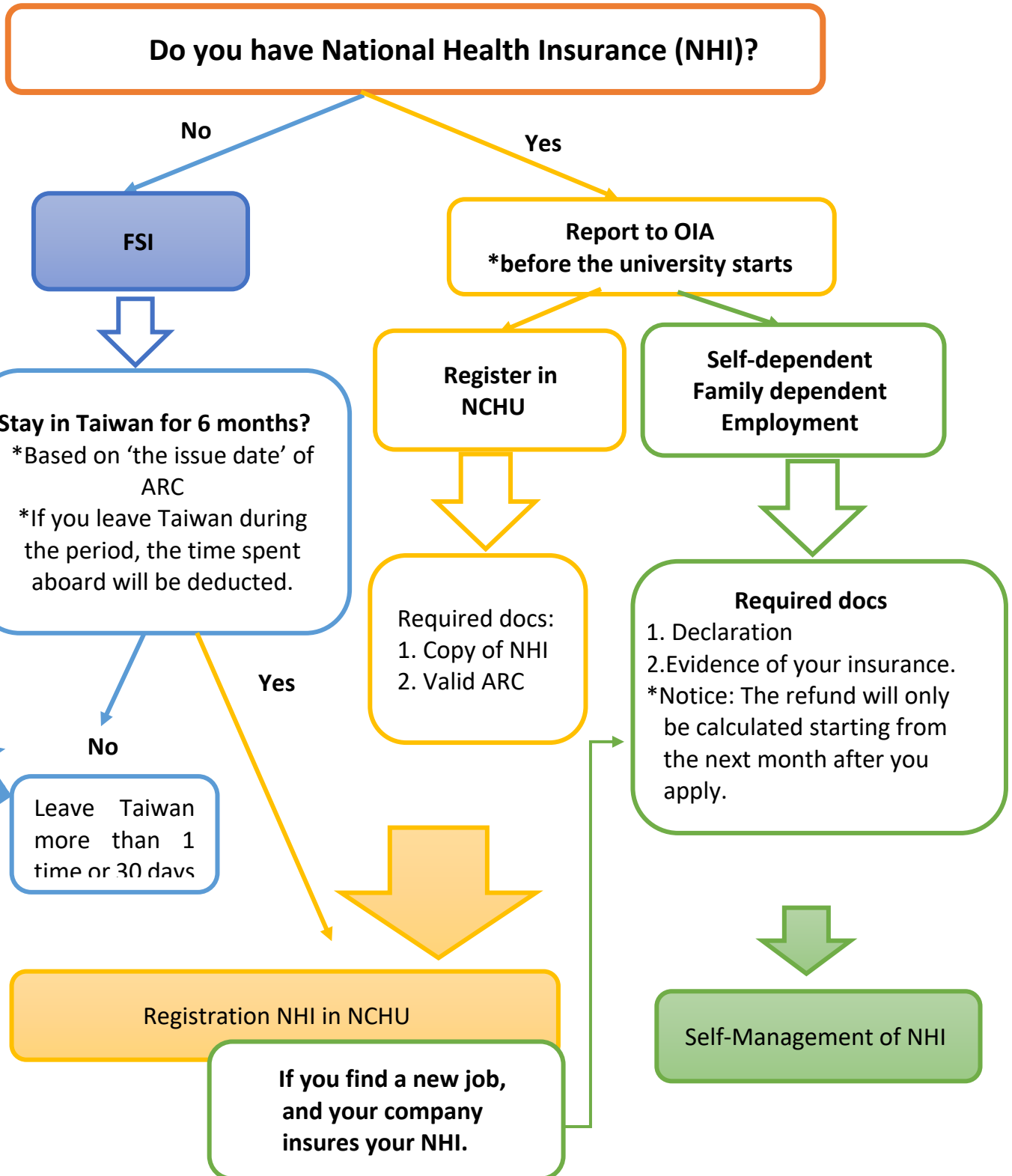
You are billed NTD265~NTD300 when you register every semester.

5.1.4. When am I covered?

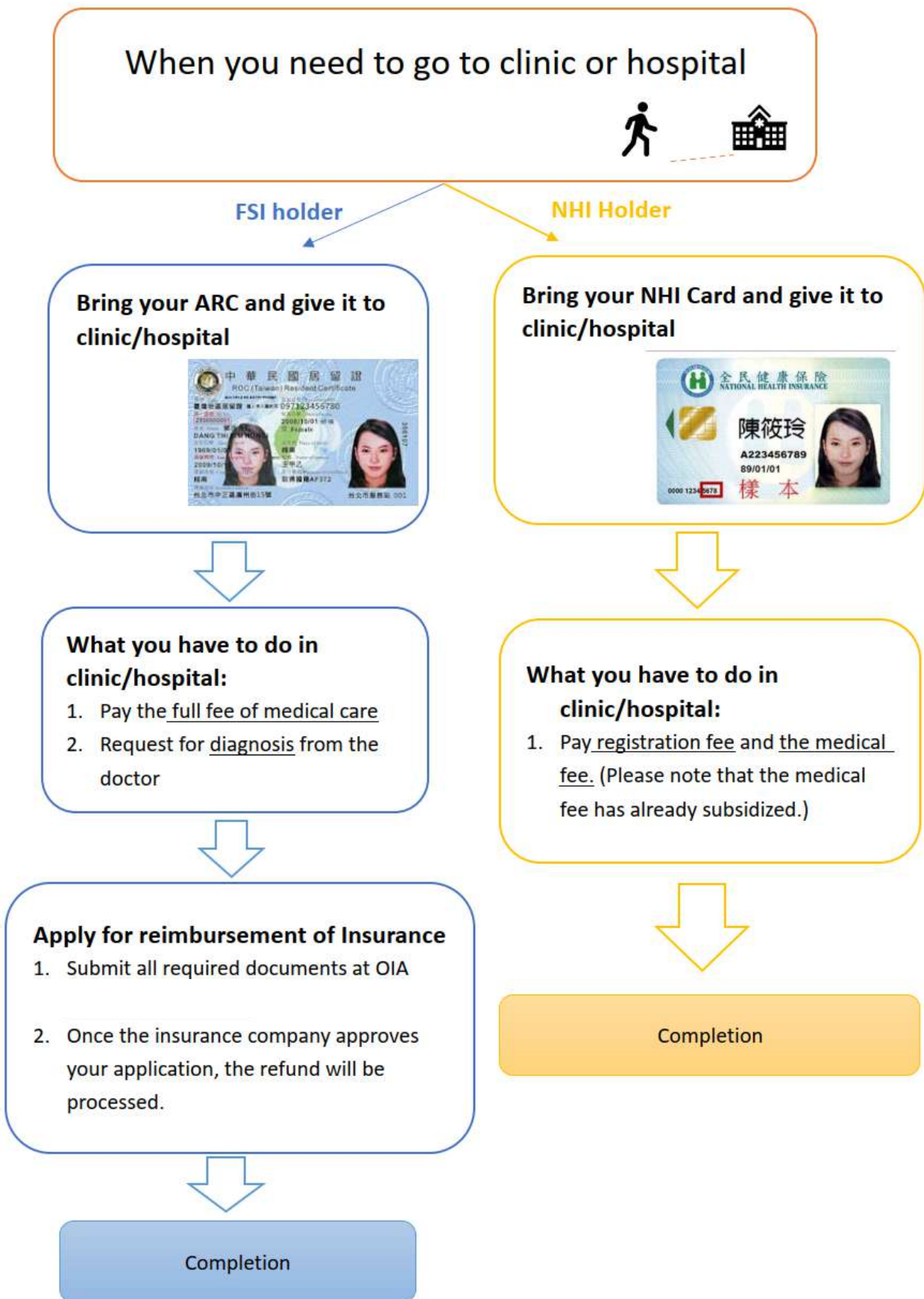
Students are covered for the term of a semester.

5.2 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:



5.3 When you need to go to see the doctor



5.4. Foreign Student Insurance (FSI)

5.4.1. 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.

5.4.2. What is covered by FSI?

- i. Medical benefit covers the medical services for unexpected injury and some clinic healing services.
- ii. 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 of daily hospital income is NT \$1000/ per day if needed it.

5.4.3. How much does it cost?

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

5.4.4. When am I insured?

Students are insured within a week after submitting ROC number sheet /ARC to OIA.

5.4.5. How to claim the FSI insurance?

Go to authorized hospitals and clinics and pay the medical bills first. Turn in the required documents as 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 reviewing, your will receive the reimbursement directly deposited to your bank account by the insurance company

5.4.6. Required documents

- i. A Compensation Application Form (pick up at OIA)
- ii. The Doctor's Diagnosis
(Must have the hospital's and the doctor's certified seals/ stamps)
- iii. The Original Receipts
(Photocopied receipts need to be notarized by the hospital.)
- iv. A copy of your passbook cover page shows your name and account number clearly.
- v. A copy of your passport/ARC or ROC number.
- vi. A copy of your Student ID card.

5.5. National Health Insurance (NHI)

5.5.1. What is NHI?

- i. Rights and Responsibilities for International Students (Foreigners) Joining the *National Health Insurance (NHI) Program of the R.O.C.*
- ii. 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, the applicant **departs Taiwan 2 times** or more, or the departure time is **longer than 1 month**, the period will be recounted.)
- iii. National Health Insurance Administration:
<https://www.nhi.gov.tw/english/>



This sign indicates the NHI-authorized hospitals and clinics

5.5.2. Guide to Insuring in NCHU:

- i. 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 underwrite the NHI policy.

- ii. Situation 2. For newly arrived freshmen who have stayed in Taiwan for six months:
- Application:
- A copy of the front and back of the ARC photocopy
 - One photo (1"×1.5"). (Only for the new NHI card applicant)
 - NHI Online Application system through OIA
- iii. 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.
- iv. 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.

5.5.3. 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).

5.5.4. NHI Medical Services:

In cases of illness, injury, and childbirth, the beneficiaries can receive medical services, including medication, 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.

5.5.5. 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. A notice of penalty violation will be delivered in writing 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.

5.5.6. NHI Transfer from NCHU

- i. Situation 1. Suspension, withdrawal, or graduation:
Come to OIA for your refund and to complete the insurance policy closure procedure.
- ii. Situation 2. Transferring to another school:
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



5.4.7. 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 right 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。

6. Banking Information

6.1. 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 months 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 have sufficient funds for tuition and living expenses. Students are expected to show evidence of 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.

6.2. 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).

Freshmen are required to open an account at the post office (or the Sino Bank on campus) 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.

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

- i. Application form (get form OIA)
- ii. CRS Self-Certification Form (get form OIA)
- iii. Passport
- iv. ARC
- v. NTD 100 (deposit)
- vi. Remember to schedule an appointment in advance

*** Office Hours: 8:30 am to 5:00 pm, Monday to Friday**

6.3. Currency information

New Taiwan Dollar (NTD)			
image	value	image	value
	NTD 100		NTD 1
	NTD 200		NTD 5
	NTD 500		NTD 10
	NTD 1,000		NTD 50
	NTD 2,000		

In Taiwan, besides cash, there are various payment methods available.

Here are some of the main options:

- i. **Credit and Debit Cards:** Most merchants accept credit and debit cards. Major card brands include Visa, MasterCard, American Express, and JCB.
- ii. **Mobile Payments:** Apple Pay, Google Pay & Samsung Pay
- iii. **E-Wallets:** Taiwan Pay, LINE Pay, JKO Pay
- iv. **Prepaid Cards: Easy Card, iPass:** Used for public transportation and accepted at many convenience stores and restaurants.
- v. **Online Banking:** Most banks provide online banking services, allowing for transfers and bill payments.

7. Transportation- Before Arriving NCHU



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).

7.1. Airport → Taichung City

Public transportation counters, including intercity bus, shuttle bus, and **MRT** to the **Taiwan High Speed Railway (THSR)**, are in 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.

Airport	Description															
Taipei Song Shan 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.															
Taoyuan 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 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. <table><tr><th>Bus (English)</th><th>Bus (Chinese)</th><th>Fare</th><th>Frequency (minutes)</th><th>Service Hours</th></tr><tr><td>Taiwan Bus Corp. http://www.kingbus.com.tw</td><td>國光 (KuoKuang)</td><td>NTD 270~290</td><td>30-40</td><td>00:10~23:40</td></tr><tr><td>Ubus http://www.ubus.com.tw</td><td>統聯 (Tung Lian)</td><td>NTD 270~290</td><td>40-50</td><td>00:01~23:01</td></tr></table>	Bus (English)	Bus (Chinese)	Fare	Frequency (minutes)	Service Hours	Taiwan Bus Corp. http://www.kingbus.com.tw	國光 (KuoKuang)	NTD 270~290	30-40	00:10~23:40	Ubus http://www.ubus.com.tw	統聯 (Tung Lian)	NTD 270~290	40-50	00:01~23:01
Bus (English)	Bus (Chinese)	Fare	Frequency (minutes)	Service Hours												
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Ubus http://www.ubus.com.tw	統聯 (Tung Lian)	NTD 270~290	40-50	00:01~23:01												

Airport	Description
Taichung Airport (TXG) 	Via Bus to Taichung Train Station Please take bus No.9 or No.115 to go 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 train ticket to Taichung Train Station. It takes about 3-4 hours. 2. Via MRT & THSR To Taichung THSR Station Please take MRT from “R4 Kaohsiung International Airport” to “R16 Zuoying” to transfer to Zuoying THSR Station. Please buy 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 bus to Taichung. The final destination is Taichung Train Station. It takes about 3-4 hours. For detailed information, please refer to bus company list below.

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

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8. Registration

➤ **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

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

➤ **Division of Curriculum**

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

Address: 1st Fl., Administration Hall, NCHU

E-mail: course@dragon.nchu.edu.tw

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

➤ **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

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

8.1 Registration Procedure

The following 4 steps is involved in the procedure of registration:

- Step 1. Pay the school bill
- Step 2. Complete course selection
- Step 3. Hand in ARC sheet & Passbook
- Step 4. Getting a Student card from OIA



With the student card, you can use it for student discounts and access to your dormitory or the building of your class.

The EasyCard is a rechargeable smart card that can be used for public transportation and small purchases in Taiwan.

8.2 Details of the Tuition and Fees

In the beginning of the 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:

- | | |
|--|-----------------------------------|
| <ul style="list-style-type: none">i. TUITION: The amount varies with colleges (for degree-seeking students)ii. MISCELLANEOUS Fee: the amount varies from college to college (for degree-seeking students) | Coverage of Tuition waiver |
|--|-----------------------------------|
- iii. **STUDENTS' SAFETY INSURANCE Fee:** NTD 265 (for degree-seeking students)
 - iv. **FOREIGN STUDENT INSURANCE Fee:** NTD 3,528 one semester.
or
NATIONAL HEALTH INSURANCE Fee: After staying in Taiwan for 6 months, you need to pay NTD 4,956 (NTD 826*6 months) for National Health Insurance. (Please see the Health Insurance Section)
 - v. **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.
 - vi. **COMPUTER EQUIPMENT and INTERNET USAGE Fee:** NTD 300.
 - vii. **DORMITORY Fee:** the amount varies with the dormitory you stay in. (See the Housing Section)

8.2.1. Tuition for graduate student Regulation:

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

8.3. How to Pay the Tuition Bill



8.3.1. Tuition Slip Download

First, download the bill from the First Bank System (<https://eschool.firstbank.com.tw/>), and check whether the payment is correct or not.

8.3.2. Payment

Pay the fees to the First Bank directly or transfer through ATM or at convenience stores such as 7-Eleven, Family Mart etc. 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

台北時間: 2019-01-16 15:36:39

查詢及繳費登入

請依「中文學校名稱」輸入關鍵字查詢

國立中興大學

請輸入學號

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

Select "National Chung Hsing University" 國立中興大學

Type your student ID NO.

Type password: 999999

9. Academic

9.1. Log in NCHU Single Sign On System

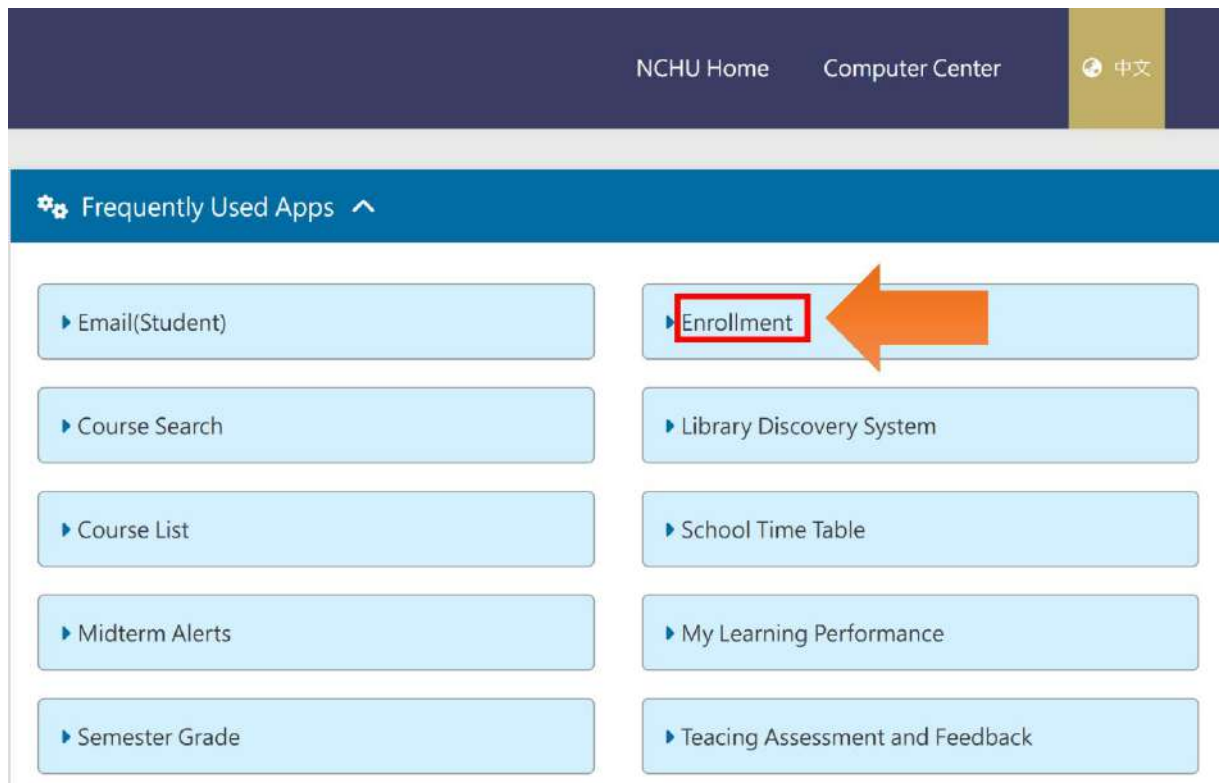
- <https://portal.nchu.edu.tw/> or Google « NCHU single sign on »
- Select **English** in the top-right corner, then click **Login**.
 - User ID: your student ID number
 - Password: 999999mmdd (birthday:mmdd) e.g. my birthday is January 1st
→ password is **9999990101**



2) Change password: For the first time user, you're required to change the default password by choosing **"forget the password"**

- User ID: your student ID number
- Password: 999999yyymmdd (birthday:0yyymmdd) e.g. my birthday is 2000, January 1st → password is **9999990890101 (change the year to Taiwanese year by using birth year - 1911)**

3) Click Enrollment

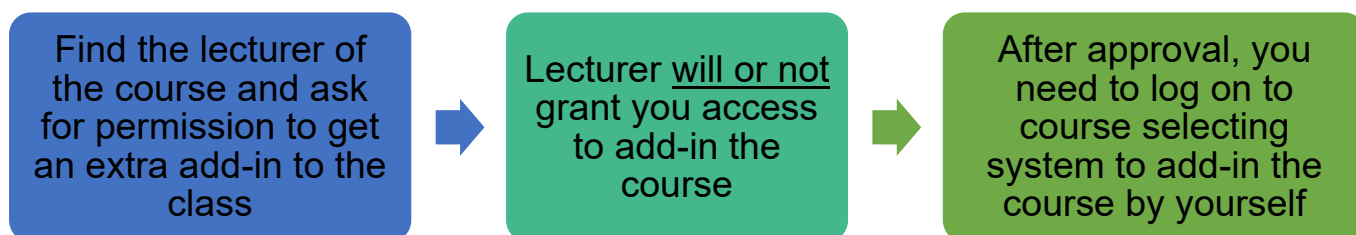


Selecting the courses (Main Page)

The interface includes a sidebar on the left with links: Settings, Changing Your Password, Announcements, Log Out, Status, Info. of Course, Course Selection, academic scores, Graduation, 課程學習地圖, Assessment, Evaluation, TA Evaluation, and 學生學習問卷. The top navigation bar contains buttons: General Education Courses Selecting, Required Subjects, Adding course by course no, Dropping course, Course Selection Schedule, and Payment Link. The main content area displays the title '2022-Fall Term - My Course List:' followed by a table with the following columns: Course No, Course Name, The period for completing the course, Credits, Required/Elective, Instructor, Course Time, Location, and Note of changes. Below the table, a message states: 'There is no any course in the list (2022-Fall Term)'. A 'Reference for Notice' section follows, listing five points (☆1 to ☆5) regarding course requirements and pre-courses. At the bottom, a paragraph explains that if any selected course shows the marks mentioned above, the division of curriculum will help send requests to instructors after the deadline of Course Adding or Dropping, and once approval is received, the course can be added to the list.

9.2. Course Selection Regulations:

- i. All course selection or 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.
- ii. Please follow the schedule for course selection and double-check the chosen courses before the deadlines.
- iii. The final list of course selection is based on the record of the online system.
- iv. Please update the e-mail in the system for course selection to make sure important information is received.
- v. If, for any reason, you were unable to select the desired course online, you may submit a "Special Case Request" to seek permission
- vi. To enroll in the course of your choice. You will need to:



- vii. Only one Physical Education (PE) course per semester can be chosen for the freshman and sophomore years.
- viii. Undergraduate students in their freshman, sophomore, and junior years need to take at least 9 credits per semester to be a full-time registered student.
- ix. PAX students must choose at least 2 courses, one course should be selected from the exchanged program, department, or college. This rule does not apply to Lab exchange students, there is no course requirement for the Lab exchange students.
- x. According to the 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.

9.3. Special Regulation for Master & Ph. D. Students

- i. All courses selecting or drop-off procedures are working ONLINE in the Single Sign On System. Online Course Selection System works at 10 am sharp, and 8am – 10am will be the maintenance time.
- ii. 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 online system.
- iii. Masters and doctors can choose undergraduate courses during the stage of Course Add-in & Drop Online.
- iv. According to the Article 21 The NCHU Student Study Regulation, graduate students should choose at least one course (including Dissertation) in every semester to be a registered student.
- v. According to the 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.

9.4. Using the Course Information System to look up the courses in your department:

Website: https://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.

Session	1	2	3	4	5	6	7	8	9	A	B	C	D
Time	08:10 09:00	09:10 10:00	10:10 11:00	11:10 12:00	13:10 14:00	14:10 15:00	15:10 16:00	16:10 17:00	17:10 18:00	18:20 19:10	19:15 20:05	20:10 21:00	21:05 21:55

Required/ Elective	Class Number	Course Name	Pre-course	Yearly/ Semester	Unit	Hour	Practice Hour	#Class Time	Practice Time	Classroom	Practice Classroom	Instructor	Practice Instructor	Offered Dept.

Print TOP

Note: For students who want to learn Chinese as their elective course, there are several courses for different levels:

“Practical Chinese I”, “Practical Chinese II” & “Practical Chinese IIV”.

Please check the course code through website.

9.5. Update your email address to receive important messages

Settings

- Changing Your Password
- Announcements
- Log Out
- Changing Your Email

Status

- Enrollment Status
- 指導教授查詢
- students address
- Edit your phone

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:

確定送出

9.6. Hand in the ARC Sheet & Passbook

Students must provide a copy of the 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. : 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.

9.7. 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 an 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 once you finish your registration procedure.** You can bind your student ID card as your Taichung bus card. (refer to P.62-64)

9.8. 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**

Students who need to apply for a work permit can only use the official enrollment certificate issued by the Division of Registration (this Machine) or [online application system. \(click\)](#)



9.9 Student email & Campus Wifi

WebMail: <https://mail.nchu.edu.tw/cgi-bin/login?index=1&lang=en>

1. **User name:** Student ID number

4114xxxxxx -> s114xxxxxx (BA)

7114xxxxxx -> g114xxxxxx (MA)

8114xxxxxx -> d114xxxxxx (Phd)

2. **Password:** 999999mmdd (mmdd is your birthday)

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

Email address : **s114099001@mail.nchu.edu.tw**

Wifi: [Manual](#) **Wifi Name:** **NCHU**

1. **User name:** *Student email address (ex:*
s113099001@mail.nchu.edu.tw)

2. **Domain:** Choose *mail.nchu.edu.tw*

3. **Password:** 999999mmdd



10. Scholarship

➤ Office of International Affairs

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

Address: 3rd Fl., Administration Hall, NCHU

E-mail: 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, 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.

10.1. NCHU Scholarship

10.1.1. Remittance (the amount is in NT Dollars):

- i. 6000 or 8000/month within the scholarship period.
- ii. The scholarship period is only one academic year, you need to apply for it every year.
- iii. The monthly stipend is generally deposited by the middle of each month. Due to semester transition and registration procedures, the first stipend payment is usually made in October for Fall Semester entrants and in March or April for Spring Semester entrants.
- iv. 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 etc. will NOT be covered by tuition waiver.
- v. 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.
- vi. You will only receive your monthly stipend after you create your post

office account in Taiwan and submit the passbook front copy to OIA.

10.1.2. Regulations for Scholarship renewal:

- i. Apply for it every year around February –March on OIA website.
- ii. The review committee will assess all aspects of the applicants' performance, including grades, service records, and academic achievements.
- iii. Due to budget constraints and the fierce competition, only a limited number of individuals will be awarded.
- iv. Grade standards: Undergraduate: last two semesters' average score must be over 70. Graduate: last two semesters' average score must be over 80.
- v. Award period: 4 years for undergraduate student (5 years for Veterinary Medicine); 2 years for master's students; 4 years for doctoral students (5 years for direct-track doctoral students).

10.1.3. Regulations for Scholarship renewal:

- i. February and September are the first months of the semesters; thus the scholarships can only be remitted after the registration procedure.
- ii. 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 Lunar 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>

10.2. MOE Taiwan Scholarship

10.2.1. Remittance (the amount is in NT Dollars):

- i. Graduate: 20,000/month within the scholarship period.
- ii. Undergraduate: 15,000/month within the scholarship period.
- iii. 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.
- iv. The stipend is generally deposited by the middle of each month, starting from the beginning of the academic year in September.
 - v. 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.
 - vi. Therefore, if you did not register for the new semester (pay the tuition bill before September 15, 2026), you will not get the stipends. You will only start receiving your stipends after you pay the bill.
 - vii. You will only receive your monthly stipend after you created your post office account in Taiwan and submit the passbook front copy to OIA.

10.2.2. Regulations for Scholarship Receiving:

- i. February and September are the first month of the semesters; thus, the scholarships can only be remitted after the registration procedure.
- ii. 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.
- iii. Recipients are required to apply for scholarship renewal before the beginning of each semester in accordance with the schedule announced by the Office of International Affairs (OIA). Applicants must submit their official transcript for the previous semester, a valid Alien Resident Certificate (ARC), and proof of tuition payment for the new semester. Scholarship renewal is subject to review and approval by MOE and the University.

10.2.3. Grade standard: Undergraduate: 70, Graduate: 80

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

10.2.4. For not All-English taught major recipients:

- i. 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.
- ii. 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.
- iii. If you fail 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>

10.3. MOFA Taiwan Scholarship

10.3.1. Remittance (the amount is in NT Dollars)

- i. All Scholarship holders pay the tuition fee equivalent to the local student's fee.
- ii. **Monthly stipend 33,000/month within the scholarship period.**
- iii. The stipend is generally deposited by the middle of each month, starting from the beginning of the academic year in September.
- iv. 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.
- v. Therefore, if you did not register for the new semester (pay the tuition bill before September 15, 2026), you will not get the stipends. You will only start receiving your stipends after you pay the bill.
- vi. You will only receive your monthly stipend after you created your post office account in Taiwan and submit the passbook front copy to OIA.

10.3.2. Regulations for Scholarship Receiving:

- i. February and September are the first month of the semesters; thus, the scholarships can only be remitted after the registration procedure.
- ii. 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.

- iii. Recipients are required to apply for scholarship renewal before the beginning of each semester in accordance with the schedule announced by the Office of International Affairs (OIA). Applicants must submit their official transcript for the previous semester, a valid Alien Resident Certificate (ARC), and proof of tuition payment for the new semester. Scholarship renewal is subject to review and approval by MOE and the University.

10.3.3. Grade standard: Undergraduate: 60, Graduate: 70

- i. If the recipients fail to pass the grade standard in the first semester, one-month stipend will be cancelled next semester.
- ii. 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>

10.4. MOE Elite Scholarship / NCHU Elite Scholarship recipients

10.4.1. Remittance (the amount is in NT Dollars) :

- i. All Scholarship holders pay the tuition fee equivalent to the local student's fee.
- ii. **Monthly stipend 25,000/month within the scholarship period.**
- iii. The stipend is generally deposited by the middle of each month, starting from the beginning of the academic year in September.
- iv. 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.
- v. Therefore, if you did not register for the new semester (pay the tuition bill before September 15, 2026), you will not get the stipends. You will only start receiving your stipends after you pay the bill.
- vi. You will only receive your monthly stipend after you created your post

office account in Taiwan and submit the passbook front copy to OIA.

10.4.2. Regulations for Scholarship Receiving:

- i. February and September are the first month of the semesters; thus, the scholarships can only be remitted after the registration procedure.
- ii. 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.
- iii. Recipients are required to apply for scholarship renewal before the beginning of each semester in accordance with the schedule announced by the Office of International Affairs (OIA). Applicants must submit their official transcript for the previous semester, a valid Alien Resident Certificate (ARC), and proof of tuition payment for the new semester. Scholarship renewal is subject to review and approval by MOE and the University.

10.4.3. Grade standard: Graduate: 70

- i. If the recipients fail to pass the grade standard in the first semester, one-month stipend will be cancelled next semester.
- ii. 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>

10.5. ICDF Scholarship recipients

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

Website: <https://www.icdf.org.tw/wSite/mp?mp=2>

10.6. National Science and Technology Council Graduate Research Fellowship (Pilot Program)

- i. NCHU applicants intend to study in the PhD program.
- ii. 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>

10.7. OIA Intl' Students TA-ship Scholarships

10.7.1 Remittance (the amount is in NT Dollars)

20,000/ one semester

10.7.2. Regulations for Scholarship Receiving

- i. Eligibility: Master/Ph.D. international students
- ii. Duration of scholarships: Fall semester: Sep. – Dec.
Spring semester: March - Jun.
- iii. Obligation: Those who serve as TAs with outstanding performance and have completed the TA Training Workshop will receive a monthly stipend of 5,000/month, totaling NT 20,000 per semester. At the end of the semester, a certificate of service will be awarded. 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>

10.8. NCHU Excellence in Chinese Language Scholarship for International Students

10.8.1 Remittance (the amount is in NT Dollars)

20,000/one applicant

10.8.2. Regulations for Scholarship Receiving

- i. First-year international degree students.
- ii. 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>

10.9. NDC industry-university scholarship for Intensive Program Students

10.9.1. 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

10.9.2. Eligibility

- i. NCHU Intensive Program students.
- ii. OIA does not take charge of remitting this scholarship; please consult the office of your department.
- iii. 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.

10.9.3. Important Notes

- i. OIA is not the main institute in charge of the remittance, and is not able to predict the exact date of remittance.
- ii. January scholarship 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.

11. Accommodation

Dormitory for International students (RenZhai and LiZhai)

TEL: 04-2284-0473 **FAX:** 04-2285-5291

Address: No. 145 Xinda Rd, South Dist, Taichung City 402, Taiwan

E-mail: intldormitory@nchu.edu.tw

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

Service Hour: 08:30-17:30 Monday to Friday

11.1. On-Campus

Accommodation Overview:

Public facilities	Female dormitory(Link)	Male dormitory (Link)
Building	RenZhai	Li-Zhai
Kitchen	1F	B1F
Student Lounge	B1F	B1F
Laundry space	1F~4F	1F~4F
Clothesline fields	1F~4F	1F~4F
Prayer Room	B1F	RenZhai-B1F
Sports Area	V	LiZhai/RenZhai
Vanity area,	V	X
Reading Room	Zhi-Zhai B1	Zhi-Zhai B1
Check out for Summer vacation	X	V
Other information		
Property & Cleaning Deposit Refund 保證金退款	Refunded to your personal account within one month after completing the check-out process. 完成退宿手續後一個月內，退還到本人帳戶	
Application 申請方式	Contact Service Center 聯絡服務中心	
Contact email	intldormitory@nchu.edu.tw	
Line ID	@553zagci	

11.1.1. Please Read the Following Information Carefully Before You Apply for the On-Campus Housing

- i. During summer vacation, students must vacate their rooms. Students can also apply to the Dormitory Service Center if they want to stay in the dorm during summer vacation. The registration time is scheduled in the middle of the semester. Please check with the Dormitory Service

Center for details.

- ii. On campus, there is one international dormitory for female and exchange students, 7 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.
- iii. Fees required for living in the NCHU dormitory per semester.
 - **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 of 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 of the dormitory. The refund will be deposited into a student's *post office account*.**
- iv. New students can apply school dormitory through the OIA admission application system. If students want to continue staying in the dormitory or apply it again, please follow the [schedule and regulations](#) of the Division of Student Housing Service.
- v. The prices are subject to change without prior notice. For the latest information, please visit [the Dormitory service center](#)

11.1.2. National Chung Hsing University Student Dormitory Guidance Regulations, Article 14

申請退宿期限：

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.

(一) 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。

1.1 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.

(二) 第二學期欲退宿者，應於十二月三十一日以前辦理。

1.2 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。

2.1 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。

2.2 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。

2.3 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。

2.4 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。

4. 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

January 31st

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

11.2. 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 1 or 2-month rent deposit when you sign the contract with the landlord. However, rental fees and agreements are varied and decided by landlords.

For rental information, please refer to:

名稱 Name	網址 Website
生輔組租屋網 Division of Student Affairs	http://www.osa.nchu.edu.tw/osa/dorm/sys/modules/re/notice.php
租客 Zuker (En)	http://www.zuker.com.tw/en/landing
591 租屋網 (CN)	https://www.591.com.tw/
好宅網 Home 7-11 (CN)	http://www.home7-11.com.tw/lsearch.asp
崔媽媽 Tsuei Ma Ma Foundation	https://www.tmm.org.tw/
台中租屋網Taichung Rental	https://www.erental.com/apartments-for-rent/city_apartments/taiwan/taichung_city

12. Work Permit

Students who would like to work in Taiwan or get some stipend or allowances from their lab must apply for a work permit.

12.1. How to apply?

- i. Students can apply for a work permit every semester after paying the tuition fee. Students should upload the required files online (<https://ezwp.wda.gov.tw/wcfonline/wSite/Control?function=IndexPage>).
- ii. It usually **takes 7-14 working days** for a work permit to be issued.
- iii. For application manual: [Workforce Development Agency EZ Work Permit Manual](#)

12.1.1 Required Documents

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

12.1.2 Other Related Regulations

- i. A work permit is valid for 1 year at most.
- ii. No more than 20 hours per week of work is allowed. Winter and summer vacations are excluded.
- iii. The work permit will be rescinded if regulations are violated.
- iv. Individuals caught working without a valid work permit will face a fine ranging from NTD 30,000 to NTD 150,000.
- v. For the application in the **Fall Semester**, the expiration date of the work permit is **March 31** next year. For the application in the **Spring Semester**, the expiration date is **September 30** in the same year.

13. Additional Information

Useful Phone Numbers	Contact information
NCHU Emergency Call (24 Hours)	04-2287-0885
NCHU Gender Equity Education Committee	04-22840610 gender@nchu.edu.tw
NCHU Campus bullying complaints	04-22870885 military@dragon.nchu.edu.tw
Emergency TEL - Police	110
Emergency TEL - Fire, Ambulance	119
The Internet Fraud Complaint Center	165
Foreigners in Taiwan Hotline	1900
Civic Complaint Hotline	1999
Information For Foreigners (http://iff.immigration.gov.tw)	0800-024-111
Central Taiwan Office, Ministry of Foreign Affairs	04-22510799
Taichung City First Service Center	04-24725103
Taxi	55688

13.1. 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.

13.2. How to make an international call?

When dialling 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).

13.3. Where to get a phone number and internet:

Cost & Features Comparison

Option	Estimated Cost (NTD)	Best For	Pros & Cons
Physical Monthly Contract (Student Plans from the Big Three)	\$399 - \$699 / month (Usually requires a 12-24M contract	Degree-seeking students staying for over a year who need a fixed Taiwanese phone number (for opening bank accounts or binding local apps).	○ Fastest and most stable speeds, lowest average daily cost, with full access to 5G options. ✗ Requires a contract commitment; early termination will incur penalty fees.
Airport / Retail Prepaid SIM	\$300 - \$1,000 / purchase (Billed by days, e.g., 5/10/30-day unlimited data)	The transition period during your first few weeks in Taiwan, or exchange students staying for only one semester.	○ No contract required, ready to use instantly with a passport, and easy to top up. ✗ Accumulative costs will be higher than monthly contracts if used long-term.

Option	Estimated Cost (NTD)	Best For	Pros & Cons
eSIM (Digital SIM)	\$200 - \$800 / purchase (Billed by days or fixed data allowance)	Students with eSIM-compatible phones who do not want to remove their home country's SIM card and do not need a local phone number immediately.	○ Purchase online and scan to use, no physical swap needed, supports dual-SIM standby. ✗ Most data-only plans do not include a local Taiwan phone number, and not all phone models support it.
Campus & Public Wi-Fi /	\$0 / Free	Students on a tight budget or during the very short transition period before officially getting a mobile number.	○ Entirely free; campus eduroam can be used worldwide. ✗ No signal once you leave specific hotspots; unable to check maps or navigate on the go.

電信業者 Telecom Company	地址 Address
中華電信 Chunghwa Telecom	台中學府服務中心 No. 73, Xuefu Rd, South District, Taichung http://www.cht.com.tw
遠傳電信 Far East Tone	遠傳台中興大直營門市 No. 1629, Jiancheng Rd, South District, Taichung http://www.fetnet.net
台灣大哥大 Taiwan Mobile	台灣大哥大興大學府直營服務中心 No. 83 Xuefu Rd, South District, Taichung http://www.taiwanmobile.com

Quick Tips for International Students :

1. **Initial Arrival:** It is highly recommended to purchase a **30-day prepaid SIM card (approx. NT\$1,000)** at the airport telecom counters upon your arrival. This ensures you have immediate internet access to notify your family, check maps, and contact your university.
2. **Long-term Stay:** Once you have officially received your **Student ID** and your **Alien Resident Certificate (ARC)** from the government, head to a retail store in the city to apply for a **Student Monthly Contract**. These student plans are significantly cheaper than standard adult rates and offer the best value for your long-term stay!

13.4. Bus Card registration for free fare:

Only for students and Taichung citizens

According to the Transportation Bureau of Taichung City Government latest regulations,

student who bind their Easy (yoyo) Card with own Student ID can enjoy FREE public bus service within 10km in Taichung area. Each student only allows to bind one Easy Card. Please go to the recommending places to apply for it.

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

13.4.1. Recommending Places:

- i. 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
- ii. Taichung South District Office
Open Hours: Mon ~ Fri, 08:00–17:00
Tel: 04-2262 6105
Transportation: Taking bus NO.35 from NCHU (Xingda Rd.) to South district office
- iii. MRT Da-Qing Station

Transportation: Taking bus NO.73 from NCHU (Xingda Rd.) to Wenxin S.-Fuxing N. Intersection

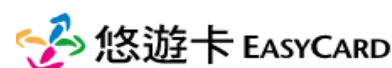


13.4.2. Who can apply?

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

13.4.3. Required Documents:

- ARC (or NHI Card).
- Student ID Card.
- Easy Card (if you want to use another Easy card)
- Application form



晶片悠遊卡卡號共16碼

CHECK YOUR CARD CODE

13.4.4. Instructions:

- Fill in the form according to the sample given.
- Bring all the required documents to either one of the recommended places.
- Officer in-charge will proceed to bind your Easy card with student ID.



特製版悠遊卡卡號共10碼

- iv. You may use your card now until the day you graduate. Happy Travelling

臺中市交通卡優惠申請表

申請身分	☐ 1. 設籍本市六歲以上之市民 ☐ 2. 設籍本市市民之外籍、大陸地區、香港或澳門籍配偶 ☒ 3. 非設籍本市但就讀本市轄內大專院校以下各級學校之學生		
申請人姓名 Applicant Name	申請項目	☒ 首次綁卡 ☐ 遺失、損壞重新綁卡 ☐ 變更個人資料 ☐ 掛失(註銷優惠)不補辦	
聯繫方式 Contact	電話 Mobile	電子郵件信箱 email:	
配偶姓名 (申請身設必填 其餘身分免填)	預計畢業年月 Expected Graduate Year & Month	民國 YYY 年 MM 月	

- 本人已詳閱以下「臺中市政府個人資料蒐集告知聲明」內容，並同意將上述個人資料提供給臺中市政府作為交通卡申辦、審核、掛失等相關服務之用，並確認所提供之資料均屬正確，如有不實願負一切法律責任(如偽造文書或使公務人員登載不實等)，無簽章者本申請單無效。
- 申請者委託他人代辦時，請受委託人攜帶國民身分證等供查驗，並填寫下方委託書。
- 交通卡僅註記乘車優惠，記名、掛失處理及退費程序，請另依電子票證公司原約定條款辦理。

申請委託書

申請人因故無法親自辦理本卡申請相關事宜，特委託受託人持申請人之相關應備文件及本委託書，代為申請辦理，如有不實，願負法律責任。

此致 臺中市政府

申請人：_____ (簽章) 申請人國民身分證統一編號：_____

受託人：_____ (簽章) 受託人國民身分證統一編號：_____

臺中市政府個人資料蒐集告知聲明

臺中市政府(以下簡稱本府)依臺中市交通卡作業要點，辦理本市市區公車乘車優惠綁定相關事宜，依據個人資料保護法(以下簡稱個資法)第八條第一項規定，向臺端告知下列事項，請臺端詳閱：

一、蒐集之目的：

- (一) 本市交通卡相關業務包括提供本市市區公車乘車優惠方案。
- (二) (028)交通及公共建設行政、(072)政令宣導、(175)其他地方政府機關暨所屬機關內部單位管理、公共事務監督、行政協助及相關業務。

二、蒐集之個人資料類別：(代號：C001、C003、C011、C021)識別類(例如：姓名、國民身分證統一編號、聯絡電話號碼、戶籍地址、電子郵件地址、護照號碼、居留證號碼、交通卡卡號等)特徵類(例如：出生年月日等)家庭情形(例如：新住民之配偶姓名、配偶國民身分證統一編號)等。為確保申請人為臺端本人，並確保臺端之權益，本府於辦理交通卡申請時，將依不同身分向臺端查驗應附文件(如國民身分證、居留證或護照等)正本，以為辨識臺端本人，及申請資料確認等相關事項之用。本府於蒐集後將依法保護臺端及其他個人資料。

三、個人資料利用之期間、地區、對象及方式：

- (一) 期間：個人資料蒐集之特定目的存續期間、依相關法令或契約約定資料之保存所訂保存年限(如：臺中市交通卡作業要點)或本府因執行業務所必須之保存期間。
- (二) 地區：本國所在地、本府業務委外機構所在地。
- (三) 對象：本府、本府業務委外機構、依法有調查權機關或金融監理機關。
- (四) 方式：本府、本府業務委外機構、依法有調查權機關或金融監理機關，將可能利用臺端的個人資料與臺端接洽聯繫相關業務。

四、依據個資法第三條規定，臺端就本府保有臺端的個人資料得行使法律賦予之權利。臺端若欲行使該項權利時，請逕赴原申請單位洽詢。

五、臺端得自由選擇是否提供相關個人資料，惟臺端若拒絕提供相關個人資料，本府將無法進行必要之審核及處理作業，致無法提供臺端交通卡相關服務。

◎本人已知悉上開告知事項，並已清楚瞭解告知機關/構蒐集、處理或運用本人個人資料之目的及用途，並同意依據告知事項所述提供個人資料。

◎申請身分為本市市民之外籍、大陸地區、香港或澳門籍配偶，其本市市民配偶已知悉上開告知事項，並已清楚瞭解告知機關/構蒐集、處理或運用本人個人資料之目的及用途，並同意依據告知事項所述提供個人資料。

申請人(或法定代理人)同意簽章: Applicant Signature	配偶同意簽章(申請分2必填):
卡片外觀碼: Card Code	申請日期: YYY 年 MM 月 DD 日

撕還民眾自行留存↑

↓執行機關留存

13.5 Electricity and Voltage

- i. The voltage in Taiwan is 110 V and the electrical frequency in Taiwan is 60 Hz.
- ii. Plug and socket in Taiwan
- iii. For more information, please refer to the International Electrotechnical Commission (IEC) website: <http://www.iec.ch/worldplugs/typeA.htm>

Type A Plug & Socket	Type B Plug & Socket
	
	

13.6 Market Locations

店名 Store	地址 Address
大買家 Save & Safe	大里區國光路710號 No. 710, Section 2, Guoguang Rd, Dali District
小北百貨(24H) SHOWBA	南區忠明南路1110號 No. 1110, Zhongming S Rd, South District
全聯 PX Mart	南區國光路198號 No. 198, Guoguang Rd, South District

13.7 Campus Map



14. Appendix

14.1. NCHU Calendar for 115 Academic year

14.2. Instructor of work permit applicants

14.3. School Consent Form for work permit

14.4. NCHU Health Examination Form

14.5. Health Certificate (Form B) For General Resident Visa Applicants

14.6. Manuel for applying ARC

NATIONAL CHUNG HSING UNIVERSITY ACADEMIC CALENDAR

Fall Semester 2026 for Foreign Students (Degree-seeking & Exchange)

初選: primary selection/ 預選: pre-selection

2026.5.26

Month	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Week	Date & Important Affairs
2026 AUG							1		Summer Vacation 1 2026 Fall semester begins 學期開始 20-21 1st online selection of General Education courses for undergraduates and Continuing Bachelor Program students 學士班及進修學士班通識第1階段選課 21 Start accepting payments: tuition & miscellaneous fees (except for undergraduate freshmen) 開放學雜費繳費 (除學士班新生) 26 2nd online selection of undergraduate General Education courses 學士班通識第2階段選課 24-28 New students move-in day (Residence halls open for new students) 新生入住宿舍 31 Deadline for graduate students to complete graduation procedures and leave school processes 研究生畢業離校截止日 31 Chinese students report to OIA/Orientation 陸生報到及說明會 8/31-9/2 New Student Orientation, Online course selection for graduate students 新生入學指導、研究生網路初選 8/31-9/4 Online course selection for all undergraduate students 學士班各年級網路初選 8/31-9/18 Application for minor studies, double major, and cross-disciplinary expertise development program 輔系雙主修、跨域專長及院學士申請
	2	3	4	5	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							
2026 SEP			1	2	3	4	5		1 Payments for undergraduate freshmen tuition & miscellaneous fees begin 開放學士班新生繳費 1 DS students report to OIA 外籍學位生報到 2 DS students Orientation 外籍學位生說明會 3 PAX students report to Oia/Orientation 交換生報到及說明會 3-8 New student health check 新生健康檢查 7 Classes begin 全校學生開學、開始上課 (註冊日) 7-11 Online course add/drop for undergraduate and Continuing Bachelor Program students 學士班網路加退選 7-13 Online course add/drop for graduate students 研究生網路加退選 7-18 University-wide application for credit transfer, and modular courses 全校抵免學分及跨域模組申請 7-24 Applications for interdisciplinary credit, micro credit programs 跨領域學分學程暨微學分學程申請 14 Rehearsal of "National Disaster Prevention Day earthquake evacuation and sheltering drill" 國家防災日地震避難預演 15 Tuition payment deadline for all students 全校學生繳費截止 21 National Disaster Prevention Day earthquake evacuation and sheltering drill 國家防災日地震避難演練 25 Mid-Autumn Festival (holiday) 中秋節 (放假) 29 Teachers' Day (holiday) 教師節 (放假)
	6	7	8	9	10	11	12	1	
	13	14	15	16	17	18	19	2	
	20	21	22	23	24	25	26	3	
	27	28	29	30				4	
2026 OCT					1	2	3	4	1-20 Application for undergraduate students direct-entry doctoral degree opens 學士班應屆畢業生逕修讀博士學位申請 9 Adjusted holiday for National Day 調整放假 10 National Day (holiday) 國慶日 (放假) 14 Course add/drop credit fee payments begin 加退選學分費開放繳費 16 Application for course withdrawal ends 課程退選截止、Deadline for 2/3 Refund of Tuition and Credit Fees for temporary suspension/withdrawal 休、退學學生退 2/3 學雜費學分費截止日 25 Taiwan Retrocession Day (holiday) 台灣光復暨金門古寧頭大捷紀念日 (放假) 26 Adjusted holiday 調整放假 30 NCHU Marathon 校園路跑 31 Payment deadline for course add/drop fees 加退選繳費截止 31 NCHU Anniversary Celebration International Day 校慶活動 10/31-11/1 Annual Sports Meet 全校運動會
	4	5	6	7	8	9	10	5	
	11	12	13	14	15	16	17	6	
	18	19	20	21	22	23	24	7	
	25	26	27	28	29	30	31	8	
2026 NOV									1 NCHU Anniversary 校慶 11/9-12/4 Application period for course withdrawal 停修申請期間 11/16-11/27 Early graduation application for undergraduate students opens 學士班提前畢業申請 20 Deadline for 1/3 Refund of Tuition and Credit Fees for temporary suspension/withdrawal 休、退學學生退 1/3 學雜費學分費截止日
	1	2	3	4	5	6	7	9	
	8	9	10	11	12	13	14	10	
	15	16	17	18	19	20	21	11	
	22	23	24	25	26	27	28	12	
2026 DEC								13	18 Application deadline for temporary suspension 休學申請截止日 21-24 End-of-Semester exams (Final Exams) 學期考試 (期末考試) 25 Constitution Day (holiday) 行憲紀念日 (放假) 28 Winter Break Begins 寒假開始
	6	7	8	9	10	11	12	14	
	13	14	15	16	17	18	19	15	
	20	21	22	23	24	25	26	16	
	27	28	29	30	31				
2027 JAN						1	2		Winter Vacation 1 New Year's Day (holiday) 1/1 元旦 (放假) 8 Application deadline for thesis/dissertation defense 研究生論文口試申請截止 13-14 1st online selection of General Education courses for undergraduates and Continuing Bachelor Program students 學士班及進修學士班通識課程第1階段選課 19 2nd online selection of undergraduate General Education courses 學士班通識課程第2階段選課 28 Payments for tuition & miscellaneous fees begin 學雜費開放繳費 29 Deadline for thesis/dissertation defense, Fall semester ends 研究生論文口試截止、學期結束。
	3	4	5	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/>

School Day
 Day Off
 Final

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	郵政劃撥儲金存款收據	
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	☐ 他人存款 ☐ 本戶存款		
姓名			經辦局收款章戳		
地址	□□□-□□				
電話			主管：		
			電腦紀錄		
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

◎寄款人請注意背面說明
◎本收據由電腦印錄請勿填寫

郵政劃撥儲金存款收據

19058848

勞動部勞動力發展署聘僱許可收費專戶

收款帳號戶名

\$100.00

存款金額

00001380 107/09/07 14:42:41

002120 1A8 662188

他人不扣手續費

台中橋下里郵局(20號)
儲匯處專用章
局號1002
107.9.07
陳佳君
經辦局收款章戳

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 official website of the Workforce Development Agency (WDA) for applying for an EZ Work Permit. The header features the WDA logo and the text "勞動部勞動力發展署 WORKFORCE DEVELOPMENT AGENCY" and "外國專業人員工作許可申辦網 EZ Work Permit". Below the header, there are four menu items: "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". At the bottom, there are two prominent buttons: "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 purpose.

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 access
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關權益。 The statement will be amended subject to needs. The amended provisions will be published on the Website to protect your safety and related interests when you browse 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	(需包含英文和數字 Containing English letter and number)		
* 密碼 Password	(密碼長度至少8碼，並需符合英文、特殊符號 Password is required to be at least 8 characters with letters, numbers and special symbols)	* 確認密碼 Re-enter password	(輸入與密碼相同 The entering is identical with password)
* 電子信箱 Email			
申請人姓名(中文) Name of applicant (Chinese)	(應與學生證相同 Shall be in accordance with your name on student ID)	* 性別 Gender	☐ 男 Male ☐ 女 Female
* 申請人姓名(英文) Name of applicant (English)		* 國籍 Nationality	國籍查詢 Nationality search
* 護照號碼 Passport number	(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
* 居留證統一證號 ARC ID number		* 出生年月日 Date of birth	(西元 yyyy/MM/dd)
* 就讀學校 School attended	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	外國留學生-學士(4年制) Foreign students - 4-year universities		
* 連絡電話 Phone number			

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
外國專業人員工作許可申辦網
Workforce Development Agency EZ Work Permit

建檔人 H

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
					工作許可 work permit	案件建立暫存 New application is saved
					工作許可 work permit	已發文 An official letter has been sent
					工作許可 work permit	已發文 An official letter has been sent
					工作許可 work permit	已發文 An official letter has been sent
					工作許可 work permit	已發文 An official letter has been sent
					工作許可 work permit	已發文 An official letter has been sent

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

國立中央大學(National Central University) 國立中央大學學務處僑生 外國專業人員工作許可網

建檔人: WONG SIO LENG 登出

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

申請類別適用對象 applicable object of application category 您須為依「僑生回國就學及輔導辦法」規定輔導入學之僑生。
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)	申請項目 Type of application: (Please check one) 工作許可 work permit	
申請人姓名(中文) Name of applicant(Chinese)	*性別 Gender	
*申請人姓名(英文) Name of applicant(English)	*國籍(地區) Nationality	
*護照號碼 Passport number	*居留證統一編號 ARC ID number	
*出生年月日 Date of birth	*聯絡電話 Phone number	
就讀學校 School attended	國立中興大學 National Chung Hsing University	*日夜別 Day/Night 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	3 年級 year
	上學期 First semester	預定修業年限 expected study years 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	(西元yyyy/MM/dd) 至 to (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	? 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	?
輸入郵政匯款收據編號 enter receipt number of postal remittance	? 請注意：郵政匯款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

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	
☐	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: _____
☐	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: ☐ 校內工讀 Part time student/工讀單位 Office Title: _____ ☐ 教學助理 Teaching assistant /課程名稱 Course Title: _____ ☐ 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: _____
☐	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: _____
☐	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	☐ M ☐ F	I.D. No.							
	Permanent address								Cell phone No.					
	Mailing address	If different from above:												
	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						
	☐ 1. None	☐ 7. Epilepsy	☐ 13. Psychological or mental illness:_____					☐ Details given in the attached file.						
	☐ 2. Tuberculosis	☐ 8. SLE (Lupus)	☐ 14. Cancer:_____											
	☐ 3. Heart disease	☐ 9. Hemophilia	☐ 15. Thalassemia:_____											
	☐ 4. Hepatitis	☐ 10. G6PD deficiency	☐ 16. Major surgery:_____											
	☐ 5. Asthma	☐ 11. Arthritis	☐ 17. Allergy to:_____											
	☐ 6. Kidney disease	☐ 12. Diabetes mellitus	☐ 18. Other:_____											
	☐ Holder of Catastrophic Illness Certificate - Category:_____													
	☐ Holder of Physical/Mental Disability Manual - Category:_____													
	Level: ☐ Very serious ☐ Serious ☐ Moderate ☐ 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>)?: ☐ ① ≥ 7 hours a day ☐ ② <7 hours a day ☐ 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>)?: ☐ ①Never ☐ ②Seldom:_____days ☐ ③Every day at (time)?_____							8. Do you regularly feel chest discomfort? ☐ ①No ☐ ②Seldom ☐ ③Often 9. Do you regularly feel stomach discomfort? ☐ ①No ☐ ②Seldom ☐ ③Often 10. Do you regularly have headaches? ☐ ①No ☐ ②Seldom ☐ ③Often 11. Menstrual history (<i>women only</i>): (1) Your age at first menstruation: ☐ ①Haven't begun menstruation yet ☐ ②Age at first period:_____						
	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?: ☐ ①Yes ☐ ②No 4. During the past month, did you smoke?: ☐ ①No ☐ ②Often ☐ ③Every day:_____ # cigarettes per day ☐ ④Quit 5. During the past month, did you drink alcohol? ☐ ①No ☐ ②Often ☐ ③Every day:_____ # glasses per day ☐ ④Quit (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? ☐ ①No ☐ ②Often ☐ ③Every day, _____ # quids per day ☐ ④Quit 7. Do you feel worried or depressed? ☐ ①No ☐ ②Seldom ☐ ③Often							(2) Length of menstrual cycle: ☐ ① ≤ 20 days ☐ ② 21-40 days ☐ ③ ≥ 41 days ☐ ④irregular (<i>differing in length by more than 7 days</i>) (3) Do you have painful menstrual periods? ☐ ①No ☐ ② Light pain ☐ ③ Severe pain 12. Bowel habits: During the past 7 days, how often did you defecate? ☐ ①At least once every day ☐ ②Once in 2 days ☐ ③Once in 3 days ☐ ④Once 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? ☐ ① ≤ 1 hour ☐ ② 1-2 (less than)hours ☐ ③ 2-4 (less than) hours ☐ ④ 4-5 (less than) hours ☐ ⑤ ≥ 5 hours						

Self-rated Health	1. In general, during the past month, would you say your health is ☐ ①Excellent ☐ ②Very good ☐ ③Good ☐ ④Fair ☐ ⑤Poor													
	2. In general, during the past month, would you say your mental health is ☐ ①Excellent ☐ ②Very good ☐ ③Good ☐ ④Fair ☐ ⑤Poor													
	※ 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 ☐ Waistline:_____cm															
Blood Pressure:_____ / _____ mmHg Pulse rate:_____/min																			
Vision: Uncorrected: Left_____ Right_____ Corrected: Left_____ Right_____																			
Eyes	☐ Normal	☐ Color blindness ☐ Other:_____																	
ENT	☐ Normal	Hearing abnormality: ☐ Left ☐ Right ☐ Suspected otitis media (<i>further diagnosis required</i>), such as from a perforated ear drum ☐ Swollen tonsils ☐ Earwax embolism ☐ Other:_____																	
Head & Neck	☐ Normal	☐ Wry neck (torticollis) ☐ Abnormal mass ☐ Other:_____																	
Chest	☐ Normal	☐ Cardiopulmonary disease ☐ Abnormal thorax ☐ Other:_____																	
Abdomen	☐ Normal	☐ Abnormally swollen ☐ Other:_____																	
Spine & limbs	☐ Normal	☐ Scoliosis ☐ Limb deformity ☐ Bowlegged (Difficulty squatting) ☐ Other:_____																	
Skin	☐ Normal	☐ Ringworm ☐ Scabies ☐ Wart ☐ Atopic dermatitis ☐ Eczema ☐ Other:_____																	
Oral	☐ Normal	☐ Poor oral hygiene ☐ Calculus ☐ Gingivitis ☐ Periodontitis ☐ Dental malocclusion ☐ Abnormal Oral Mucosa ☐ Other:_____																	
Dentition status: C-cavity; X-missing; △- 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		☐ Normal ☐ Requires a consultation with a: _____ ☐ Other:_____						Stamp of hospital/clinic where examination was done											

Laboratory Tests		1 st test	Result		Laboratory Tests		1 st 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 ³ /μL)					BUN (mg/dl) ※			
	RBC (10 ⁶ /μL)				Liver function	SGOT (U/L)			
	Platelet count (10 ³ /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:
		☐ No obvious abnormality ☐ R/O TB ☐ TB-related Calcification ☐ Abnormal thorax ☐ Pleura cavity edema ☐ Scoliosis ☐ Cardiomegaly ☐ Bronchiectasis ☐ 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 ____/____/____

(年)(月)(日)

Hospital

(醫院名稱、地址、電話、傳真機)

____/____/____

Logo

ITEMS REQUIRED FOR HEALTH CERTIFICATE (Form B)

(Hospital Name, Address, Tel, FAX)

(M) (D) (Y)

Date of Examination

基本資料 (BASIC DATA)

姓名 : _____
Name

性別 : ☐男 Male ☐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	一、活動性肺結核或結核性肋膜炎視為「不合格」。 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。 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。 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」。 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。 a. Active pulmonary tuberculosis or tuberculous pleurisy is unacceptable/failed. b. Non-active pulmonary tuberculosis including calcified pulmonary tuberculosis, calcified foci and enlargement of pleura, is considered acceptable/passed. 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. 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 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.
梅毒血清檢查	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」： （一）活性梅毒：同時符合條件（一）及（二）、或僅符合條件（三）者。 （二）非活性梅毒：僅符合條件（二）者。 二、條件： （一）臨床症狀出現硬下疳或全身性梅毒紅疹等臨床症狀。 （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）。 （三）曾經接受梅毒治療者，VDRL 價數上升四倍。 三、梅毒血清檢查陽性者，檢具治療證明，視為合格。
腸內寄生蟲糞便檢查	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」。 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。 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」。 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。 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. 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

	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. c. Intestinal worms eggs or other protozoa such as: flagellates protozoa, ciliates and sporozoites are failed. 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.
麻疹及德國麻疹之抗體陽性檢驗報告或預防接種證明 Measles and German measles antibody positive test report or vaccination certificate	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。 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.
漢生病檢查 Examination for Hansen's Disease	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。 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」： (一)持續性的皮膚病灶上有感覺喪失或改變，或有神經腫大。 (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。 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。 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. 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: c. Persistent skin lesions have sensory loss or change, or there are enlarged nerves. d. Skin smears (or histopathology) reveal that Mycobacterium leprae, or histopathology, have a granulomatous response that corresponded to Hansen's disease. 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.

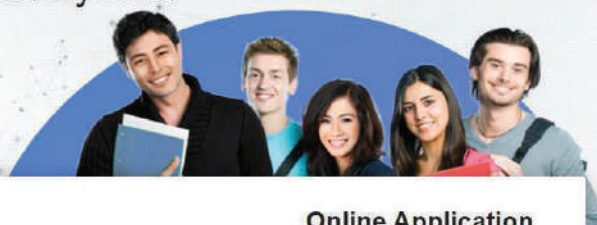
Tips for Applying ARC



內政部移民署
NATIONAL IMMIGRATION AGENCY

中文

Foreign and Overseas Chinese
Mainland China, Hong Kong and Macao
Nationals without registered household in the Taiwan Area
Students Online Application System



Online Application

If students apply by themselves, please choose the type of identity first.

Foreign students and Overseas Chinese students

Nationals without registered household in the Taiwan
Area (Students)

Information For Foreigners In Taiwan

Domestic : 0800-024-111
Overseas : 886-800-024-111

The office hours of the NIA's service centers nationwide

08:00-17:00
through the lunch hour from Monday to
Friday.

Service Line of Computer Operation/ System Maintenance

02-27967162
from 08:30-17:30
Monday to Friday

申請居留證



Oia
OFFICE OF
INTERNATIONAL AFFAIRS
NATIONAL CHUNG WANG UNIVERSITY

How to apply online for the ARC ?

- 1 Prepare required documents
- 2 Create and activate an account
<https://coa.immigration.gov.tw/coa-frontend/foreign-student/individual/login>
- 3 Log in to your account to fill in the application form and upload required documents
- 4 Pay after approval
- 5 Print out your the Electronic ARC/ Download your receipt and pick up your ARC at NIA service centers

2

How to apply online for the ARC ?

- 1 Prepare Required Documents
- 2 Create and Activate an Account
- 3 Log in to Fill in the Application form & Upload Required Documents
- 4 Pay after Approval
- 5 Print out your the Electronic ARC/ Download your receipt
- 6 Pick up Your ARC

Items	Photo (2x2 inches)	Passport	Resident Visa	Proof of Accommodation	ARC	Admission Permit or Certificate	Other Supporting Documents (Optional)
First- time ARC application (admitted but not yet enrolled)	✓	✓	✓	✓		✓ Certificate of Admission Permit	
First- time ARC application (enrolled)	✓	✓	✓	✓		✓ Certificate of Enrollment or student ID	
ARC extension application	✓	✓			✓	✓ Certificate of Enrollment /student ID with a valid registration stamp	
Change of ARC information application	✓	✓			✓		✓ 1. passport renew : upload renewed passport ✓ 2. lost ARC : upload declarations or the police statements ✓ 3. change residential address : upload the proof of dormitory payment 3 or the lease.

A. Required Documents

1. Photo 2X2 inches



Format : JPG

File Size : 4KB-512KB

Pixels : 413 X 531

2. Please scan and upload the document

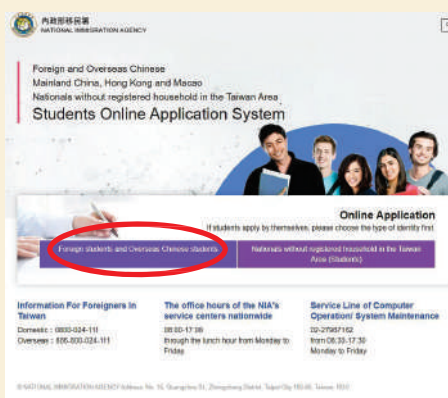
(Photos taken by mobile phones are also accepted)



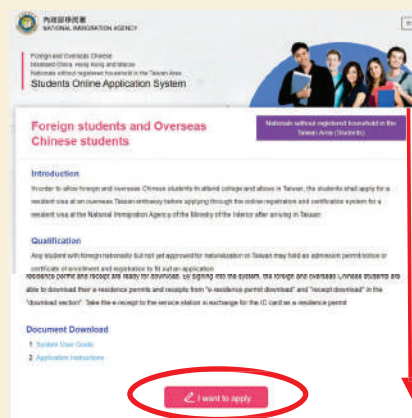
- format : JPG|JPG|PNG|BMP|PDF
- file size : 4KB-512KB
- Passport or ID card (both front and back page)
- Chinese translation of required documents

B. Go to the Students Online Application System website

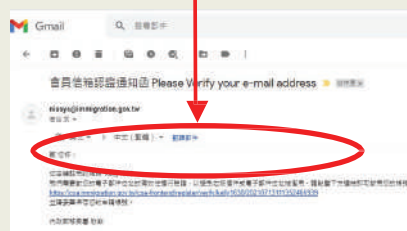
1. Click “foreign students and overseas Chinese students”



2. Read the notice and click “I want to apply”



3. Create an account and remember to activate the account by clicking the link e-mailed to you



4. Choose the type of application and click

5. Select your status of study

Identity

- Visa type
- **FS, FR** -> foreign students
- **FC** -> overseas Chinese students

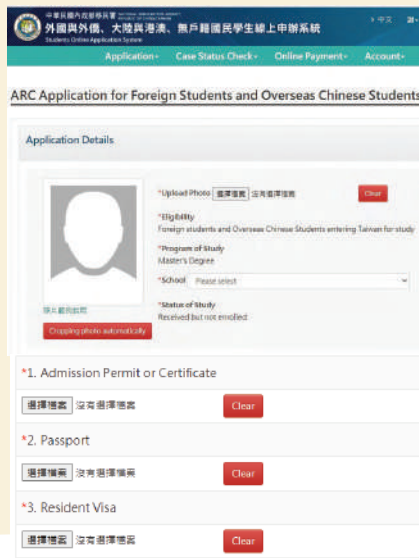
Program

- Choose your program of study

Status

- I have an admission permit -> **"admitted but not yet enrolled"**
- I already have my certificate of enrollment or student ID with a valid registration stamp -> **"enrolled"**

C. Fill in the application form and upload documents



ARC Application for Foreign Students and Overseas Chinese Students

Application Details

Upload Photo (選擇檔案) 取消

*1. Upload Photo (選擇檔案) 取消

*2. Upload Photo (選擇檔案) 取消

*3. Upload Photo (選擇檔案) 取消

*1. Admission Permit or Certificate

選擇檔案 取消

*2. Passport

選擇檔案 取消

*3. Resident Visa

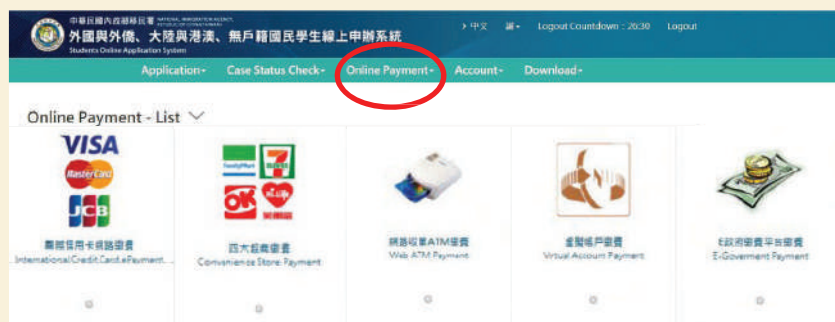
選擇檔案 取消

- Upload your photo
- Upload required documents
- fill in the application form
- Wait for your result of application

D. Pay after approval

Pay after approval ☐ various payments options are available

(Notice: payment at convenient stores will take 2-3 working days for transaction process)



Online Payment - List

國際信用卡網路匯費 International Credit Card Payment

超商匯費 Convenience Store Payment

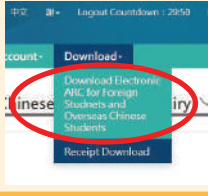
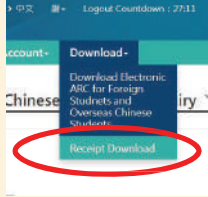
網路收單ATM匯費 Web ATM Payment

虛擬帳戶匯費 Virtual Account Payment

E政府匯費平台匯費 E-Government Payment

E. Download and Print Out

1. Download and print out your **Electronic ARC** (valid for 6 months)
2. Download your receipt, and pick up your **ARC IC Card** (valid for 1 year)at NIA service centers

• Electronic ARC (short-term language learning program or formal academic students with an admission permit) • Print out		
• ARC IC Card • Print out the receipt and pick up your IC Card at NIA service centers (or authorize someone to collect IC Card on your behalf)		

Apply for ARC 1/4

1. Finish the registration procedure (pay tuition/course selection)
2. Apply for an enrollment certificate @Division of Registration
3. Apply for an accommodation certificate from the dormitory service center/ or a contract from your landlord.
4. Remember to put your "Chinese Name" while you apply for the ARC
5. If you need help with your Chinese name, you might look for the previous email sent by OIA or ask through the line group.

Apply for ARC 2/4

4a). Please check this box if you are one of the MOFA/MOE/Taiwan Scholarship holder.

4b). Upload your MOFA/MOE/Taiwan Scholarship certificate.

Note:

1. Do not check this box if you received scholarship provided by NCHU.

Apply for ARC 3/4

5. You may use NCHU's address as residential address

- City: 臺中市 (Taichung city)
- District: 南區 (South Dist)
- Road: Xingda Road
- Address: 145號, 興大宿舍 (No. 145, Xinda Road, NCHU dormitory)

Apply for ARC 4/4

6). Please select Taichung City 1st Service Center.



The screenshot shows a web form with two dropdown menus. The first dropdown, labeled '*Method of Collection', has 'In person (in Taiwan)' selected. The second dropdown, labeled '*Location of Collection', has 'TAICHUNG CITY 1st SERVICE CENTER' selected. Below the second dropdown, the text 'Contact Information of Service Station of National Immigration Agency, Ministry of Interior' is visible. At the bottom of the form are two buttons: 'Save' and 'Send'.

Note: Please collect your ARC at No.22, Wenxin S. 3rd Rd., Nantun Dist., Taichung City, 3 days after you received the confirmation mail.