NCHU X OIA STUDENT HANDBOOK

2026 SPRING SEMESTER

Degree-Seeking Student

國立中興大學
NATIONAL CHUNG HSING UNIVERSITY
1919

OFFICE OF INTERNATIONAL AFFAIRS
NATIONAL CHUNG HSING UNIVERSITY

Registration Procedure

A. Registration Schedule

Feb 21-22
Dorm check in

Feb 23
Semester Starts

Feb 24-25
Report to OIA

NCHU health examination
Handbook P17

Feb 26
Orientation

Feb 26
Get Student ID card

B. Steps to get Student ID Card

Jan 30 ~ Feb 23
1.Pay tuition

2. Resident Certificate
Handbook P7

3.Enrollment certificate
Handbook P45

Apply for ARC

ARC
Handbook P8

Post office Passbook
Handbook P29

Feb 23- Feb 27
Course selection
Handbook P40

Get Student ID Card @OIA
Handbook P44

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 P40
   - Signal sign on
   - Course selection period
   - Chinese courses

3. **Scholarships**
   Handbook P46
   - Must be reapplied for **each Feburary**
   - A passbook is required

4. **Work permit**
   Handbook P60
   - Each student may work up to **20** hours per week (excluding summer/winter vacation)
   - Online apply

Registration Schedule for International Students

NCHU 2026 Spring Semester

1 Dormitory check in

08:30-17:30, Feb 21-22, 2026

- Male Dorm :
  145 Xingda Rd, South Dist., Taichung
- Female Dorm :
  295 Guoguang Rd, South Dist., Taichung

2 Report to OIA

13:00-16:00, Feb.24-25, 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

12:00-13:00, Feb 26, 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 with an Email notice when it's ready.
- **Before claiming your student ID card, you must finish the registration Procedure:**

  - Paying fees (before Feb. 23)
  - 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

Feb. 23 – Mar. 13, 2026

Please ignore if you have completed

Immigration Agency | Apply ROC No.

R.O.C. number sheet

- Application form
- Original and copy of passport *1

Post office | Open an Account

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

Bring the :

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

Immigration Agency Online system | Apply ARC

Online Application

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

Important Schedule for International Students

NCHU 2026 Spring Semester

1 Regarding Dormitory

Deadline of Cancel

- **New Student:** Feb. 8th, 2026
- **Current Student:** Dec. 31st, 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(Mar. 14th 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.

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

Email for Canceling:

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

2 Course selection

Undergraduate Students

	Time	Target
Course Primary Selection Online 網路初選	Feb. 9, 10:00 am-Feb. 10, 08:00.am	4th & 5th-year students
	Feb. 10, 10:00 am-Feb. 11, 08:00.am	3rd-year students
	Feb. 11, 10:00 am-Feb. 12, 08:00.am	2nd-year students
	Feb. 12, 10:00 am-Feb. 13, 08:00.am	1st-year students
All undergraduate courses 跨系選課	Feb. 13, 10:00 am-Feb. 14, 08:00.am	All undergraduate
Add-in and drop course online 線上加退選	Feb. 23, 10:00 am-Feb. 28, 08:00.am	All students
Special Case Request 特殊情形加退選	Mar. 02, 10:00 am-Mar. 07, 08:00.am	All undergraduate
Application for course withdrawal 停修申請	Apr. 27, 10:00 am-May. 23, 08:00.am	All students

Master & Ph. D. Students

	Time	Target
Course Primary Selection Online 網路初選	Feb. 09, 10:00 am-Feb. 12, 08:00.am	Master & Ph.D. Degree-Seeking students
Course Add-in & Drop Online (All courses) 線上加退選	Feb. 23, 10:00 am-Mar. 02, 08:00.am	
Application for course withdrawal 停修申請	Apr. 27, 10:00 am-May 23, 08:00.pm	

3 Registration

Deadline:
5:00 pm, Mar. 6, 2026

NCHU
2026 Spring
Semester

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

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 remaining validity and blank pages in it.
iv. Original and a photocopy of 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.

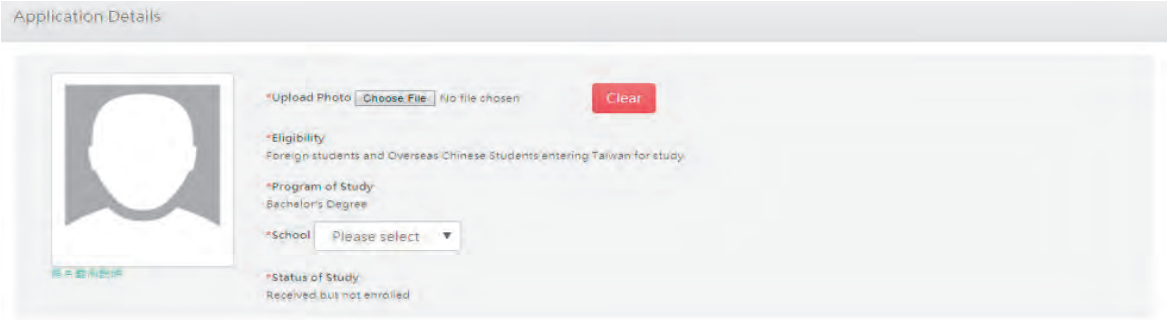
ii. Complete the application and upload the required documents.

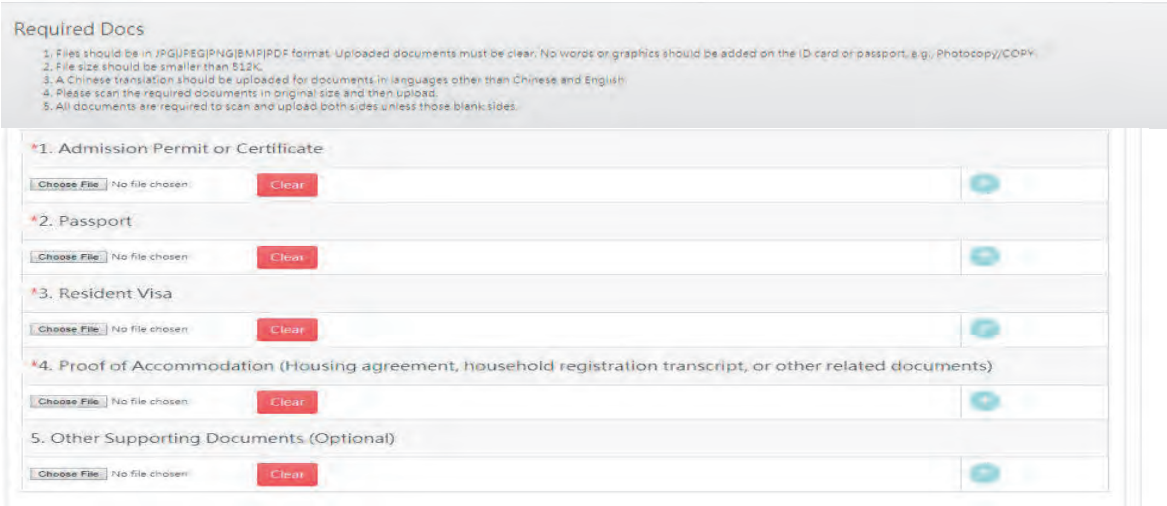
iii. Online Payment: NT$1,000 per year, maximum 3 years.

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 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





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

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.

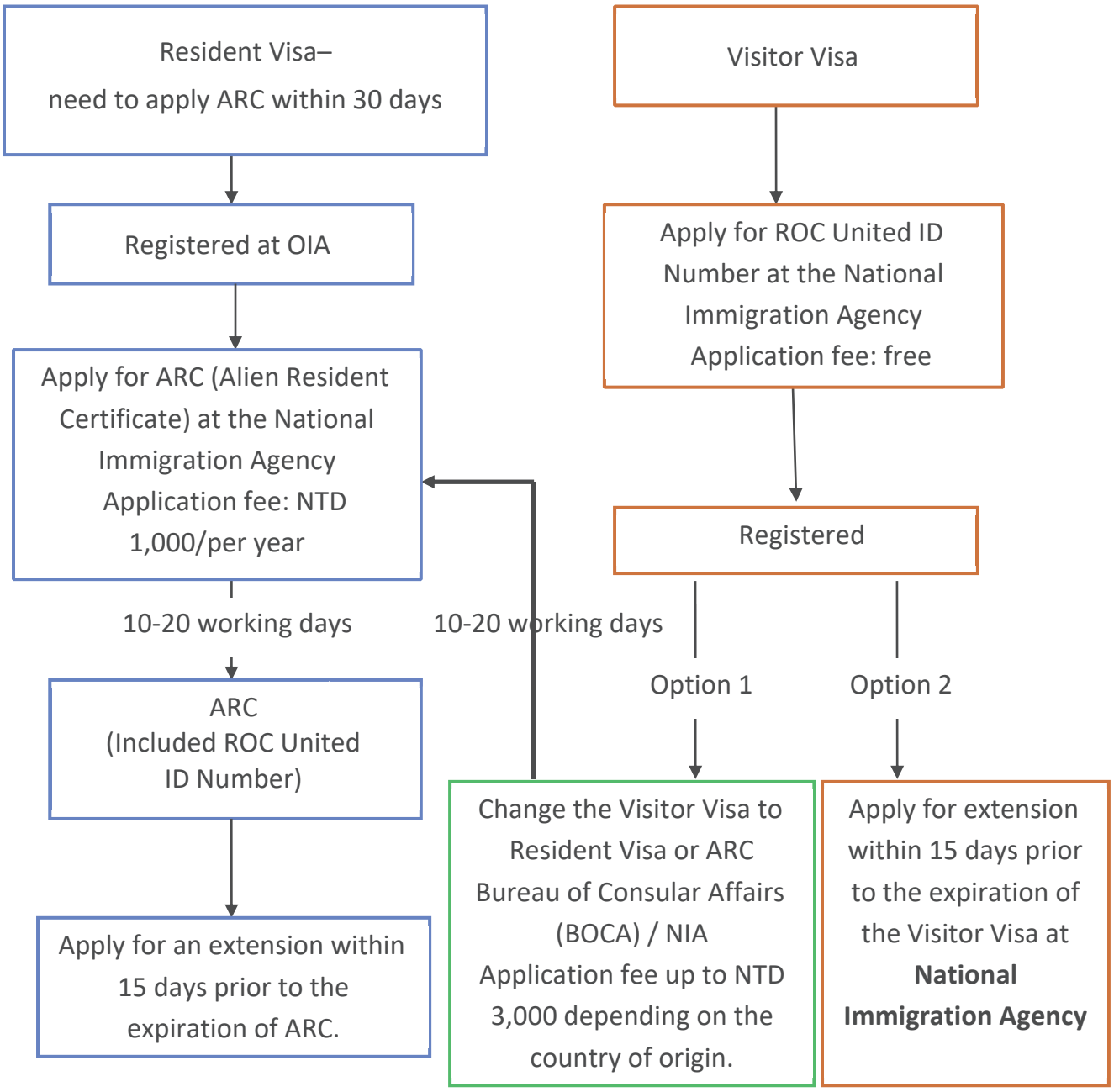
3.7.1 Required Documents:

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 Affair 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 5

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**

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

- **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

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)

①Student Safty Insurance

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

②Apply 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?

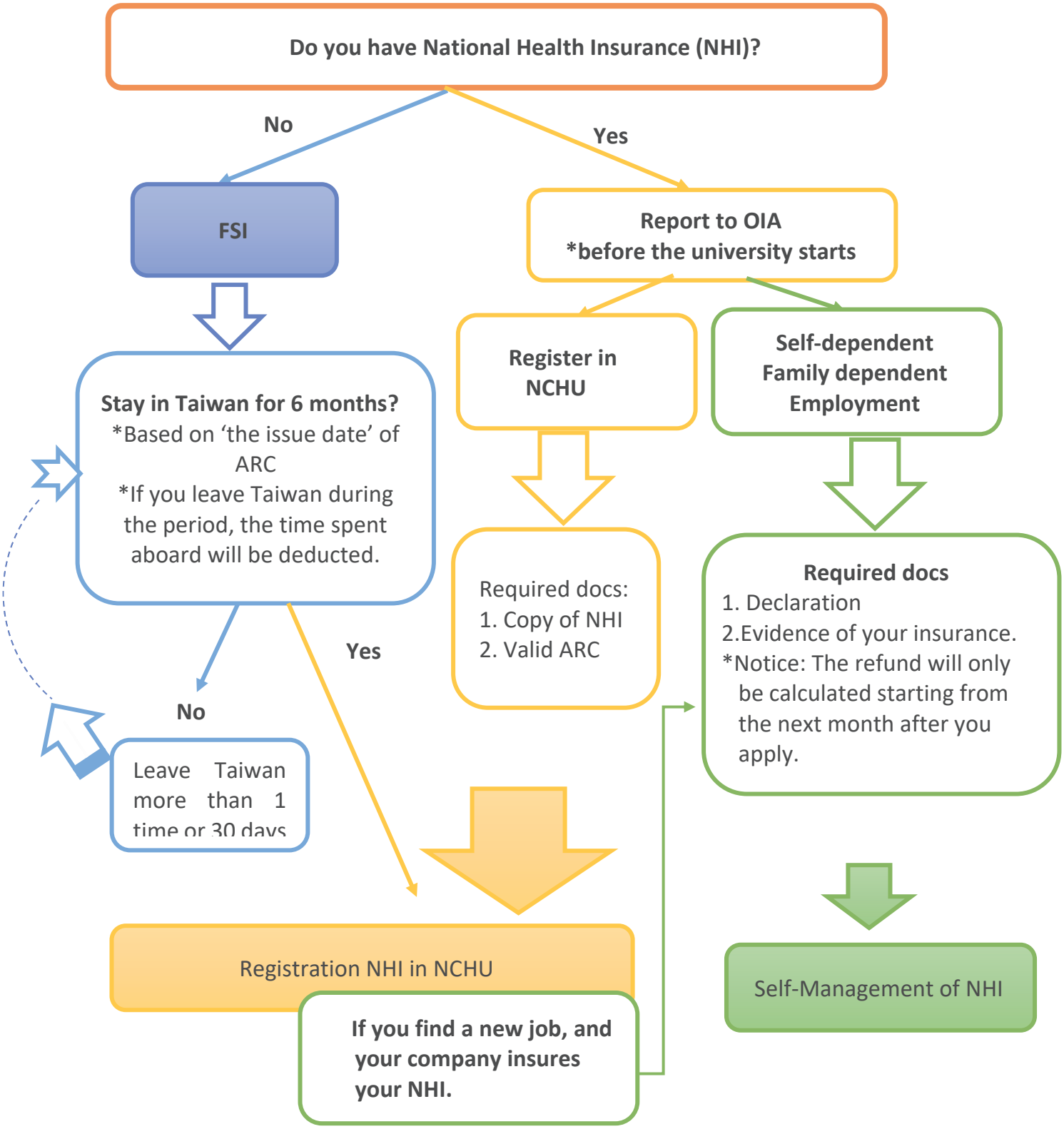
You are billed NTD265~NTD300 when you register every semester.

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

When you need to go to clinic or hospital

FSI holder

Bring your ARC and give it to clinic/hospital

What you have to do in clinic/hospital:

1. Pay the full fee of medical care
2. Request for diagnosis from the doctor

Apply for reimbursement of Insurance

1. Submit all required documents at OIA
2. Once the insurance company approves your application, the refund will be processed.

Completion

NHI Holder

Bring your NHI Card and give it to clinic/hospital

What you have to do in clinic/hospital:

1. Pay registration fee and the medical fee. (Please note that the medical fee has already subsidized.)

Completion

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?

This sign indicates the NHI-authorized hospitals and clinics

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/

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 NCU

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.

<table>
<tr><th>Airport</th><th>Description</th></tr>
<tr><td>Taipei Song Shan Airport (TSA)</td><td>Via MRT & THSR To Taichung THSR Station
Please take MRT from Songshan Airport Station (Brown Line) and transfer to Blue Line at Zhungxiao 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.</td></tr>
<tr><td>Taoyuan International Airport (TPE)</td><td>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></td></tr>
</table>

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
2. Taoyuan International Airport (TPE): http://www.taoyuan-airport.com/english/Index/
3. Taichung Airport (TXG): http://www.tca.gov.tw/
4. Kaohsiung International Airport (KHH): https://www.kia.gov.tw/english/
5. Taoyuan Airport MRT: https://www.taoyuan-airport.com/english/taoyuan_metro
6. Taiwan High Speed Rail (THSR): http://www.thsrc.com.tw/en/
7. Taiwan Railways Administration (TRS): https://www.railway.gov.tw/tra-tip-web/tip
8. Taipei Rapid Transit (MRT): https://english.metro.taipei/
9. Kaohsiung Rapid Transit (KRT): https://www.krtc.com.tw/eng/

7.2.Taiwan High Speed Rail(THSR) To NCHU

7.2.1. City bus：

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

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

7.2.2. Taxi：

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

7.3. Taichung Train Station To NCHU

7.3.1. City bus：

The boarding station is across Taichung Train Station.

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

It takes 15-20 minutes to from train station to NCHU. You may take the following city buses:

i. Take No.33 (Taichung Bus 台中客運) and get off at 中興大學 (Chung Hsing University)
ii. Take No.35 (Taichung Bus 台中客運) and get off at 中興大學 (Chung Hsing University)
iii. Take No.73 (Ubus 統聯客運), and get off at 中興大學 (Chung Hsing University)

7.3.2. Taxi：

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

7.3.3. Map around National Chung Hsing University (NCHU)

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

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

※ **Dorm Address**

- **Male dorm:**

402 台中市南區興大路 295 號 (中興大學男生宿舍)

295 Xing-Da Rd., Taichung, 402 Taiwan

Phone: 886-4-2284-0473

- **Female dorm:**

402 台中市南區國光路 295 號 (中興大學女生宿舍)

295 Kuo-Kuang Rd., Taichung, 402 Taiwan

Phone: 886-4-2284-0612

※ **NCHU Address**

402 台中市南區興大路 145 號

145 Xingda Rd., South Dist., Taichung City 402, Taiwan

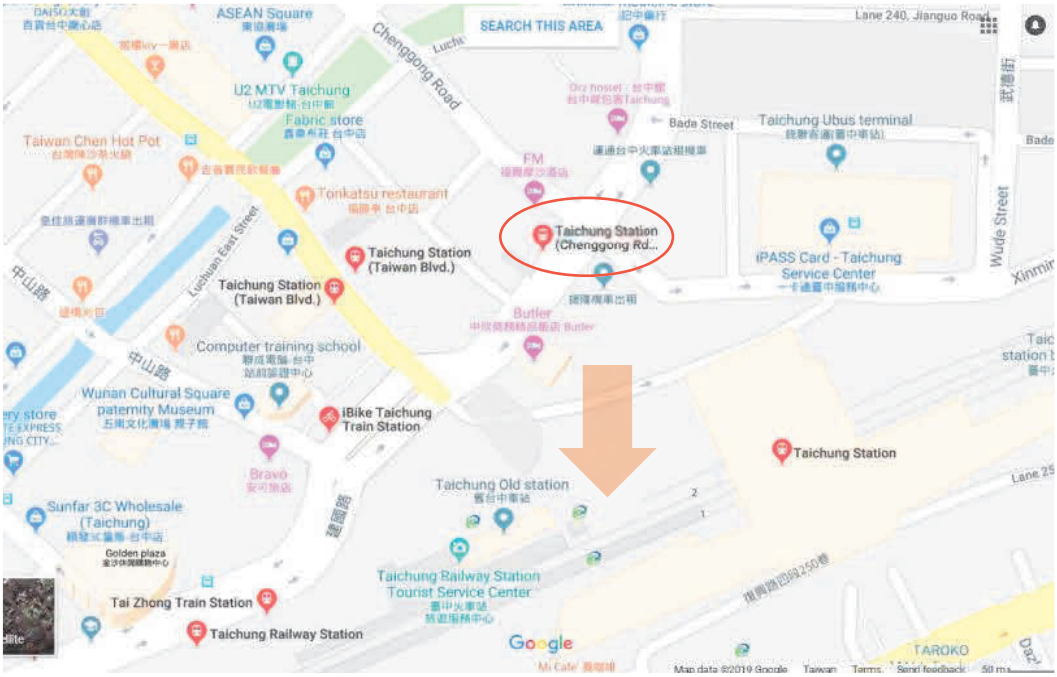
7.4. Taichung Train Station by City bus →

7.4.1. NCHU Female dormitory

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

7.4.2. Male dormitory:

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



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:

Coverage of Tuition waiver

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)

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

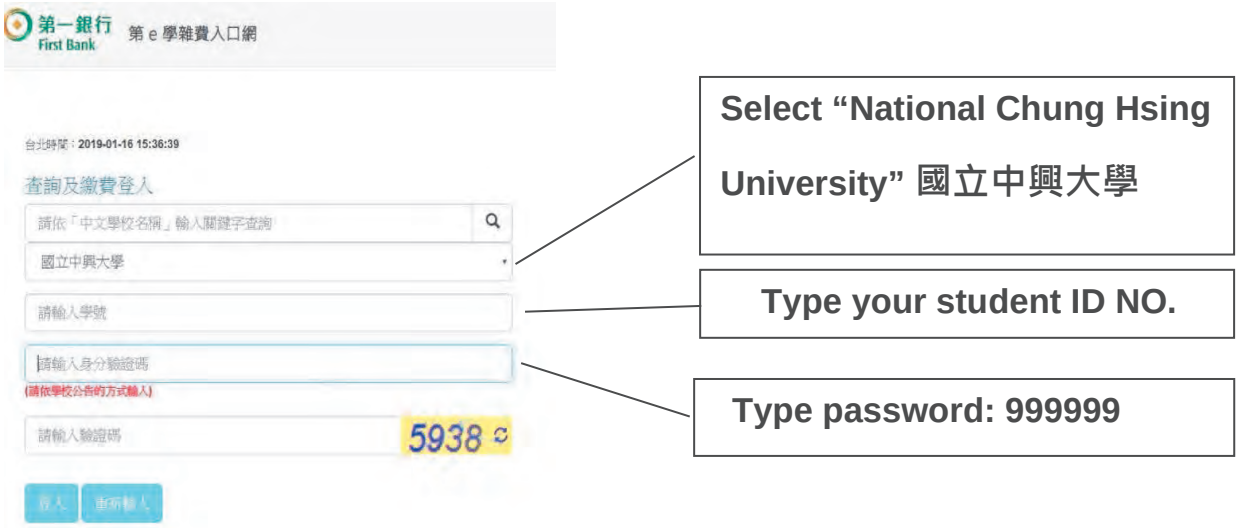
8.3. How to Pay the Tuition Bill

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.



9. Academic

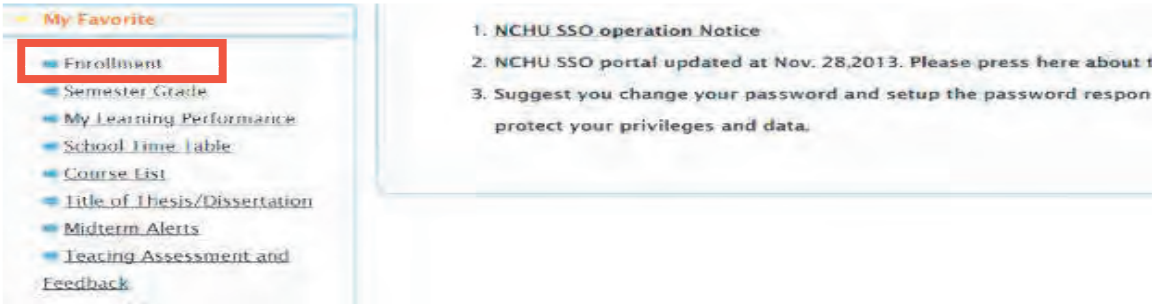
9.1. Log in NCHU Single Sign On System

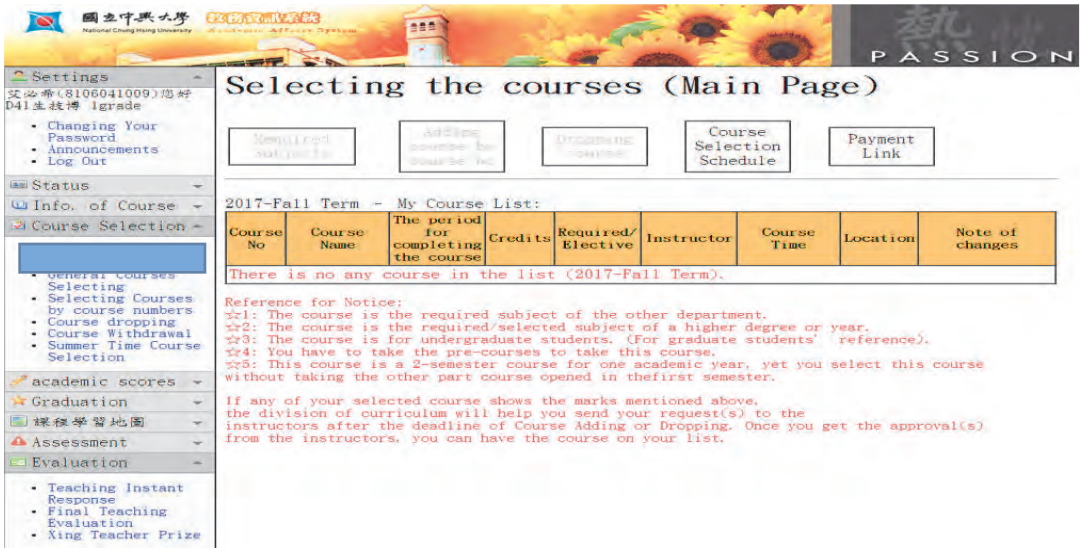
Website: shorturl.at/nvMNQ

User ID: your student ID number

Password: 999999mmdd (mmdd is your birthday)

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





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.

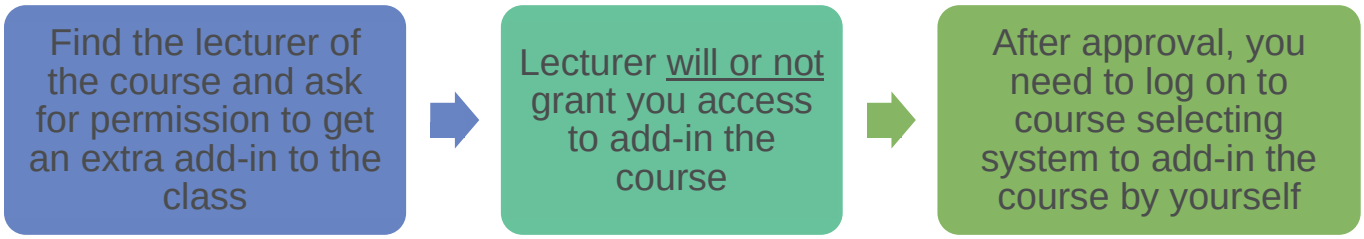
ii. Please follow the schedule for course selection and double-check the chosen courses before the deadlines.

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 10am 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.

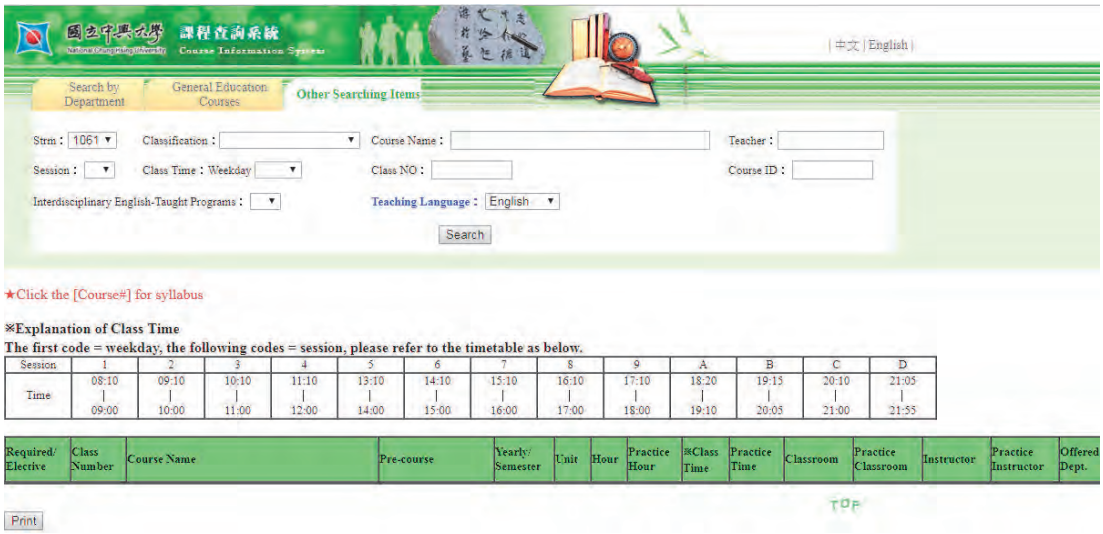
iii. Masters and doctors can choose undergraduate courses during the stage of Course Add-in & Drop Online.

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

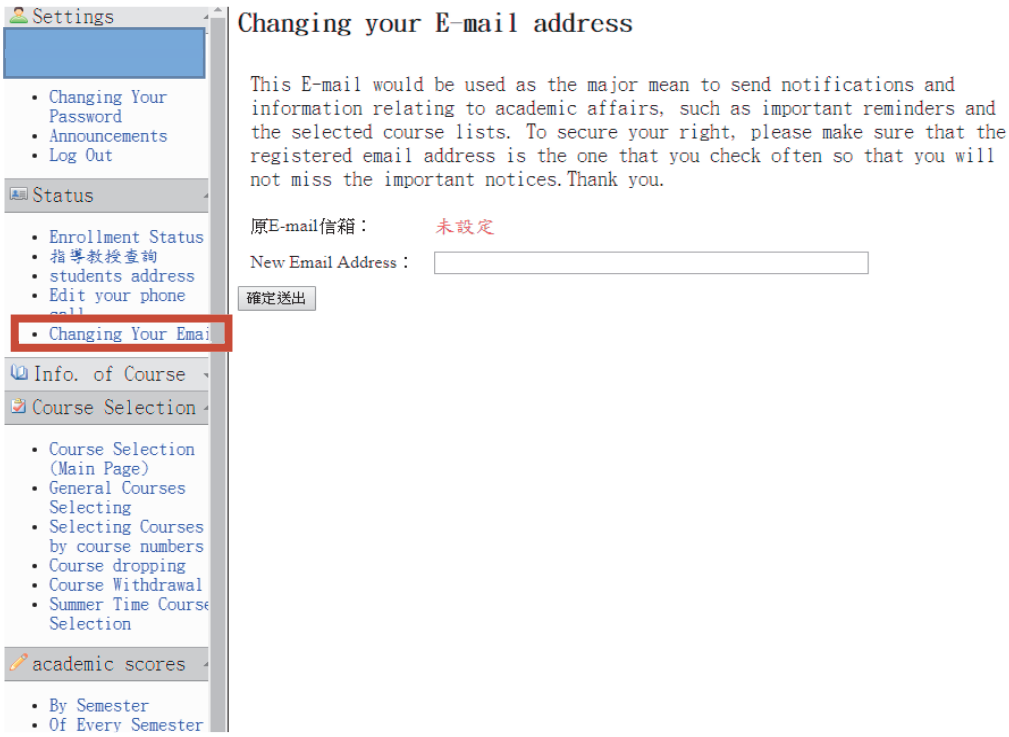


Note: For students who want to learn Chinese as your elective course, there are several courses for different level:

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

Please check course code through website.

9.5. Update your email address to receive important messages



9.6. Hand in the ARC Sheet & Passbook

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

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

統一證號 /UI No.	:R990000017
舊式統號 /Original UI No.	: 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 (the exact date will be informed by e-mail)**. You can bind your student ID card as your Taichung bus card. (refer to P.48-49)

9.8. 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).

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: oia@nchu.edu.tw

Website: http://www.oia.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 stipend will be remitted at the end of the month, starting from the beginning of the academic year in October.

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. Scholarship duration: Four years for undergraduate programs (five years for the Department of Veterinary Medicine), two years for master's degree programs, four years for doctoral programs (five years for direct admission into doctoral programs).

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 will be remitted at the end of the 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 23, 2024), 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. The recipients must hand in a copy of the last semester's transcript.

iv. For graduate students who are writing their thesis without taking any courses, please download the Evaluation Form.

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 will be remitted at the end of the 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 23, 2024), 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. The recipients have to hand in a copy of the last semester's transcript.

iv. For graduate students who are writing their thesis without taking any courses, please download the Evaluation Form.

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 will be remitted at the end of the 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 23, 2024), 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. The recipients must hand in a copy of the last semester's transcript.

iv. For graduate students who are writing their thesis without taking any courses, please download the Evaluation Form.

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

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. foreign students

ii. Duration of scholarships: Fall semester: Sep - Jan / Spring semester: Feb - Jun.

iii. Obligation: Those who serve as TAs with outstanding performance and have completed the Bilingual Teaching TA Training Workshop will receive a monthly stipend of NT$5,000, 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

Division of Student Housing Service

TEL: 04-2284-0552 **FAX:** 04-2285-5291
Address: 2nd Fl., Hui-Sun Auditorium, NCHU
E-mail: dormitory@nchu.edu.tw
Website: http://www.osa.nchu.edu.tw/osa/dorm/index.html

11.1. On-Campus

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

i. Students who apply for a dorm room are required to join the random allotment lottery along with all other students in every academic year for the right to live in the dormitory.

ii. During summer and winter vacations, students must vacate their rooms. Students can also apply to the Dormitory Service Center if they want to stay in the dorm during summer and winter vacations. The registration time is scheduled in the middle of the semester, please check with the Dormitory Service Center for details.

iii. On campus, there are eight dormitory buildings for male students and four buildings for female students. In general, four students share one room. The dormitory building is equipped with toilets, shower rooms, laundry rooms, recreational rooms, etc. Limited kitchen facilities are available in the dormitory. Students can have their meals in the university cafeteria or food stalls around the campus.

iv. Fees required for living in NCHU dormitory per semester (**5 months**).

- **Electricity Fee:** Pre-paid. By the end of the academic year, the overcharge of power usage and water usage will be refunded. Conversely, the extra payment 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 semester.

- Security Deposit for cleaning fee/ property maintenance fees will be returned in **a month after the student had moved out form the dormitory.** ***The refund will be deposited into a student's post office account.***

v. New students can apply school dormitory through OIA admission application system. If students want to continue staying in dormitory or apply it again, please follow the schedule and regulations of Division of Student Housing Service.

vi. The prices are subject to change without prior notice. For the latest information, please visit ***the Domitory 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.)
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

The start day of the semester

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

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 agreement 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 your lab must apply for work permit.

12.1. How to apply?

i. Students can apply for work permit every semester after paying tuition fee. Students should upload 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 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, pay it in the post office.

12.1.2 Other Related Regulations

i. Work permit is valid for 1 year at most.
ii. No more than 20 hours per week of working 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 Fall Semester, the expiration date of work permit is March 31 next year. For the application in Spring Semester, the expiration date is September 30 in the same year.

13. Additional Information

Useful Phone Numbers	Number
NCHU Emergency Call (24 Hours)	04-2287-0885
NCHU Gender Equity Education Committee	04-22840610 gender@nchu.edu.tw
Emergency TEL - Police	110
Emergency TEL - Fire, Ambulance	119
The Internet Fraud Complaint Center	165
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 Immigration Office	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:

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

13.4. Bus Card registration for free fare:

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

Only for Student and Taichung citizen

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.

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

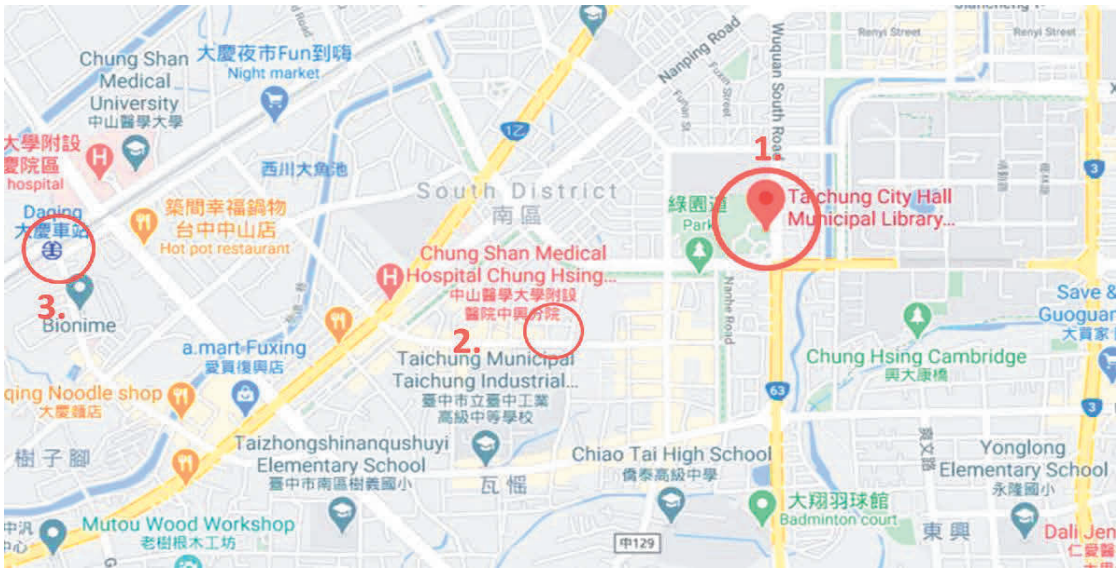
Open Hours: Mon ~ Fri, 08:00–17:00

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?

悠遊卡 EASYCARD

i. The Taichung citizen.

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

晶片悠遊卡卡號共16碼

CHECK YOUR CARD CODE

13.4.3. Required Documents:

i. ARC (or NHI Card).

ii. Student ID Card.

iii. Easy Card (if you want to use another Easy card)

iv. Application form

特製版悠遊卡卡號共10碼

13.4.4. Instructions:

i. Fill in the form according to the sample given.

ii. Bring all the required documents to either one of the recommended places.

iii. Officer in-charge will proceed to bind your Easy card with student ID.

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 (申請身份必填 其餘身份免填)		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。

撕還民眾自行留存↑

↓執行機關留存

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構內部單位管理、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之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。

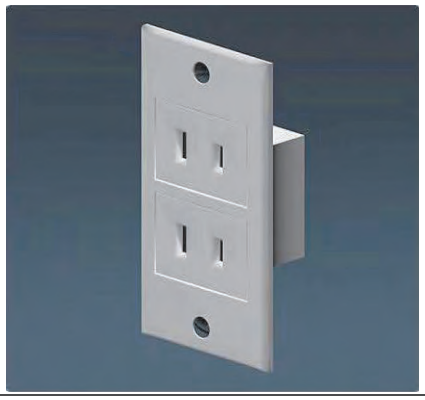
◎申請身分為本市市民之外籍、大陸地區、香港或澳門籍配偶，其本市市民配偶已知悉上開告知事項，並已清楚瞭解告知機關/構蒐集、處理或運用本人個人資料之目的及用途，並同意依據告知事項所述提供個人資料。

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

13.5 Electricity and Voltage

i. 臺灣的電壓為 110 伏特，電頻率為 60 赫茲。
The voltage in Taiwan is 110 V and the electrical frequency in Taiwan is 60 Hz.

ii. 臺灣的插頭及插座 Plug and socket in Taiwan

Type A Plug & Socket	Type B Plug & Socket
	

iii. 有關插座使用之資訊可參考下列頁面
For more information, please refer to the International Electrotechnical Commission (IEC) website: http://www.iec.ch/worldplugs/typeA.htm

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 114 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

NATIONAL CHUNG HSING UNIVERSITY ACADEMIC CALENDAR
Spring Semester 2026 for Foreign Students (Degree-seeking & Exchange)

初選: primary selection/ 預選: pre-selection

2025.6.3

Month	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Week	Date & Important Affairs
2026 FEB	1	2	3	4	5	6	7	Winter Vacation	**1** 2026 Spring Semester Begin 春季班學期開始 **9-10** DS dormitory check-in |學位生進住宿舍 **11** DS students Report to OIA (09:00-12:00)/Orientation (14:00-16:00) |學位生報到 /說明會 **12** PAX students: Report to OIA (09:00-12:00)/ Orientation (14:00-16:00) |交換生報到/說明會 **9-11** Course primary selection online for Master/Ph.D. student 研究生網路初選 **9-13** Course primary selection online for Bachelor 學士班各年級網路初選 **13** Deadline for defense application for degree-seeking master/Ph.D student 研究生畢業離校截止日 **14-19** Lunar New Year Vacation 春節假期 **23** Class begin 全校學生開學、開始上課(註冊日) **23** Deadline for paying tuition and fees 全校學生繳費截止 **23-27** Course addition & removal online for bachelor 學士班及進修學士班網路加退選 **2/23-3/1** Course addition & removal online for master/Ph.D. students 研究生網路加退選 **2/23-3/6** Application for credit waiver & Application for Minor degree/Doublemajor /Program for credits 寒假轉學生抵免學分、輔系雙主修、學分學程、第二專長申請 **27-28** Peace Memorial Day (day off) 2/28和平紀念日(調整放假)
	8	9	10	11	12	13	14		
	15	16	17	18	19	20	21		
	22	23	24	25	26	27	28	1	
2026 MAR	1	2	3	4	5	6	7	2	**16** Open for paying credit course addition & removal 學雜費加退選開放繳費 **16-20** Application for department transferring (Bachelor) 轉系申請
	8	9	10	11	12	13	14	3	
	15	16	17	18	19	20	21	4	
	22	23	24	25	26	27	28	5	
	29	30	31					6	
2026 APR				1	2	3	4		**1** Deadline for paying credit course addition & removal 加退選繳費截止 **3** Deadline for dropping courses 課程退選截止 **3-4** Children's Day (day-off) 兒童節 **4** One third of the semester (end of the 6th week) 上課達1/3(第6週止) **5-6** Tomb Sweeping Day (day-off) 民族掃墓節 **7-8** Observed holiday for NCHU Anniversary & Sports meet 校慶及運動會補假 **18** Half of the semester (end of the 9th week) 上課達1/2(第9週止) **27-5/22** Application for course withdrawal 停修申請期間 **30** Announcement of the summer courses (Division of Curriculum) 公告暑期授課班開班事宜
	5	6	7	8	9	10	11	7	
	12	13	14	15	16	17	18	8	
	19	20	21	22	23	24	25	9	
	26	27	28	29	30			10	
2026 MAY						1	2		**5/4-5/15** Application of graduation in advance for bachelor's degree students 學士班及進修學士班提前畢業申請 **9** Two- thirds of the sememster (end of the 11th week) 上課達2/3(第12週止) **30** Graduation ceremony 畢業典禮
	3	4	5	6	7	8	9	11	
	10	11	12	13	14	15	16	12	
	17	18	19	20	21	22	23	13	
	24	25	26	27	28	29	30	14	
	31								
2026 JUN		1	2	3	4	5	6	15	**5** Deadline for applying temporary suspension 休學申請截止日 **8-12** Final exam 學期考試(期末考試) **15** Summer Vacation 暑假開始 **19** Dragon Boat Festival(day off) 端午節(放假)
	7	8	9	10	11	12	13	16	
	14	15	16	17	18	19	20		
	21	22	23	24	25	26	27	Summer Vacation	
	28	29	30						
2026 JUL				1	2	3	4		**1-15** Application for direct promotion to Ph.D. program for master students 碩士班研究生逕修讀博士學位申請 **10** Deadline for defense application for master/Ph.D. students 研究生論文口試申請截止 **31** Deadline for completing defense for master/Ph.D. students 研究生論文口試申請截止 **31** End of the Fall semester 學期結束、學年結束
	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			

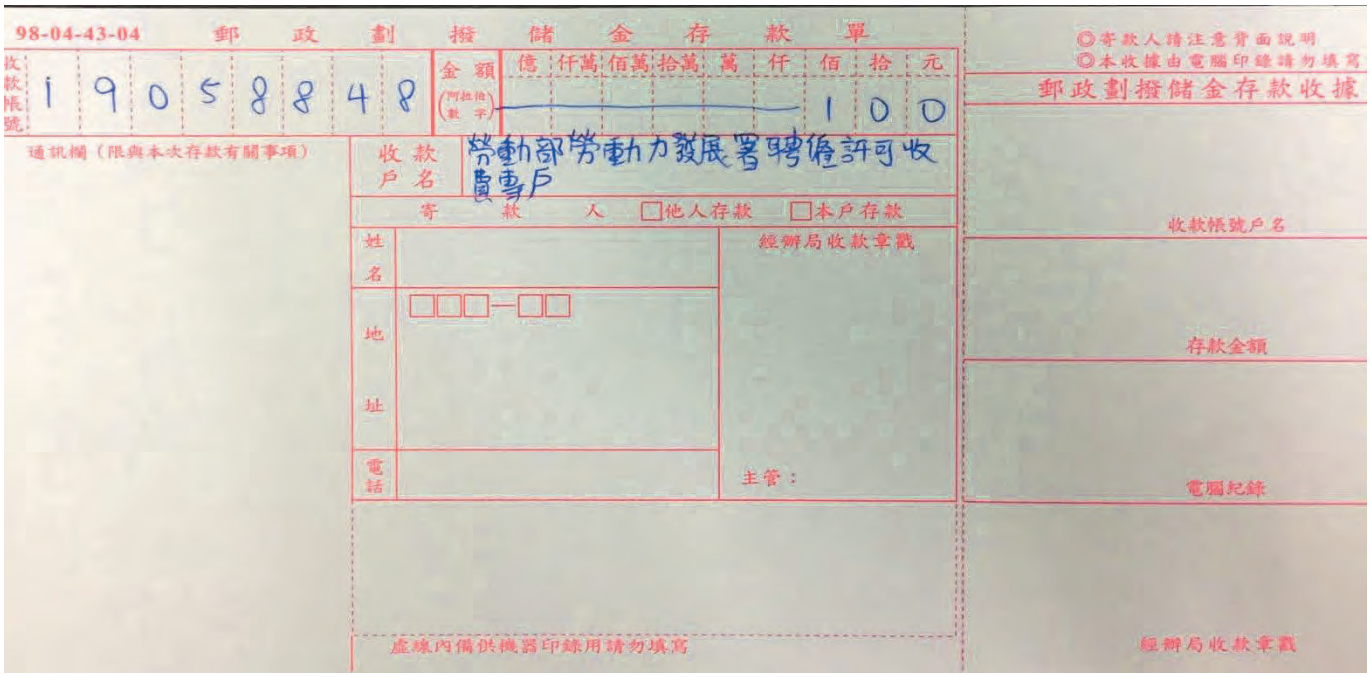
The academic calendar of English version is mainly based on the Chinese version and subject to change without notice.
For the latest, please visit http://www.nchu.edu.tw/calendar/

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

收款帳號 19058848

金額 100

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

地址

電話

經辦局收款章戳

主管：

通訊欄（限與本次存款有關事項）

虛線內備供機器印錄用請勿填寫

◎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

收款帳號戶名

存款金額

電腦紀錄

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
107. 9. 07
陳 佳 君
經辦局收款章戳

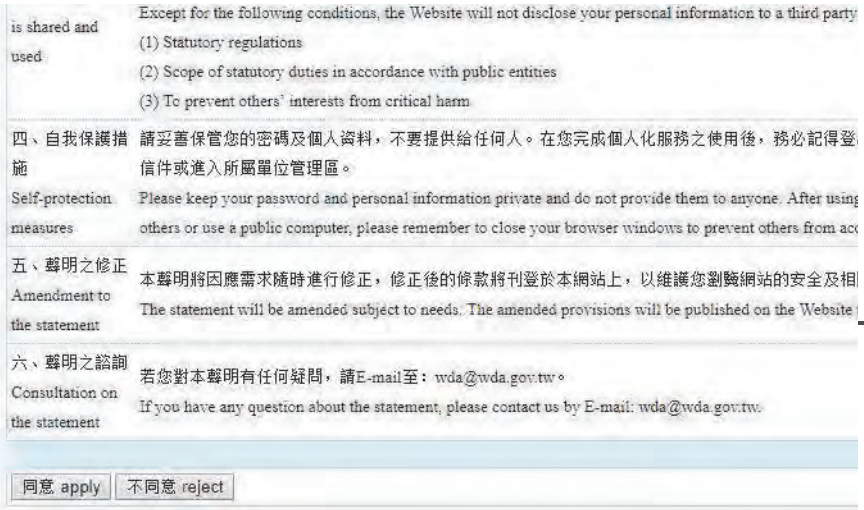
Keep this receipt

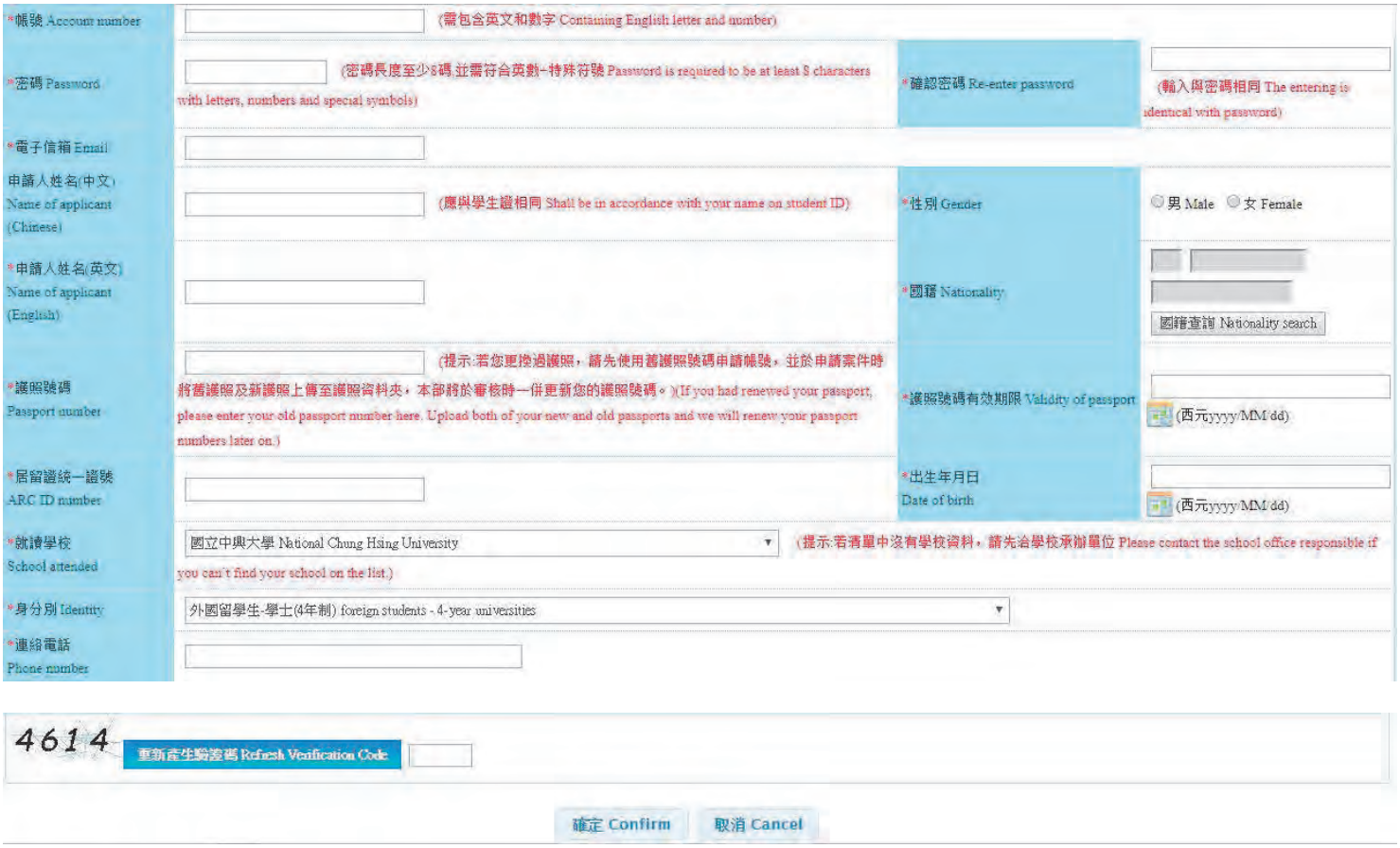
Step 2- Access to Workforce Development Agency

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

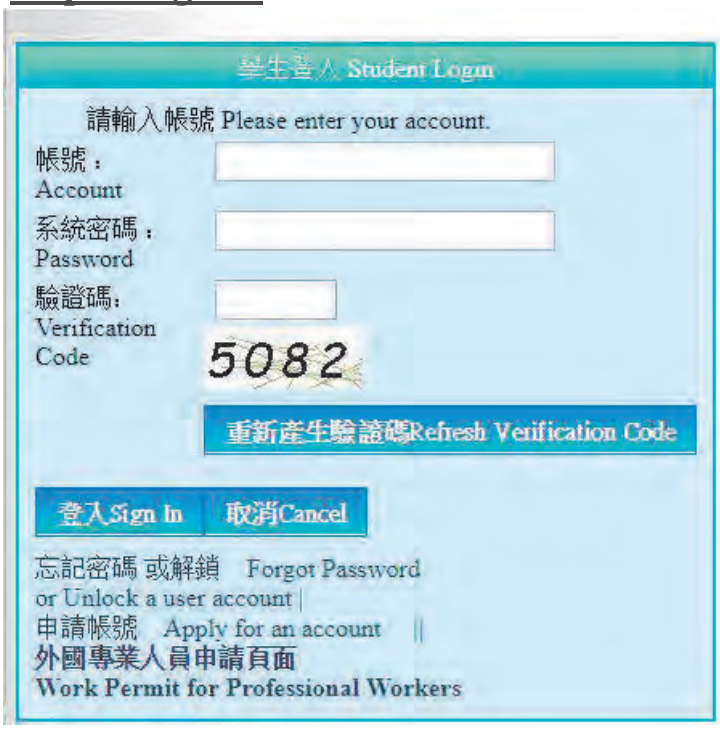
Step 3- Select Work Permit for Foreign Students, Overseas Chinese Students and Ethnic Chinese Students

Step 4- Application for an account



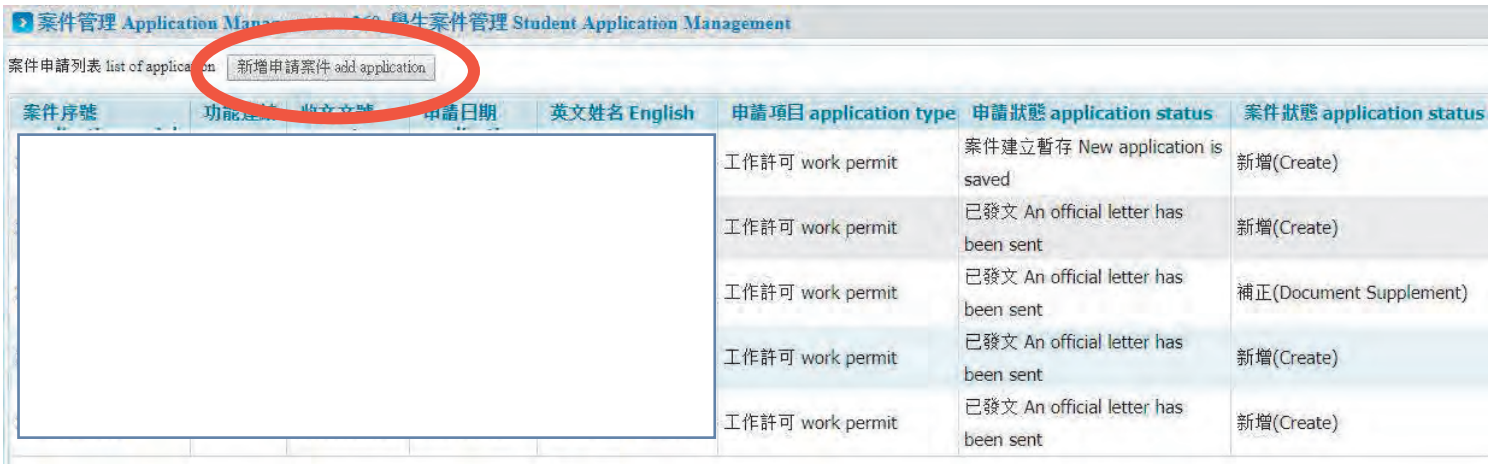


Step 5- Sign In



Step 6- Click New Application and Management

Step 7- Click add application



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

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

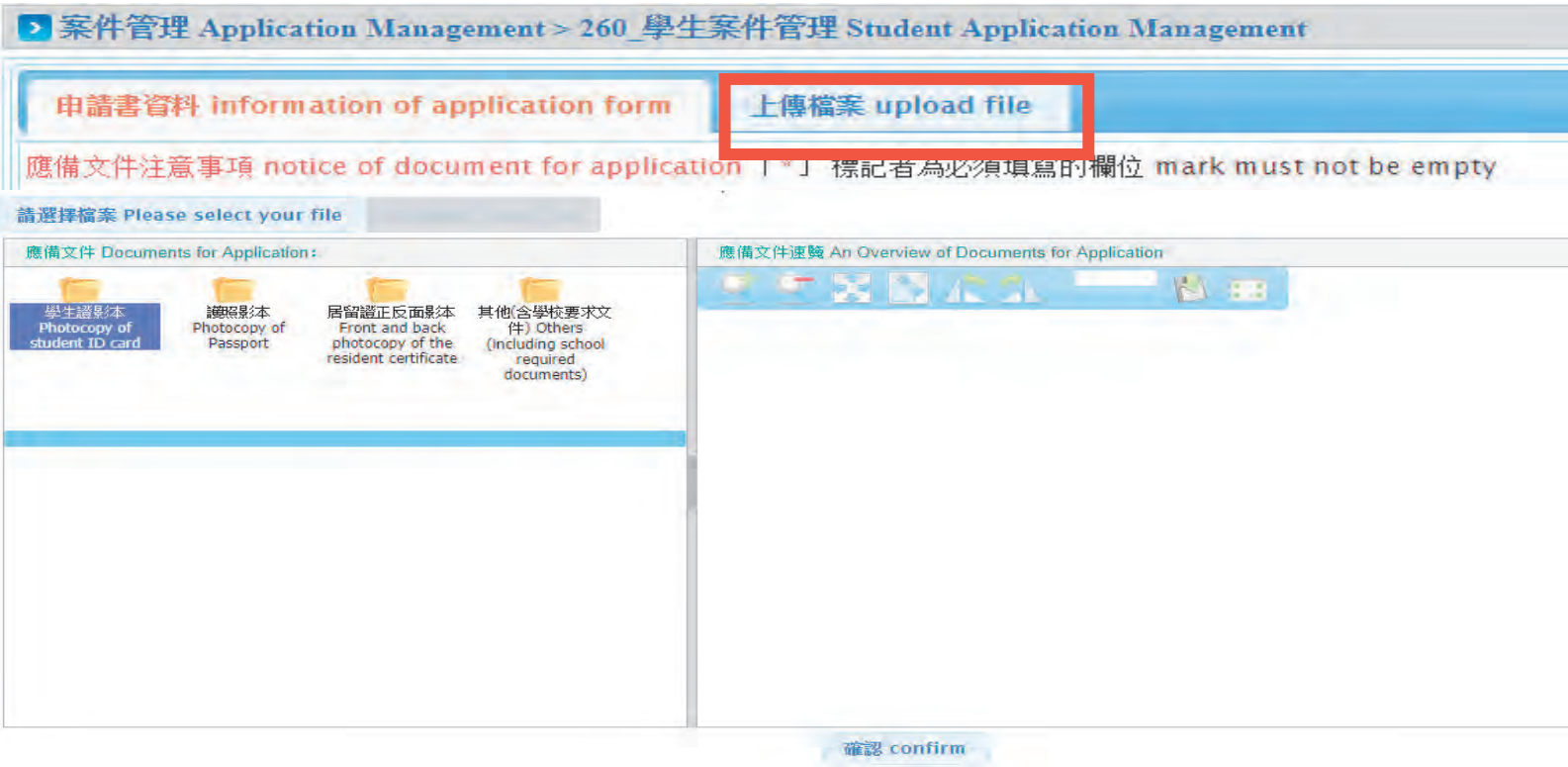
*"No" for the pickup in person so the work permit will send directly to OIA

Step 9- Filled up the information from the remittance receipt

Save application after completing filling the information

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



Step 11- Submit to school for examination

*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)

Only for NCHU students

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.	Attach photo here
Mailing address	*If different from above*:						
Emergency contact (Parents or guardian)	Relationship	Name	Phone (home)	Phone (work)		Cell phone No.	

Health Information

Medical History

Please tick any of the following ailments you have had (*please add details for 13. to 18.*):

☐1. None
☐2. Tuberculosis
☐3. Heart disease
☐4. Hepatitis
☐5. Asthma
☐6. Kidney disease
☐7. Epilepsy
☐8. SLE (Lupus)
☐9. Hemophilia
☐10. G6PD deficiency
☐11. Arthritis
☐12. Diabetes mellitus
☐13. Psychological or mental illness:_____
☐14. Cancer:_____
☐15. Thalassemia:_____
☐16. Major surgery:_____
☐17. Allergy to:_____
☐18. Other:_____

Details of particular item/s or other matters requiring attention

☐Details given in the attached file.

☐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 (*not including weekends, or days off*) ?:
   ☐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 (*not including weekends, or days off*)?: ☐①Never
   ☐②Seldom:____days ☐③Every day at (time)?_____
3. During the past month (*not including weekends, days off, or winter or summer vacation*), 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
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 (*women only*):
    (1) Your age at first menstruation: ☐①Haven't begun menstruation yet ☐②Age at first period:_____
    (2) Length of menstrual cycle: ☐①≦20 days
    ☐②21-40 days ☐③≧41 days
    ☐④irregular (*differing in length by more than 7 days)*
    (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 (*not including weekends, or days off*), how many hours did you use the internet every day, apart from when doing homework or in class? ☐①≦1 hour ☐②1-2 (less than)hours
    ☐③2-4 (less than) hours ☐④4-5 (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 (*further diagnosis required*), 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		1st test	Result: Abnormal	Result: Follow up	Laboratory Tests		1st test	Result: Abnormal	Result: 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: ☐No obvious abnormality ☐R/O TB ☐TB-related Calcification ☐Abnormal thorax ☐Pleura cavity edema ☐Scoliosis ☐Cardiomegaly ☐Bronchiectasis ☐Other:_____	Further treatment, date, and comment:

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

Hospital Logo

健康檢查證明應檢查項目表（乙表）

（醫院名稱、地址、電話、傳真機）

ITEMS REQUIRED FOR HEALTH CERTIFICATE （Form B）

（Hospital Name, Address, Tel, FAX）

檢查日期 ____/____/____
（年）（月）（日）
____/____/____
（M）（D）（Y）
Date of Examination

基 本 資 料 (BASIC DATA)

姓 名 Name ： _____

性別 Sex ：☐男 Male ☐女 Female

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適合進行胸部 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：(Chief Medical Technologist) _____ （Name & Signature）

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

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

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（Blastocystis hominis）及阿米巴原蟲類，如：哈氏阿米巴（Entamoeba hartmanni）、大腸阿米巴（Entamoeba coli）、微小阿米巴（Endolimax nana）、嗜碘阿米巴（Iodamoeba butschlii）、雙核阿米巴（Dientamoeba fragilis）、唇形鞭毛蟲（Chilomastix mesnili）等，可不予治療，視為「合格」。 二、「疑似痢疾阿米巴原蟲」（Entamoeba histolytica/E. dispar，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（Entamoeba dispar）時為「合格」，若屬痢疾阿米巴原蟲（Entamoeba histolytica）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. Blastocystis hominis and amebic protozoa such as Entamoeba hartmanni, Entamoeba coli, Endolimax nana, Iodamoeba butschlii, Dientamoeba fragilis, Chilomastix mesnili, etc. can be treated as "pass" without treatment. b. Cases of "Entamoeba histolytica / E. dispar" (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.