

2022 Spring Semester Student Handbook



NATIONAL CHUNG HSING UNIVERSITY

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► OFFICAL WEBSITE

www.oia.nchu.edu.tw

Oia OFFICE OF
INTERNATIONAL AFFAIRS
NATIONAL CHUNG HSING UNIVERSITY



NCHU 2022 Spring Semester

Important Schedule for Students who are in Taiwan

DS - Degree Seeking

1) About Dormitory

Deadline of Cancel January 15

Notice:

A. Students who complete all the application procedures for dormitory but cancel it via email by **January 15, 2022** shall be exempt from paying the dormitory fee.

B. Students who cancel the reservation between **January 15 and January 31, 2022** shall pay full dormitory fee to complete the registration procedures, and get a **60% refund** in one month after the payment.

C. Students who cancel it **between Feb 1 and April 15, 2022** shall pay full dormitory fee to complete the registration procedures, and get a **50% refund** in one month after the payment.

D. Students who cancel the dormitory room **after April 15, 2022** shall **not get any refund**.

已完成住宿申請手續後，因故退宿者，於**1月15日前**申請退宿者，可申請更換註冊繳費單，免繳宿費。1月31日前申請退宿者，須先完成繳納宿費後，退還宿費百分之六十；開學日起第九週最後一個上班日以前申請退宿者，退還宿費百分之五十；第九週最後一個上班日結束後申請退宿者，所收取之宿費，全數不予退還。（均依學校公布之當學年度行事曆為準則）

Email for Canceling:

Before Jan 15: oiastudent@email.nchu.edu.tw

After Jan.15: maledormitory@dragon.nchu.edu.tw

femaledormitory@dragon.nchu.edu.tw

2) About Course selection – Undergraduate Students

Agenda for undergraduate student	Time	Target
Course Primary Selection Online 網路初選	Jan. 24 , 10:00 am - Jan. 25, 08:00 am	Grade 4&5
	Jan. 25 , 10:00 am - Jan. 26, 08:00 am	Grade 3
	Jan. 26 , 10:00 am - Jan. 27, 08:00 am	Grade 2
	Jan. 27 , 10:00 am - Jan. 28, 08:00 am	Grade 1
All undergraduate courses 跨系選課	Jan. 28 , 10:00 am - Jan. 29, 08:00 am	All DS students
Add and drop course on line 線上加退選	Feb. 14 , 10:00 am Feb. 19, 08:00 am	DS students
Special Case Request 特殊情形加退選	Feb. 21 , 10:00 am Feb. 26, 08:00 am	DS students
Application for course withdrawal 停休申請	Apr. 25 - May. 13	DS student

3) About Course selection – Master & Ph. D. Students

Agenda for Master & Ph. D. student	Time	Target
Course Primary Selection Online 網路初選	Jan. 24 , 10:00 am - Jan. 27, 08:00 am	Master & Ph. D.
Course Add-in & Drop Online (All courses) 線上加退選	Feb. 14 , 10:00 am Feb. 21, 08:00 am	
Special Case Request 特殊情形加退選	Feb. 21 , 10:00 am Feb. 26, 08:00 am	

4) Registration Procedure

A. Complete online course selection.

B. Pay tuition, miscellaneous, and other fees listed on the tuition bill between **Jan 29~ Feb 14**

C. Hand in “R.O.C number sheet” or “ARC”, “Post office Account book “ and wait for OIA’s notice to collect your student ID card. Before claiming your card, please be sure that you’ve made fee payment and finished course selection.

5) Registration Deadline

15:00pm, February 25, 2022

NCHU 2022 Spring Semester

Important Schedule for Students who are in Taiwan

DS - Degree Seeking

Documents that you need to get ready for the report day:

Degree Seeking Students,

please bring the following documents

- 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 a copy of

- Both Sides of ARC *1
- Taiwan Govt. Scholarship Certificate*1
- NHI Card*1
- Post Office Account Book*1
- Health Check Report (both Form B & NCHU student Health report)

1) Dormitory check in: 8:30-17:00, Feb 8 & Feb 9, 2022

Male Dorm [map 71-75] Female Dorm

2) Report to OIA: Feb 10, 2022

DS report time: 10:00-11:30

1st stop: OIA

2nd stop: Your department office

3) Orientation: 14:00-16:00, Feb 10, 2022

3rd meeting room, Administration Building

Bring the documents given on the report day (in the gift bag) & Pen & Personal information documents; Student handbook (digital file)

4) Student ID card

Student ID card will be issued with an Email notice when it's ready.

Pick up at Office of International Affairs

Before claiming your student ID card, you must finish

- a. Paying fees (ex. tuition, dormitory, insurance)
- b. Selecting Courses
- c. Hand in the copy of R.O.C. number sheet and Post Office account passbook

**Feb 10 –Feb 23 ,
you have to complete
the following applications by yourself**

* Please ignore if you have complete

1) Immigration Agency

R.O.C. number

- You need:
 - a. application form
 - b. original and a photocopy of passport

ARC

- a. Apply Online
- b. 2-inch photo *1
- c. NT1,000 application fee
- d. Original and copy of passport
- e. Original and copy of Resident Visa
- f. Original and copy of NCHU admission

2) Post office to open an Account

- Post Office Account (for scholarship/ part-time job/insurance reimbursement) --**Hand in before Feb 23**
- You need:
 - a. Application form
 - b. CRS Self-Certification Form
 - c. Photocopy of passport personal info & Visa page
 - d. Photocopy of ROC No sheet
 - e. Signature (seal) – optional
 - f. NT\$100 (deposit)

3) NCHU Student Health Check

Feb 9~ Feb 11 1F, Huisun Hall

NCHU 2022 Spring Semester-Study at Ease Project

Students who will delay arrival in Taiwan only

3] About Course selection – Master & Ph. D. Students

Agenda for Master & Ph. D. student	Time	Target
Per-Selection by submitting Study at Ease 安心就學預選課	Before January 7	Study at Ease Project applicants
Course Primary Selection Online 網路初選	Jan. 24 , 10:00 am - Jan. 27, 08:00 am	Master & Ph. D.
Course Add-in & Drop Online (All courses) 線上加退選	Feb. 14 , 10:00 am Feb. 21, 08:00 am	
Special Case Request 特殊情形加退選	Feb. 21 , 10:00 am Feb. 26, 08:00 am	

4] Registration Procedure

- Submit Study at Ease application selection and course per-selection before **January 7**.
- Complete Course Primary Selection on the system.
- Pay tuition, miscellaneous, and other fees listed on the tuition bill between **January 29~ February 14**.
- Online registration & upload documents between **February 7~ February 11**.

5] Course start:

February 14, 2022

2] About Course selection – Undergraduate Students

Agenda for undergraduate student	Time	Target
Per-Selection by submitting Study at Ease	Before January 7	Study at Ease Project applicants
Course Primary Selection Online 網路初選	Jan. 24 , 10:00 am - Jan. 25, 08:00 am	Grade 4&5
	Jan. 25 , 10:00 am - Jan. 26, 08:00 am	Grade 3
	Jan. 26 , 10:00 am - Jan. 27, 08:00 am	Grade 2
	Jan. 27 , 10:00 am - Jan. 28, 08:00 am	Grade 1
All undergraduate courses 跨系選課	Jan. 28 , 10:00 am - Jan. 29, 08:00 am	DS students, Pax
Add and drop course on line 線上加退選	Feb. 14 , 10:00 am Feb. 19, 08:00 am	DS students, Pax
Special Case Request 特殊情形加退選	Feb. 21 , 10:00 am Feb. 26, 08:00 am	DS students, Pax
Application for course withdrawal 停休申請	Apr. 25 - May. 13	DS student, Pax

1] Study at Ease Project

Qualification:

Student who is delayed arrival in Taiwan and unable to register as scheduled due to the COVID-19 pandemic.

How:

- Course inquiry :[Here](#)
- Fill in the Application form & write down your course pre-selection list.
- Submit the application form to Division of Registration.

Contact:

Ms. Wang, Division of Registration
Email: registra@dragon.nchu.edu.tw

Application:

January 3~January 7, 2022

NCHU 2022 Spring Semester

Students who will delay arrival in Taiwan only

DS - Degree Seeking

Online Registration:

Feb 7~ Feb 11, 2022

Documents that you need to get ready for registration:

Degree Seeking Students, please bring the following documents

- 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 a copy of

- Both Sides of ARC *1
- Taiwan Govt. Scholarship Certificate*1
- NHI Card*1
- Post Office Account Book*1
- Health Check Report (both Form B & NCHU student Health report)

1) Dormitory check in: The day of check out from the self health management period

Male Dorm [map 71-75] Female Dorm

2) Report to OIA: **Please make an appointment first.**

1st stop: OIA (bring all registration files)
2nd stop: Your department office

3) Orientation: 14:00-16:00, Feb 10, 2022

3rd meeting room, Administration Building

Bring the documents given on the report day (in the gift bag) & Pen & Personal information documents; Student handbook (digital file)

4) Student ID card

Student ID card will be issued with an Email notice when it's ready.

Pick up at Office of International Affairs

Before claiming your student ID card, you must finish

- a. Paying fees (ex. tuition, dormitory, insurance)
- b. Selecting Courses
- c. Hand in the copy of R.O.C. number sheet and Post Office account passbook

You need to complete the following applications after the self-health management period by yourself

* Please ignore if you have completed

1) Immigration Agency

R.O.C. number

- You need:
 - a. application form
 - b. original and a photocopy of passport

ARC

- a. Apply Online
- b. 2-inch photo *1
- c. NT1,000 application fee
- d. Original and copy of passport
- e. Original and copy of Resident Visa
- f. Original and copy of NCHU admission

2) Post office to open an Account

- Post Office Account (for scholarship/ part-time job/insurance reimbursement) --**Hand in within one week**

- You need:
 - a. Application form
 - b. CRS Self-Certification Form
 - c. Photocopy of passport personal info & Visa page
 - d. Photocopy of ROC No sheet
 - e. Signature (seal) – optional
 - f. NT\$100 (deposit)

3) NCHU Student Health Check

The week you finish the self-health management

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1. Foreword

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

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

2. Discover Taichung City



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

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

To learn more about Taichung City, visit [Taichung Tourism](#) or [Information for Foreigners](#).



3. Arranging Your Stay- Visa Information

(1) 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 15 days of arrival. Even if you are from a visa free country, you shall apply for Resident Visa in advance as well.

Students who have entered Taiwan with resident visas or exchangeable visas should apply for an Alien Resident Certificate (ARC) and re-entry permit in the Taichung City Branch Office of National Immigration Agency within 15 days of arrival.

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

A. Required Documents:

- a. Visa application form, please downloaded from the **Bureau of Consular Affairs**.
- b. two 2x2-inch photographs taken in the last six months.
- c. Original passport with blank pages and at least six months
- d. Health Certificate for Residence Application and one photocopy
- e. Admission letter /Acceptance certificate from NCHU and one photocopy
- f. 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**.
- g. Original and one photocopy of proof of financial support
- h. Supporting application documents such as official letters of approval from a competent authority of Taiwan.

B. Visa type: 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.

(2) General Degree Verification (also known as Authentication)

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

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

(3) Alien Resident Certificate (ARC)

The Alien Resident Certificate (ARC) is an ID card that proves your resident status in Taiwan. It is important, so please take good care of it and pay attention to its expiration date. Resident Visa holders are required to apply for an ARC within 15 days after arrival. Visit for more details <https://www.immigration.gov.tw/5475>



A. Required Documents for application:

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

B. Application procedures: **Online application ONLY**

C. Processing time: at least 10 working days.

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

※ **Online Application** - Start from [here](#)

- i. Online account registration
- ii. Complete application information and upload required documents.
- iii. Online Payment: NT\$1,000.

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

Visit for more details about online ARC application:

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

Application Details



*Upload Photo No file chosen

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

*Program of Study
Bachelor's Degree

*School

*Status of Study
Received but not enrolled

Required Docs

1. Files should be in JPG/JPEG/PNG/BMP/PDF format. Uploaded documents must be clear. No words or graphics should be added on the ID card or passport, e.g., Photocopy/COPY.
2. File size should be smaller than 512K.
3. A Chinese translation should be uploaded for documents in languages other than Chinese and English.
4. Please scan the required documents in original size and then upload.
5. All documents are required to scan and upload both sides unless those blank sides.

*1. Admission Permit or Certificate	<input type="button" value="Choose File"/> No file chosen <input type="button" value="Clear"/>	<input data-bbox="1157 1388 1189 1433" type="button" value="+"/>
*2. Passport	<input type="button" value="Choose File"/> No file chosen <input type="button" value="Clear"/>	<input data-bbox="1157 1500 1189 1545" type="button" value="+"/>
*3. Resident Visa	<input type="button" value="Choose File"/> No file chosen <input type="button" value="Clear"/>	<input data-bbox="1157 1612 1189 1657" type="button" value="+"/>
*4. Proof of Accommodation (Housing agreement, household registration transcript, or other related documents)	<input type="button" value="Choose File"/> No file chosen <input type="button" value="Clear"/>	<input data-bbox="1157 1724 1189 1769" type="button" value="+"/>
5. Other Supporting Documents (Optional)	<input type="button" value="Choose File"/> No file chosen <input type="button" value="Clear"/>	<input data-bbox="1157 1825 1189 1870" type="button" value="+"/>

※ **For consultation:**

Taichung City First Service Center, National Immigration Agency

出入國及移民署 台中市第一服務站

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

台中市南屯區文心南三路 22 號

Tel: 04-2472-5102

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

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

(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>

(5) Visitor Visa Extension

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

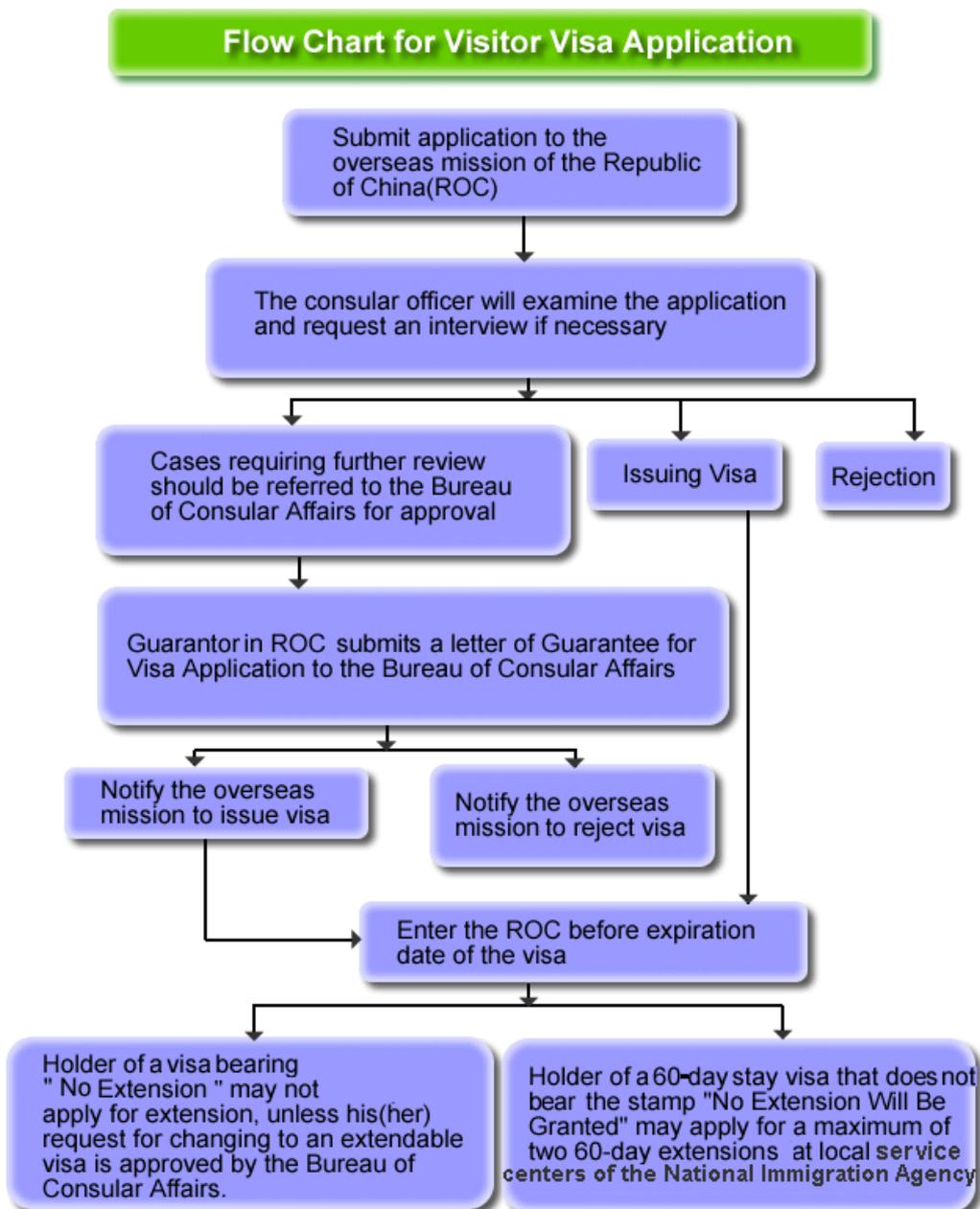
■ Limitations:

- The duration of each extension shall not be longer than that of the original visa.
- Visitor Visa holders who are permitted to stay in Taiwan for sixty or ninety days and whose visas bear no such remark as "no extension will be granted" may

apply at local service centers of the National Immigration Agency for a maximum of 120 or 90 days of extensions.

■ Required Documents

- An application form.
- The original and one photocopy of the passport with visitor visa.
- An enrollment certificate from an approved public or private language center or university.



(6) ROC Uniform ID Number

ROC ID Number is required for students *without ARC but have a need to open a saving account, declare income taxes return*. Please inform the coordinator of National Immigration Agency if the applicant possessed a residence permit or has applied for this number before.

■ Required Documents

- i. An application form
- ii. The original and one photocopy of the passport with the visa
- iii. Application fee: free
- iv. Processing time: about an hour

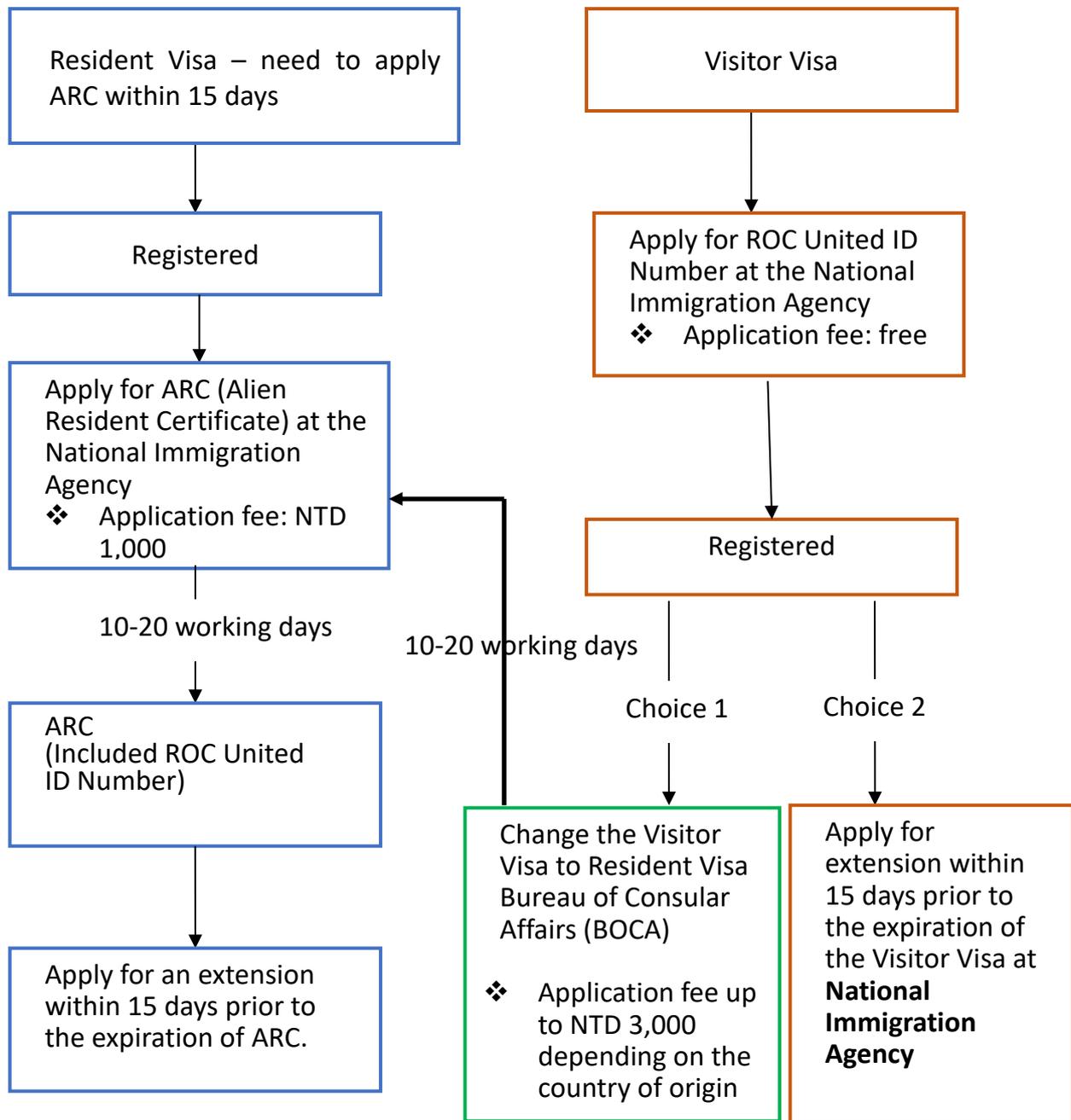
(7) Change Visitor Visa to Resident Visa

Foreign students who will stay in Taiwan longer than 180 days is required to change their “Visitor Visa” to “Resident Visa” in the **Ministry of Foreign Affairs**. After receiving the Resident Visa, you must apply for an ARC in **Immigration Agency** within 15 days.

■ Required Documents

- i. Original and a photocopy of passport
- ii. Original and a photocopy of Visitor Visa
- iii. Original and a photocopy of student ID
- iv. Certificate of student status (list both English and Chinese names) may be obtained in the Division of Registration with a payment of NTD 20.
- v. Exchange student can obtain the Certificate of Student Status at OIA.
- vi. Certificate of NCHU/Taiwan/DPU/ICDF Scholarship (Proof of financial sufficiency)
- vii. Original and a photocopy of Health Exam Report (Assigned Hospitals. Form B)
- viii. Approximate NTD 3,000 (vary with the applicant’s nationality)
- ix. Two 2-inch photos
- x. Visa application form

(8) Flow Chart of Visa Applications



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

外交部中部辦事處 1st Fl., No. 503, Section 2, Liming Rd, Taichung

台中市南屯區黎明路 2 段 503 號 1 樓

Tel: 04-22510799 <https://www.boca.gov.tw/cp-105-203-40dfe-1.html>

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>

(9) Transportation

A. Transportation to Ministry of Foreign Affairs Bureau of Consular Affairs

外交部中部辦事處/內政部入出國交通資訊



Step 1

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

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



Step 2

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

下車後於前方路口待轉兩次紅綠燈，過馬路至對面的汽車銷售商。



Step 3

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

於汽車銷售商往左走，即可抵達「公益文心路口」站。



Step 4

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

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



Step 5

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」。

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

外交部中部辦事處

1Fl., 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

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

B. Transportation to National Immigration Agency Taichung City First Service Center

內政部移民署臺中市第一服務站交通資訊



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 Road, you will reach the destination.

過馬路後，你就會看到移民署。

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/>

4. Health Care & Health Examination

➤ Health Center, Office of Student Affairs

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

1st Fl., 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 comfortable life.

■ **Services:**

- ✓ 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.]
- ✓ Signing up with contracted hospitals and clinics, as shown in
<http://www.osa.nchu.edu.tw/osa/health/hospital.html>, to provide discounts.
- ✓ Management of health check-up results of new students. Follow-ups, health instructions or referrals to hospitals in case of abnormalities.
- ✓ Provision of access to first-aid kits, wheelchairs, and walking sticks.
- ✓ Health consultations and instructions.
- ✓ Basic health screening: blood pressures, body fats, basic urine tests to check urine sugars, proteins, and etc.
- ✓ Cooperate with public health bureau for prevention of tuberculosis, influenza, and other infectious diseases.

5. Health Insurance

➤ **Division of Foreign Student Affairs, OIA**

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

3rd Fl., Administration Hall, NCHU

E-mail: ويا@nchu.edu.tw

<http://www.ويا.nchu.edu.tw>

➤ **Division of Student Life**

TEL: 04-2284-0661 FAX: 04-2285-1649

2nd Fl., Hui-Sun Auditorium, NCHU

E-mail: living@nchu.edu.tw

<http://www.وسا.nchu.edu.tw/وسا/لاا/index.html>

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

- i. **Foreign Student Insurance (FSI)** for the first six months (required)
- ii. **National Health Insurance (NHI)** from the 7th month after receiving your ARC (required)
- iii. **Student Safety Insurance (SSI)** for every semester (required)

i. Foreign Student Insurance (FSI)

■ *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.

■ *What is covered by FSI?*

- Medical benefit covers the medical services for unexpected injury and some clinic healing services.
- 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.

■ *How much does it cost?*

- It costs approximate **NT \$600** per month for the academic year of 2020-2022.

■ *When am I insured?*

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

■ *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, you will receive

the reimbursement directly deposited to your bank account by the insurance company.

■ **Required documents**

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

National Health Insurance (NHI)



This sign indicates the NHI-authorized hospitals and clinics

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

■ Guide of Insuring in NCHU:

- ❖ **Situation 1. For newly arrived freshmen who have NOT been in Taiwan for six months or who have been outside of Taiwan for 30 continuous days in the past six months:**

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

- ❖ **Situation 2. For newly arrived freshmen who have stayed in Taiwan for six months:**

Application:

- Copy of front and back photocopy of ARC
- One photo (1"×1.5"). (Only for the new NHI card applicant)
- NHI Online Application system through OIA

❖ **Situation 3. Students who have underwritten their policy to other associations or schools but WANT to transfer it to NCHU:**

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

❖ **Situation 4. Students who have underwritten their policy to other associations but DO NOT WANT to transfer it to NCHU:**

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

- 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.

■ **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).

■ 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.

■ 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.

■ NHI Transfer from NCHU

- **Situation 1. Suspension, withdrawal, or graduation:**

Come to OIA for your refund and to complete the insurance policy closure procedure.

- **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



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。

Students Safety Insurance (SSI)

■ 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.

■ 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)

■ What does it cost?

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

■ When am I covered?

- Students are covered for the term of a semester.

6. Banking information

■ Before coming to Taiwan

For all freshmen, please bring sufficient money (around US\$ 2,500) to cover your semester bill, first month of living expenses, dorm fee, etc. Due to the time-consuming procedure to establish your account at NCHU, school will only be able to deposit your scholarship into your account no earlier than one month after the semester begins.

For students who entering Taiwan under pandemic era will need to be isolated at hotel for 21 days, please prepare sufficient money (around US\$2,000) for the cost.

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

■ Post Office & Banking

Taiwan Post (http://www.post.gov.tw/post/internet/U_english/) is the Taiwan mail service. 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 the Female Dormitory (No.297, Guoguang Rd., South Dist., Taichung City 402).

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

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

1. Application form (get form OIA)
2. CRS Self-Certification Form (get form OIA)
3. Original passport

4. Photocopy of ROC Uniform ID No. certificate / ARC

5. NTD 100 (deposit)

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

■ **Optional but recommended**

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

■ **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		

*US\$: NTD = 1 : 28.00 (Exchange rate as of July 2021)

7. Transportation



■ Public transit

1. Airport → Taichung City

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

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

Airport	Description																			
Taipei Songshan Airport (TSA)	<p>Via MRT & THSR To Taichung THSR Station</p> <p>Please take MRT from Songshan Airport Station (Brown Line) and transfer to Blue Line at Zhongxiao Fuxing Station and then arrive at Taipei Main Station, where you could buy THSR ticket to Taichung THSR Station. The THSR fare is around NTD 800 and it will take about 1 hour.</p>																			
Taoyuan Internatio nal Airport (TPE)	<p>1. Via THSR Shuttle Bus/ Taoyuan Airport MRT & THSR To Taichung THSR Station</p> <p>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.</p> <p>2. Via Bus to Taichung Train Station</p> <p>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.</p> <table border="1" data-bbox="399 1444 1369 1883"> <thead> <tr> <th data-bbox="399 1444 662 1541">Bus (English)</th> <th data-bbox="662 1444 885 1541">Bus (Chinese)</th> <th data-bbox="885 1444 1005 1541">Fare</th> <th data-bbox="1005 1444 1197 1541">Frequency (minutes)</th> <th data-bbox="1197 1444 1369 1541">Service Hours</th> </tr> </thead> <tbody> <tr> <td data-bbox="399 1541 662 1736"> Taiwan Bus Corp. http://www.kingbus.com.tw </td> <td data-bbox="662 1541 885 1736"> 國光 (KuoKuang) </td> <td data-bbox="885 1541 1005 1736"> NTD 280 </td> <td data-bbox="1005 1541 1197 1736"> 30-40 </td> <td data-bbox="1197 1541 1369 1736"> 00:10~ 23:40 </td> </tr> <tr> <td data-bbox="399 1736 662 1883"> Ubus http://www.ubus.com.tw </td> <td data-bbox="662 1736 885 1883"> 統聯 (Tung Lian) </td> <td data-bbox="885 1736 1005 1883"> NTD 280 </td> <td data-bbox="1005 1736 1197 1883"> 40-50 </td> <td data-bbox="1197 1736 1369 1883"> 00:01~ 23:01 </td> </tr> </tbody> </table>					Bus (English)	Bus (Chinese)	Fare	Frequency (minutes)	Service Hours	Taiwan Bus Corp. http://www.kingbus.com.tw	國光 (KuoKuang)	NTD 280	30-40	00:10~ 23:40	Ubus http://www.ubus.com.tw	統聯 (Tung Lian)	NTD 280	40-50	00:01~ 23:01
Bus (English)	Bus (Chinese)	Fare	Frequency (minutes)	Service Hours																
Taiwan Bus Corp. http://www.kingbus.com.tw	國光 (KuoKuang)	NTD 280	30-40	00:10~ 23:40																
Ubus http://www.ubus.com.tw	統聯 (Tung Lian)	NTD 280	40-50	00:01~ 23:01																

Airport	Description
Taichung Airport (TXG)	<p>Via Bus to Taichung Train Station</p> <p>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.</p>
Kaohsiung International Airport (KHH)	<p>1. Via Train to Taichung Train Station</p> <p>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.</p> <p>2. Via BRT & THSR To Taichung THSR Station</p> <p>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.</p> <p>3. Via Bus to Taichung Train Station</p> <p>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.</p>
<ol style="list-style-type: none"> 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/ 	

2. Taichung Station, Taiwan High Speed Rail (THSR) → NCHU

A. 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 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.

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

3. Taichung Train Station → NCHU

A. 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

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

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

:

■ 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

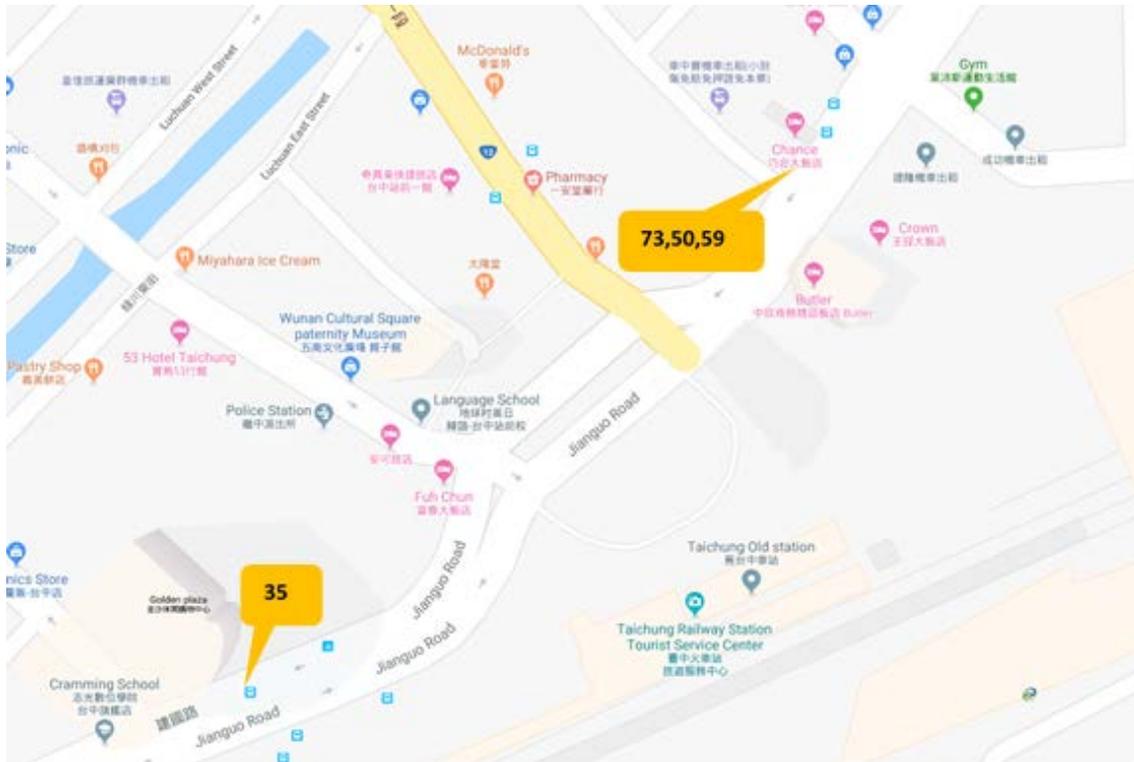
※ NCHU Address

402 台中市南區興大路 145 號
145 ngda Rd., South Dist., Taichung City 402, Taiwan

4. Taichung Train Station → NCHU Female dormitory

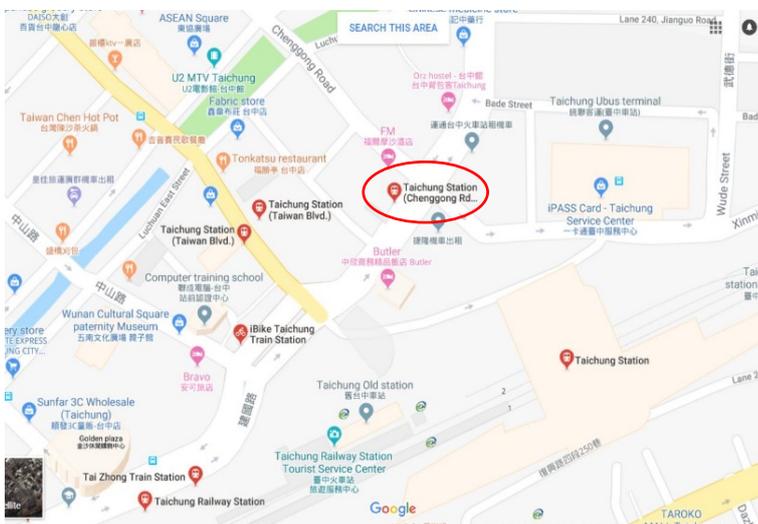
City Bus:

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



5. Taichung Train Station → Male dormitory

City Bus: You may take city buses No. 73 (UBus 統聯客運) and get off at station “Zhongming S.-Wuquan S. 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: oya@nchu.edu.tw

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

■ Registration Procedure

The following 3 steps is involved in the procedure of registration:

1. Complete online course selection.
2. Pay tuition, miscellaneous, and other fees listed on the tuition.
3. Hand in “R.O.C no sheet” “Post office Account book “ , wait for OIA’s notice to collect your student ID card. Before claiming your card, please be sure that you’ve made all payment and finished course selection.

■ Details of the Tuition and Fees

In the beginning of semester, you need to print out **the bill of your tuition and miscellaneous fees** from the First Bank System

(<https://eschool.firstbank.com.tw/>). It includes the following items:

1. **TUITION:** the amount varies with colleges (for degree-seeking students)
 2. **MISCELLANEOUS Fee:** the amount varies from college to college (for degree-seeking students)
 3. **STUDENTS SAFETY INSURANCE Fee:** NTD 265 (for degree-seeking students)
 4. **FOREIGN STUDENT INSURANCE Fee:** NTD 3,528 one semester.
 5. **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)
 6. **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.
 7. **COMPUTER EQUIPMENT and INTERNET USAGE Fee:** NTD 300.
 8. **DORMITORY Fee:** the amount varies with the dormitory you stay in. (See the Housing Section)
- ※ **Tuition for graduate student Regulation:** Master and Ph.D. students pay full tuition (basic credit fee, basic miscellaneous fee) for the first four semesters. Starting from the 5th semester till graduation, graduate students only need to pay basic miscellaneous fee. All registered graduate students need to pay insurance and internet usage fee the whole time during the study at NCHU.
- ※ 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>

① How to Pay the Tuition Bill

- First download the bill from the First Bank System (<https://eschool.firstbank.com.tw/>), and check the payment is correct or not.
- Pay the fees to the First Bank directly or transfer through ATM machine 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.

The screenshot shows the First Bank e-school fee payment portal. The page title is "第一銀行 第 e 學雜費入口網" (First Bank e-school fee payment portal). The current time is "台北時間: 2019-01-16 15:36:39". The page is titled "查詢及繳費登入" (Query and Fee Payment Login). There are four input fields: 1. "請依「中文學校名稱」輸入關鍵字查詢" (Please enter the keyword according to the Chinese school name) with a search icon and a dropdown menu showing "國立中興大學" (National Chung Hsing University). 2. "請輸入學號" (Please enter student ID). 3. "請輸入身分證號碼" (Please enter ID card number) with a red note "(請依學校公告的方式輸入)" (Please enter according to the school's announcement). 4. "請輸入驗證碼" (Please enter verification code) with a yellow box containing "5938". Below the fields are two buttons: "登入" (Login) and "重新輸入" (Re-enter).

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

Type your student ID NO.

Type password: 999999

■ NCHU Student ID Card

Both degree student and PAX student will receive NCHU student ID card. This card allows you to get student discount prices at various establishments. Actively show it when you go to campus canteen or shops such as OK-Mart, Cavesbooks and Seven-Eleven to get student's discount. You also need the card for accessing the main library, computer center, and sport facilities. The student ID card is combined with yoyo easy card that serves as an e-wallet with deposits for small-value payment at designated shops like convenience stores, supermarkets and restaurants as well as used at leisure facilities, hospitals, government agencies and library self-checkout kiosks, for bus/train riding, and i-bike rental etc. 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)

■ Enrollment Certificate

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



9. Course Selection Guideline

(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)

國立中興大學 National Chung Hsing University 興大入口-單一簽入系統 NCHU Single Sign On System

▶ NCHU Home ▶ Computer and Information Center 中文 ENGLISH

興大入口

Login

User ID :
Student ID or Staff ID

Password:

Login Forget

NOTICE

- For students, please login with your 10 digit Student ID. e.g., If your Student ID is 49929099, change it to 4099029099. Your default password is the combined string of the last 4 digit of your ID, and the last four number of your birthday.
- For teachers and staff, please login with your 7 digit ID.
- All users logging in for the first time will be asked to change their password.

1. NCHU SSO operation Notice

2. NCHU SSO portal updated at Nov. 28,2013. Please press here about t

3. Suggest you change your password and setup the password respon protect your privileges and data.

My Favorite

- Enrollment
- Semester Grade
- My Learning Performance
- School Time Table
- Course List
- Title of Thesis/Dissertation
- Midterm Alerts
- Teacing Assessment and Feedback

國立中興大學 學術成就系統 Academic Affairs System

熱忱 PASSION

Settings 艾必希(8106041009)您好 D41生教博 Igrade

- Changing Your Password
- Announcements
- Log Out

Status

Info. of Course

Course Selection

- General courses
- Selecting
- Selecting Courses by course numbers
- Course dropping
- Course Withdrawal
- Summer Time Course Selection

academic scores

Graduation

課程學習地圖

Assessment

Evaluation

- Teaching Instant Response
- Final Teaching Evaluation
- King Teacher Prize

Selecting the courses (Main Page)

Required Subjects Adding course by course no Dropping course Course Selection Schedule Payment Link

2017-Fall Term - My Course List:

Course No	Course Name	The period for completing the course	Credits	Required/ Elective	Instructor	Course Time	Location	Note of changes
There is no any course in the list (2017-Fall Term).								

Reference for Notice:

- ☆1: The course is the required subject of the other department.
- ☆2: The course is the required/selected subject of a higher degree or year.
- ☆3: The course is for undergraduate students. (For graduate students' reference).
- ☆4: You have to take the pre-courses to take this course.
- ☆5: This course is a 2-semester course for one academic year, yet you select this course without taking the other part course opened in the first semester.

If any of your selected course shows the marks mentioned above, the division of curriculum will help you send your request(s) to the instructors after the deadline of Course Adding or Dropping. Once you get the approval(s) from the instructors, you can have the course on your list.

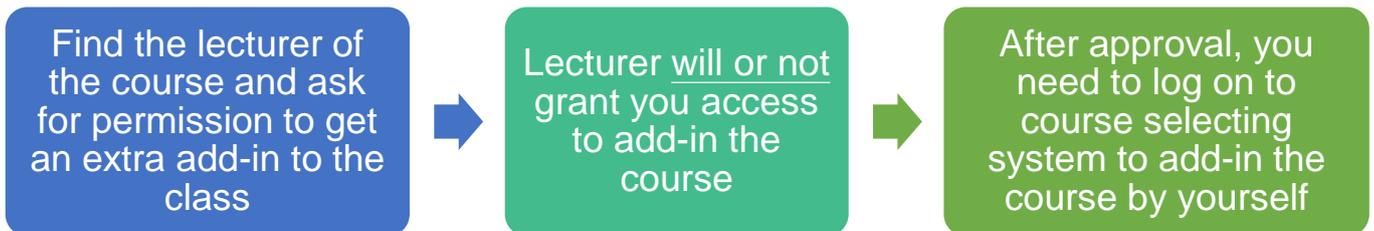
(2) Schedule for Bachelor Student

Agenda for undergraduate student	Time	Target
Course Primary Selection Online 網路初選	Jan. 24, 10:00 am - Jan. 25, 08:00 am	4 th & 5 th -year students
	Jan. 25, 10:00 am - Jan. 26, 08:00 am	3 rd -year students
	Jan. 26, 10:00 am - Jan. 27, 08:00 am	2 nd -year students
	Jan. 27, 10:00 am - Jan. 28, 08:00 am	1 st -year students undergraduate Pax-students
All undergraduate courses 跨系選課	Jan. 28, 10:00 am - Jan. 29, 08:00 am	All undergraduate & undergraduate Pax-students
Add-in and drop course online 線上加退選	Feb. 14, 10:00 am – Feb. 19, 08:00 am	All undergraduate & undergraduate Pax-students
Special Case Request 特殊情形加退選	Feb. 21, 10:00 am - Feb. 26, 08:00 am	All undergraduate & undergraduate Pax-students
Application for course withdrawal 停修申請	Apr. 25, 10:00 am - May. 13, 05:00 pm	All undergraduate & undergraduate Pax-students

(3) Regulations:

1. 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.
2. Please follow the schedule for course selection and double-check the chosen courses before the deadlines.

3. The final list of course selection is based on the record of online system.
4. Please update the e-mail in the system for course selection to make sure important information is received.
5. Due to ANY reason, you didn't choose the course you want to study online, then you can try to request for "**Special Case Request**" to ask for the permission to study desired course, you need to:



6. Only one **Physical Education (PE) course** per semester can be chosen for the freshman and sophomore years; and one **service-learning course** per semester can be chosen for the freshman year only.
7. Undergraduate students in the freshman, sophomore, and junior years need to take **at least 9 credits per semester** to be a full-time registered student.
8. PAX students have to 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.
9. 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.

(4) Schedule for Master & Ph. D. Students

Agenda for Master & Ph. D. student	Time	Target
Course Primary Selection Online 網路初選	Jan. 24, 10:00 am - Jan. 27, 08:00 am	1. Master & Ph. D. Degree-Seeking students 2. Master & Ph. D. Pax-students
Course Add-in & Drop Online (All courses) 網路加退選	Feb. 14, 10:00 am - Feb. 21, 08:00 am	
Application for course withdrawal 停修申請	Apr. 25, 10:00 am - May. 13, 05:00 pm	

1. 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.
2. Please follow the schedule for course selection and double check the chosen courses online. The final list of course selection is based on the record of online system.
3. Masters and doctors can choose undergraduate courses during the stage of Course Add-in & Drop Online.
4. 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.
5. 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.

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

Website: https://onepiece.nchu.edu.tw/cofsys/plsql/crseqry_home_e

★Click the [Course#] for syllabus

※Explanation of Class Time

The first code = weekday, the following codes = session, please refer to the timetable as below.

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

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

Print

TOP

Note: For students who want to learn Chinese as your elective course, there are 2 courses for different level: “Practical Chinese I “,” Practical Chinese II”& ” Practical Chinese IIV” (course code:0956,0948,0959, 0955)

(6) Update your email address to receive important messages

Changing your E-mail address

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

原E-mail信箱: 未設定

New Email Address :

確定送出

10. Scholarship

Office of International Affairs

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

Address: 3rd Fl., Administration Hall, NCHU

E-mail: ويا@nchu.edu.tw

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

■ NCHU Scholarship

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.

For NCHU scholarship recipients, the stipend, if there is any, will be deposited into their post office accounts around the 15th of every month. The duration of NCHU Scholarship is one academic year, starting from September of the awarded year to July of the following year. NCHU scholarship is awarded on a yearly basis. You need to apply the scholarship each year **between February and March.** Applications will first be sent to the applicants' departments for review, then the priority list of students will be sent to the respective colleges. The colleges will then submit the results of their approval process to the National Chung Hsing University Scholarship Review Committee after evaluation. Scholarship recipients will be announced after the President's approval.

For new recipients, the scholarship will be issued next month after you submit the information of your bank account and ROC number sheet.

Insurance fee, dormitory fee, language practice fee and internet usage fee and etc. will NOT be covered by NCHU Scholarship. The term of the scholarship is written in the admission letter.

For more information, please refer to OIA website.

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

■ Taiwan Scholarships

For Taiwan scholarship recipients, the stipend will be deposited into their post office accounts around the 15th of every month. **Recipients need to turn in the renewal forms and the transcripts to OIA before February 28th every year.**

For guideline of Taiwan Scholarship, please refer to the website of Taiwan Scholarship and Huayu Enrichment Scholarship Program.

(<https://taiwanscholarship.moe.gov.tw/web/engb01.html>).

■ MOE Taiwan Scholarship

❖ Remittance (the amount is in NT Dollars):

1. Graduate: 20,000/month for 24 months (Master) & 48 months (Ph.D.)
2. Undergraduate: 15,000/month for 48 months
3. Tuition and miscellaneous fees are waived (excluding: insurance, internet, accommodation fees).
4. For recipients enrolled in 2016/2017 academic year, the cap on tuition waiver is NTD 40,000. The rest of the amount not covered by the Scholarship should be borne by the recipients.
5. The stipend will be remitted at the end of the month, starting from the beginning of the academic year in September.

❖ Regulations for Scholarship Receiving:

1. February and September are the first months of the semesters; thus the scholarships can only be remitted after the registration procedure.
2. The recipients have to hand in a copy of the last semester's transcript.

3. For graduate students who are writing their thesis without taking any courses, please download the Evaluation Form.
4. **Grade standard: Undergraduate: 70, Graduate: 80**
 - ✓ If the recipients fail to pass the grade standard in the first semester, the scholarship will be canceled in March next semester.
 - ✓ If the recipients fail to pass the grade standard in the second semester, the scholarship will be canceled in September next semester.
 - ✓ If the recipients fail to pass the grade standard in two consecutive semesters, the scholarship will be revoked.

■ MOFA Taiwan Scholarship

❖ Remittance (the amount is in NT Dollars)

1. All Scholarship holders pay the tuition fee equivalent to the local student's fee.
2. Monthly stipend 30,000/month

❖ Regulations for Scholarship Receiving:

1. February and September are the first months of the semesters; thus the scholarships can only be remitted after the registration procedure.
2. The recipients have to hand in a copy of the last semester's transcript.
3. For graduate students who are writing their thesis without taking any courses, please download the Evaluation Form.
4. **Grade standard: Undergraduate: 60, Graduate: 70**
 - ✓ If the recipients fail to pass the grade standard in the first semester, the scholarship will be canceled in March next semester.
 - ✓ If the recipients fail to pass the grade standard in the second semester, the scholarship will be canceled in September next semester.
 - ✓ If the recipients fail to pass the grade standard in two consecutive semesters, the scholarship will be revoked.

■ MOST Taiwan Scholarship

❖ Remittance (the amount is in NT Dollars) :

Monthly stipend 30,000/month for 24 months (Master) & 36 months (Ph.D.)

❖ Regulations for Scholarship Receiving:

1. February and September are the first months of the semesters; thus the scholarships can only be remitted after the registration procedure.
2. The recipients have to hand in a copy of the last semester's transcript.
3. For graduate students who are writing their thesis without taking any courses, please download the Evaluation Form.
4. **Grade standard: Graduate: 70**
 - ✓ If the recipients fail to pass the grade standard in the first semester, the scholarship will be canceled in March next semester.
 - ✓ If the recipients fail to pass the grade standard in the second semester, the scholarship will be canceled in September next semester.
 - ✓ If the recipients fail to pass the grade standard in two consecutive semesters, the scholarship will be revoked.

■ Important Notes

- **OIA is not the main institute in charge of the remittance, and is not able to predict the exact date of remittance.**
- **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>

■ ON-CAMPUS

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

1. Students who apply for a dorm room are required to join the random allotment lottery along with all other students in every academic year for the right to live in the dormitory.
2. 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.
3. On campus, there are five 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. No kitchen facilities are available in the dormitory. Students can have their meals in the university or dorm cafeteria or food stalls around the campus.
4. Fees required for living in NCHU dormitory per semester (**5 months**).
 - ✓ **Electricity Fee:** pre-paid, overpayment will be refunded at the end of each semester.
 - ✓ **Security Deposit** for cleaning/ public property 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/ public property 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.***

5. The prices are subject to change without prior notice. For the latest information, please visit [Dormitory service center](#)

❖ **National Chung Hsing University Student Dormitory Guidance Regulations, Article 13**

1. Students who complete all the application procedures for dormitory but cancel it via email (**Male Dorm:** maledormitory@dragon.nchu.edu.tw / **Female Dorm:** femaledormitory@dragon.nchu.edu.tw) by **January 15, 2022** shall be exempt from paying the dormitory fee.
2. Students who cancel the reservation between **January 15 and January 31, 2022** shall pay full dormitory fee to complete the registration procedures, and get a **60% refund** in one month after the payment.
3. Students who cancel it between **February 1 and April 15, 2022** shall pay full dormitory fee to complete the registration procedures, and get a **50% refund** in one month after the payment.
4. Students who cancel the dormitory room after April 15, 2022 shall not get any refund.

已完成住宿申請手續後，因故退宿者，於 1 月 15 日前申請退宿者，可申請更換註冊繳費單，免繳宿費。1 月 31 日前申請退宿者，須先完成繳納宿費後，退還宿費百分之六十；開學日起第九週最後一個上班日以前申請退宿者，退還宿費百分之五十；第九週最後一個上班日結束後申請退宿者，所收取之宿費，全數不予退還。(均依學校公布之當學年度行事曆為準則)

Date(year: 2022)	Refund(%)	Remark
before 5 pm, January 15	100	Division of Student Housing Service needs some time to refund, please wait patiently.
January 15 – January 31	60	
February 1- April 15	50	
After April 16	0	

■ 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 4,000 to NTD 12,000 (US\$135 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 vary by landlords.

For rental information, please refer to

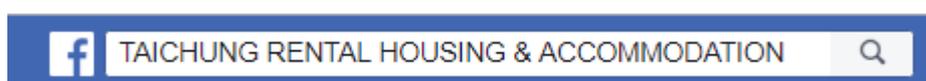
1. Rental Information from Division of Student Affairs

<http://www.osa.nchu.edu.tw/osa/dorm/sys/modules/re/notice.php>

2. My Room Abroad (Discount code: NCHUOIA2022)

<https://myroomabroad.com/>

3. 興大租屋(Facebook Page in Chinese)



4. 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 have to apply for work permit.

■ How to apply?

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

■ Required Documents

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

■ Other Related Regulations

- Work permit is valid for 6 months at most.
- No more than 20 hours per week of working is allowed. Winter and summer vacations are excluded.
- The work permit will be rescinded if regulations are violated.
- If caught working without work permit, the visitor will be fined at the amount of NTD 30,000 to NTD 150,000.
- 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. Useful Information

Useful Phone Numbers	Number
NCHU Emergency Call (24 Hours)	04-2287-0885
Emergency TEL - Police	110
Emergency TEL - Fire, Ambulance	119
The Internet Fraud Complaint Center	165
Information For Foreigners (http://iff.immigration.gov.tw)	0800-024-111
English Language Directory Assistance	106
Chinese Directory Assistance (Local)	104
Chinese Directory Assistance (Long Distance)	105
Overseas Operator	100
Current Time Enquiry	117
Taxi	55688

■ Telephones



Public phones are widely available. Public phones in Taiwan are divided primarily into two types. Coin phones, being the first type, accept coins in NTD 1, NTD 5, and NTD 10 denomination. Phone cards for the second type of phones can be topped up for designated value, and used all over Taiwan. The cards are sold at railway stations, bus stations or convenience stores. When making local calls, it is not necessary to dial the area code.

■ How to make an international call?

International calls can be made by dialling:

002+country code + area code (leaving out “0” which is in front of the area code) + local number. Besides 002, one can also dial 019.

■ Traveling Information

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

■ Bus Card registration for free fare:

Only for Student and Taichung citizen

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

Taichung Bus fare updated news:

The bus fares in Taichung are calculated by mileage per ride. The basic fare is NT\$20 for 10 km, and the extended fare is NT\$2.431*(1+5% tax included) per km and round to the nearest integer

According to the Transportation Bureau of Taichung City Government latest regulations: **start from Jan. 1, 2021 Bus discounts limited to Taichung citizens. Each citizen can only register ONE easy card. Please go to the recommending places to apply for it.**

When will the policy implement

Started on 1st Jan, 2021.

Who can register

- The Taichung citizen.
- The students who study in Taichung.

What documents do I need

- Passport
- Student ID Card.

How To Register

1. Fill out the application form [online](#) or onsite
2. Go to assigned location to set up the card



晶片悠遊卡卡號共16碼



特製版悠遊卡卡號共10碼

Where can I Bind My Card?



Recommending Places :

1. Taichung City Hall Municipal Library South Distinction

Open Hours: Tue ~ Sat, 08:30–21:00 & Sun, 08:30–17:30

Transportation: Taking bus NO.35 from Chung Hsing University(Xingda Rd.) to Pinghe Village

2. South District Office

Open Hours: Mon ~ Fri, 08:00–17:00

South District Household Registration Office

Open Hours: Mon ~ Fri, 08:00–18:30

Transportation: Taking bus NO.35 from Chung Hsing University(Xingda Rd.) to South district office

3. MRT Da-Quing Station

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

MAP OF THE CAMPUS

1. Main Gate
2. Security Room
3. Hur-Sun Auditorium
4. Student Center
5. Small Auditorium
6. President's Residence
7. Coniferous Tree District
8. Building of the Humanities
9. Language Center
10. Women's Dormitory
11. Women's Dormitory
12. Women's Dormitory
13. Women's Dormitory
14. Faculty Dormitory
15. Post Office
16. Faculty Dormitory
17. Applied Economics Building 2A
18. Graduate Institute of Biotechnology
19. Food Science and Biotechnology Building
20. Reserved site of the Food Science and Biotechnology Processing Plant
- 20-1. Practical Shop
21. Science & Engineering Building
22. Forestry Building
23. Water & Soil Conservation Building
24. Water & Soil Conservation Building 2A
25. Electrical Engineering Building
26. Chemical & Material Engineering Building
27. Applied Science and Technology Building
28. Life Science Building
29. Administration Hall
30. Nan Garden
31. Teaching Complex Building
32. Reserved Site of Students' Dormitory
33. Clay Tennis Court
34. Applied Economics Building 1A
35. Civil & Environmental Engineering Building
36. Bio-Industrial Mechatronics Engineering Building
37. Concrete Technology Research Center
38. Information Science Building
39. Science College Building
40. Former Genetic Center
41. Chemistry Building
42. Mechanical Engineering Building
43. Machine Workshop
44. Innovation Incubator
45. Mechanical Engineering Building 2A
46. Precision Engineering Building
47. Plant Science Building
48. Agricultural & Environmental Science Building
49. Green House
50. Green House
51. Horticulture Experiment Station
52. Chung Hsing Lake
53. Library
54. Social Science and Management Building
55. Yun Ping Building
56. Animal Science Building
57. Veterinary Teaching Hospital
58. Veterinary Medicine Building
59. Animal Disease Diagnostic Center
60. Experimental Farm for Agronomy Department
61. Animal Experiment Center
62. Large Animal Facilities
63. Crop Science Laboratory
64. Indoor Swimming Pool
65. Gymnasium
66. Tennis Court
67. Basketball Court
68. Volleyball Court
69. Sporting Court
70. Student Mail Room
71. Men's Dormitory
72. Men's Dormitory
73. Men's Dormitory
74. Men's Dormitory
75. Men's Dormitory
76. Animal and Plant Health Inspection and Quarantine Building
77. International Agricultural Research Center



14. Appendix

- (1) NCHU Calendar for 2022 Spring**
- (2) Instructor of work permit applicants**
- (3) School Consent Form for work permit**
- (4) National Chung Hsing University Student Health Examination Form**
- (5) Health Certificate (Form B) For General Resident Visa Applicants**

NATIONAL CHUNG HSING UNIVERSITY ACADEMIC CALENDAR

Spring Semester 2022 for Foreign Students (Degree-seeking & Exchange)

初選: primary selection/ 預選: pre-selection

2021.11.23 revised

Month	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Week	Date & Important Affairs
2022 FEB.			1	2	3	4	5	Winter Vacation	1 2022 Spring Semester Begin 1-6 Chinese New Year Holidays 8-9 DS & PAX student Dormitory Check in 10 DS & PAX students Report to OIA (09:00-11:30) 10 DS & PAX students Orientation (14:00-17:00)
	6	7	8	9	10	11	12		
	13	14	15	16	17	18	19	w.1	14-18 Course addition & removal online for bachelor students 14-20 Course addition & removal online for master/Ph.D. students
	20	21	22	23	24	25	26	w.2	14-25 Application for credit waiver & Application for Minor degree/ Doublemajor/ Program for credits
	27	28						w.3	28 Peace Memorial Day (day-off)
2022 MAR.			1	2	3	4	5	w.3	1-4 Application for department transferring (Bachelor)
	6	7	8	9	10	11	12	w.4	18 Open for paying credit course addition & removal 25 Deadline for dropping courses
	13	14	15	16	17	18	19	w.5	26 One third of the semester (end of the 6th week)
	20	21	22	23	24	25	26	w.6	
	27	28	29	30	31			w.7	
2022 APR.						1	2	w.7	4-5 Children's Day & Tomb Sweeping Day (day-off)
	3	4	5	6	7	8	9	w.8	6-8 Observed holiday for NCHU Anniversary & Sports meet 8 Deadline for paying credit course addition & removal
	10	11	12	13	14	15	16	w.9	16 Half of the semester (end of the 9th week) 4/18-5/13 Application for course withdrawal
	17	18	19	20	21	22	23	w.10	4/25-5/6 Application of graduation in-advance for bachelor degree students
	24	25	26	27	28	29	30	w.11	28 Assembly for NCHU undergraduate freshmen (degree-seeking) 30 Announcement of the summer courses (Division of Curriculum)
2022 MAY	1	2	3	4	5	6	7	w.12	7 Two-thirds of the semester (end of the 12th week)
	8	9	10	11	12	13	14	w.13	28 Graduation ceremony
	15	16	17	18	19	20	21	w.14	
	22	23	24	25	26	27	28	w.15	
	29	30	31					w.16	
2022 JUN.				1	2	3	4	w.16	3 Dragon Boat Festival (day-off)
	5	6	7	8	9	10	11	w.17	10 Deadline for Temporary Suspension Application 13-17 Final Examination
	12	13	14	15	16	17	18	w.18	20-22 2nd NCHU English proficiency test
	19	20	21	22	23	24	25		
	26	27	28	29	30				
2022 JUL.						1	2	Summer Vacation	1-15 Application for direct promotion to Ph.D. program for master students
	3	4	5	6	7	8	9		8 Deadline for defense application for master/Ph.D. students
	10	11	12	13	14	15	16		29 Deadline for completing defense for master/Ph.D. students
	17	18	19	20	21	22	23		29 End of the spring semester. The end of the 110 academic year.
	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
 Midterm & Final

Online Application of Work Permit

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

98-04-43-04 郵政劃撥儲金存款單		◎寄款人請注意背面說明 ◎本收據由電腦印錄請勿填寫	
收款帳號	19058848	金額 (阿拉伯數字)	億 仟萬 佰萬 拾萬 萬 仟 佰 拾 元 100
通訊欄 (限與本次存款有關事項)		收款戶名 勞動部勞動力發展署聘僱許可收費專戶	
		寄款人 <input type="checkbox"/> 他人存款 <input type="checkbox"/> 本戶存款	
姓名		經辦局收款章戳	
地址		主管:	
電話			
虛線內備供機器印錄用請勿填寫		經辦局收款章戳	

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

*Account number: 19058848

*Total fee: 100 NTD

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



← Keep this receipt

Step 2- Access to Workforce Development Agency

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



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



The screenshot displays the official website of the Workforce Development Agency (WDA) for EZ Work Permit applications. The header includes the WDA logo and the text "勞動部勞動力發展署 WORKFORCE DEVELOPMENT AGENCY" and "外國專業人員工作許可申辦網 EZ Work Permit". Below the header, there are four menu items: "最新消息 News", "相關法規 Laws and Regulations", "操作手冊 User Manual", and "教學影片 User Videos". At the bottom, there are two prominent buttons: "外國專業人員工作許可申請 Work Permit for Foreign Professional Worker" and "僑外生工讀申請 Work Permit for Foreign Students, Overseas Chinese Students and Ethnic Chinese Students". The second button is circled in red, indicating the selection point for the target audience.

Step 4- Application for an account

學生登入 Student Login

請輸入帳號 Please enter your account.

帳號:

Account

系統密碼:

Password

驗證碼:

Verification Code

5082

重新產生驗證碼 Refresh Verification Code

登入 Sign In
取消 Cancel

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

申請帳號 Apply for an account ||

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

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

同意 apply
不同意 reject

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

4614

重新產生驗證碼 Refresh Verification Code

確定 Confirm

取消 Cancel

Step 5- Sign In

學生登入 Student Login

請輸入帳號 Please enter your account.

帳號：
Account

系統密碼：
Password

驗證碼：
Verification Code

5082

重新產生驗證碼 Refresh Verification Code

登入 Sign In 取消 Cancel

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

申請帳號 Apply for an account ||

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

Step 6- Click New Application and Management

勞動部勞動力發展署 建檔人 E

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

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

公告 Announcement > 005_最新訊息 Latest News

最新訊息 latest news

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

Step 7- Click add application

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

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

國立中興大學(National Chung Cheng University) | 國立中興大學學務處僑生 | 外國專業人員工作許可網

建檔人：WONG SIO LENG 登出

公告 基本資料維護 案件新增及管理

案件管理 > 260_學生案件管理

新增案件 add application

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

申請類別適用對象 applicable object of application category: 您須為依「僑生回國就學及輔導辦法」規定輔導入學之僑生。
You are overseas Chinese student, as referred to in Subparagraph 2 of Article 50 of The Act, and shall conform to the Home-coming Overseas Chinese Students' Education and Counsel.

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

新增 add

勞動部勞動力發展署 外國專業人員工作許可申辦網

建議使用Internet Explorer 9.0+, 請將螢幕解析度設定為 1920 x 1080
 勞動力發展署：24219 新北市新莊區中平路439號南樓4樓
 電話代表號：(02)89956000 線上市務服務專線：0800-881-339 或 (02)2380-1720

Step 8- Fill in the information of application form

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

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

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

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

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

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

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

取件人姓名 Recipient Name:

備註 Memo:

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

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

*Emergency contact is optional section

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

Step 9- Filled up the information from the remittance receipt

Save application after completing filling the information

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

存款金額

00002660 104/06/11 12:01:22

003110 1A6 359779

他人不扣手續費

交易日期 Payment Date

電腦記錄

號 Post Office Code

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

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

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

案件暫存 save application

結束 close

送學校審核 submit to school for examination

列印申請單 print application form

Step 10- Upload personal document

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

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

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

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

請選擇檔案 Please select your file

應備文件 Documents for Application:

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

應備文件速覽 An Overview of Documents for Application

Step 11- Submit to school for examination

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

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

郵局繳費 payment by post office

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

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

交易局號 post office of remittance ?

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

審查費金額 amount of examination fee

- *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

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: _____

- 就讀研究所，從事與修習課業有關之研究工作者。

Graduate student (Master/Ph. D), who will undertake a research work related to the major.

導師簽名/Advisor's signature: _____

日期 Date: _____/_____/_____

年/月/日(YYYY/MM/DD)

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

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

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

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

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

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

Health Examination Record (to be completed by medical personnel)				Date: Year _____ Month _____ Day _____								Examiner's Signature																																					
Height: _____ cm Weight: _____ kg				Optional <input type="checkbox"/> Waistline: _____ cm																																													
Blood Pressure: _____ / _____ mmHg Pulse rate: _____ /min																																																	
Vision: Uncorrected: Left _____ Right _____ Corrected: Left _____ Right _____																																																	
Eyes		<input type="checkbox"/> Normal		<input type="checkbox"/> Color blindness <input type="checkbox"/> Other: _____																																													
ENT		<input type="checkbox"/> Normal		Hearing abnormality: <input type="checkbox"/> Left <input type="checkbox"/> Right <input type="checkbox"/> Suspected otitis media (<i>further diagnosis required</i>), such as from a perforated ear drum <input type="checkbox"/> Swollen tonsils <input type="checkbox"/> Earwax embolism <input type="checkbox"/> Other: _____																																													
Head & Neck		<input type="checkbox"/> Normal		<input type="checkbox"/> Wry neck (torticollis) <input type="checkbox"/> Abnormal mass <input type="checkbox"/> Other: _____																																													
Chest		<input type="checkbox"/> Normal		<input type="checkbox"/> Cardiopulmonary disease <input type="checkbox"/> Abnormal thorax <input type="checkbox"/> Other: _____																																													
Abdomen		<input type="checkbox"/> Normal		<input type="checkbox"/> Abnormally swollen <input type="checkbox"/> Other: _____																																													
Spine & limbs		<input type="checkbox"/> Normal		<input type="checkbox"/> Scoliosis <input type="checkbox"/> Limb deformity <input type="checkbox"/> Bowlegged (Difficulty squatting) <input type="checkbox"/> Other: _____																																													
Genitourinary system		<input type="checkbox"/> Normal <input type="checkbox"/> Not checked		<input type="checkbox"/> Abnormal foreskin <input type="checkbox"/> Varicocele <input type="checkbox"/> Other: _____																																													
Skin		<input type="checkbox"/> Normal		<input type="checkbox"/> Ringworm <input type="checkbox"/> Scabies <input type="checkbox"/> Wart <input type="checkbox"/> Atopic dermatitis <input type="checkbox"/> Eczema <input type="checkbox"/> Other: _____																																													
Oral		<input type="checkbox"/> Normal		<input type="checkbox"/> Poor oral hygiene <input type="checkbox"/> Calculus <input type="checkbox"/> Gingivitis <input type="checkbox"/> Periodontitis <input type="checkbox"/> Dental malocclusion <input type="checkbox"/> Abnormal Oral Mucosa <input type="checkbox"/> Other: _____																																													
Dentition status: C-cavity; X-missing; Δ- filled; ψ- impacted tooth; Sp.- supernumerary tooth																																																	
Upper Right		<table border="1" style="width:100%; border-collapse: collapse; text-align: center;"> <tr><td>18</td><td>17</td><td>16</td><td>15</td><td>14</td><td>13</td><td>12</td><td>11</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td></tr> <tr><td>48</td><td>47</td><td>46</td><td>45</td><td>44</td><td>43</td><td>42</td><td>41</td><td>31</td><td>32</td><td>33</td><td>34</td><td>35</td><td>36</td><td>37</td><td>38</td></tr> </table>														18	17	16	15	14	13	12	11	21	22	23	24	25	26	27	28	48	47	46	45	44	43	42	41	31	32	33	34	35	36	37	38	Upper left	
18	17	16	15	14	13	12	11	21	22	23	24	25	26	27	28																																		
48	47	46	45	44	43	42	41	31	32	33	34	35	36	37	38																																		
Lower Right																Lower Left																																	
Summary		<input type="checkbox"/> Normal <input type="checkbox"/> Requires a consultation with a: _____ <input type="checkbox"/> Other: _____								Stamp of hospital/clinic where examination was done																																							
Laboratory Tests		1 st test	Result		Laboratory Tests		1 st test	Result																																									
			Abnormal	Follow up				Abnormal	Follow up																																								
Urinalysis		Protein (+) (-)			Blood lipid	Total cholesterol (mg/dl)																																											
		Sugar (+) (-)				Renal function	Creatinine (mg/dl)																																										
		O.B. (+) (-)					UA (mg/dl)																																										
		pH				BUN (mg/dl) ※																																											
Blood test		Hb (g/dl)			Liver function	SGOT (U/L)																																											
		WBC (10 ³ /μL)				SGPT (U/L)																																											
		RBC (10 ⁶ /μL)			Hepatitis B	HbsAg																																											
		Platelet count (10 ³ /μL)				HbsAb																																											
		MCV (fl)			Other																																												
		Hct (%)※			■ at least nothing per os for 8hours																																												
Chest X-ray		Date of X-ray	Result:								Further treatment, date, and comment:																																						
			<input type="checkbox"/> No obvious abnormality	<input type="checkbox"/> R/O TB	<input type="checkbox"/> TB-related Calcification	<input type="checkbox"/> Abnormal thorax	<input type="checkbox"/> Pleura cavity edema	<input type="checkbox"/> Scoliosis	<input type="checkbox"/> Cardiomegaly	<input type="checkbox"/> Bronchiectasis	<input type="checkbox"/> Other: _____																																						
Other tests		Item	Date	Checked by	Result	Referred for follow-up, comment:																																											
Summary		Summary of health examination results, for follow-up or treatment, and case management outline																																															

基本資料 (BASIC DATA)

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

照片 Photo

實驗室檢查 (LABORATORY EXAMINATIONS)

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

X 光發現(Findings) : _____

判定(Results) :

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

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

孕婦或兒童 12 歲以下免驗 (Not required for pregnant women or children under 12 years of age)
B. 腸內寄生蟲 (含痢疾阿米巴等原蟲) 糞便檢查 (採用離心濃縮法檢查) (Stool examination for parasites includes *Entameba histolytica* etc.) (centrifugal concentration method) :
陽性，種名(Positive, Species) _____ 陰性(Negative)

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

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

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

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

 c. 其它 (Other) _____

 判定(Results) : 合格(Passed) 不合格(Failed)

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

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

a. 抗體檢查 (Antibody test)

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

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

b. 預防接種證明 Vaccination Certificates

(含接種日期、接種院所及疫苗批號；接種日期與出國日期應至少相隔兩週。)

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

麻疹預防接種證明 Vaccination Certificates of Measles

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

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

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

全身皮膚視診結果 (Skin Examination)

正常 Normal

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

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

a. 病理切片 (Skin Biopsy) : _____

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

陰性 (Negative)

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

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

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

備註 (Note) :

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

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

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

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

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

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

八、根據以上對 _____ 先生/女士/小姐之檢查結果為

合格 不合格 須進一步檢查

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

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

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

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

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

日期 (Date) : ____/____/____ 本證明三個月內有效 (Valid for Three Months)

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

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

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

短期研修健康檢查項目表
Health Certificate for Short-Term Students

(醫院名稱、地址、電話、傳真)
(Hospital's Name, Address, Tel, Fax)

檢查日期 / Date of Examination
YYYY / MM / DD

基本資料 / Basic Data

姓名： Name	性別： <input type="checkbox"/> 男 / M <input type="checkbox"/> 女 / F Sex
國籍： Nationality	護照號碼： Passport No.
出生年月日： Date of Birth	: <u>YYYY</u> / <u>MM</u> / <u>DD</u>

實驗室檢查 / Laboratory Examinations

A. 麻疹及德國麻疹之抗體陽性檢查報告或預防接種證明 / Proof of Positive Measles and Rubella Antibody or Measles and Rubella Vaccination Certificates :

a. 抗體檢查 / Antibody Tests

麻疹抗體 / Measles Antibody 陽性 / Positive 陰性 / Negative 未確定 / Equivocal

德國麻疹抗體 / Rubella Antibody 陽性 / Positive 陰性 / Negative 未確定 / Equivocal

b. 預防接種證明 / Vaccination Certificates (證明文件應註明接種日期、接種院所及疫苗批號。如檢附幼時接種證明，其接種年齡必須大於 1 歲。 / The certificate should include the date of vaccination, the name of administering hospital or clinic and the batch no. of vaccine. If the childhood vaccination certificate is submitted, it is important to include the record of the vaccines administered only after one year of age.)

麻疹預防接種證明 / Measles Vaccination Certificate

德國麻疹預防接種證明 / Rubella Vaccination Certificate

c. 有接種禁忌，暫不適宜預防接種 / Having contraindications, not suitable for vaccination

B. 胸部 X 光肺結核檢查 / Chest X-ray for Tuberculosis :

X 光發現 / Findings : _____

判定 / Result :

合格 / Passed 疑似肺結核 / TB suspect 無法確認診斷 / Pending 不合格 / Failed

孕婦免驗 / Not required for pregnant women

健康檢查總結果 / The final result of health examination :

合格 / Passed 須進一步檢查 / Need further examinations 不合格 / Failed

負責醫檢師簽章 / Signature of Chief Medical Technologist : _____

負責醫師簽章 / Signature of Chief Physician : _____

醫院負責人簽章 / Signature of Superintendent : _____

日期 / Date : YYYY / MM / DD

備註 / Note : 本表為來臺短期研修停留之健康檢查項目表。表單格式僅供參考，學生可分別檢具預防接種證明及胸部 X 光檢查報告。 / This form lists the required medical examination items for students applying for short-term study in Taiwan. This form is only used for reference, students may submit a copy of vaccination certificates and the chest X-ray report instead of completing this form.

本證明三個月內有效。 / The certificate is valid for three months.

麻疹及德國麻疹之抗體陽性檢查報告或預防接種證明(二擇一)
Proof of Positive Measles and Rubella Antibody or Measles and Rubella
Vaccination Certificates (alternative)

基本資料 / Basic Data

姓名： Name :	性別： Sex : <input type="checkbox"/> 男 / M <input type="checkbox"/> 女 / F
國籍： Nationality :	護照號碼： Passport No. :
出生年月日： Date of Birth : <u>YYYY</u> / <u>MM</u> / <u>DD</u>	

a. 抗體檢查 / Antibody Tests

麻疹抗體 / Measles Antibody 陽性 / Positive 陰性 / Negative 未確定 / Equivocal

德國麻疹抗體 / Rubella Antibody 陽性 / Positive 陰性 / Negative 未確定 / Equivocal

- b. 預防接種證明 / Vaccination Certificates (證明文件應註明接種日期、接種院所及疫苗批號。如檢附幼時接種證明，其接種年齡必須大於 1 歲。 / The certificate should include the date of vaccination, the name of administering hospital or clinic and the batch no. of vaccine. If the childhood vaccination certificate is submitted, it is important to include the record of the vaccines administered only after one year of age.)

麻疹預防接種證明 / Measles Vaccination Certificate

德國麻疹預防接種證明 / Rubella Vaccination Certificate

- c. 有接種禁忌，暫不適宜預防接種 / Having contraindications, not suitable for vaccination

負責醫檢師簽章 / Signature of Chief Medical Technologist : _____

負責醫師簽章 / Signature of Chief Physician : _____

醫院負責人簽章 / Signature of Superintendent : _____

日期 / Date of Examination : YYYY / MM / DD

胸部 X 光肺結核檢查報告
Chest X-ray for Tuberculosis Report

基本資料 / Basic Data

姓名： Name :	性別： Sex : <input type="checkbox"/> 男 / M <input type="checkbox"/> 女 / F
國籍： Nationality :	護照號碼： Passport No. :
出生年月日： Date of Birth : <u>YYYY</u> / <u>MM</u> / <u>DD</u>	

X 光發現 / Findings : _____

判定 / Result :

- 合格 / Passed 疑似肺結核 / TB suspect 無法確認診斷 / Pending 不合格 / Failed
 孕婦免驗 / Not required for pregnant women

負責醫師簽章 / Signature of Chief Physician : _____

醫院負責人簽章 / Signature of Superintendent : _____

日期 / Date of Examination : YYYY / MM / DD

備註 / Note : 本證明三個月內有效。 / The certificate is valid for three months.