



NATIONAL CHUNG HSING UNIVERSITY

Orientation for International Student

OFFICE OF INTERNATIONAL AFFAIRS

Agenda

12' 00 – 12' 10	Check-in	
12' 10 – 12' 50	新生說明 Topic : 1.簽證、選課 Visa, course selection 2.保險 Insurance 3.獎學金、工作證 Scholarship, Work Permit	國際處Office of International Affairs 李美瑩April 林佩君Ginny 吳佳樺 Melody
12' 50 – 13' 00	STEP – Mandarin & Carrier	陳晏妤 Eunice
13' 00 – 13' 20	校內輔導資源介紹 Counseling resource	專任心理師健諮中心 Counseling Center
13' 20 - 13' 40	移民署-外籍學生在臺相關權益之宣導 Know Your Rights: A Guide for International Students in Taiwan	台中市移民署中區事務大隊第一服務站 Immigration Agency of Taichung 1 st station
13' 40 - 14' 00	資料填寫 Post office information fill out/ ARC Application notice	李美瑩April Ian
14' 00	End	

Outlines

VISA/ARC

簽證/居留證

Post Office Account

郵局開戶

Academic Life

學業環境

Health Examination

健康檢查

Health Insurance

保險資訊

Work Permit

工作證

Scholarship

獎學金

An illustration in the top left corner shows a pink hand reaching down to hold a small, smiling figure with a pink face and a red body. The figure is positioned as if being held from underneath. The background is a light yellow with various decorative elements like hearts and 'x' marks.

Our Team

FOREIGN STUDENT AFFAIRS DIVISION

The logo for Oia, featuring the word "Oia" in a stylized, orange, cursive font with a small globe icon above the letter 'i'.

Oia



A small orange heart icon.

Our Team

COORDINATOR IN FOREIGN STUDENT AFFAIRS DIVISION

Student life care

April Li

mylee@nchu.edu.tw

Insurance/
Activity

Ginny Lin

pclin@nchu.edu.tw

Admission/
Visa applications

Jun Huang

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Scholarships/Work permit
TA-ship scholarship

Melody

melodywu@nchu.edu.tw





Our Team

COORDINATOR IN OIA

Office of International
Administrative Support
-Mandarin courses

Hsiu-Hua Lin (Jess)
jesslin@email.nchu.edu.tw

Student Career/
Job Fair

Yen-Yu Chen (Eunice)
yenyuchen@email.nchu.edu.tw

Exchange program

Christina Cheng
ycc@dragon.nchu.edu.tw



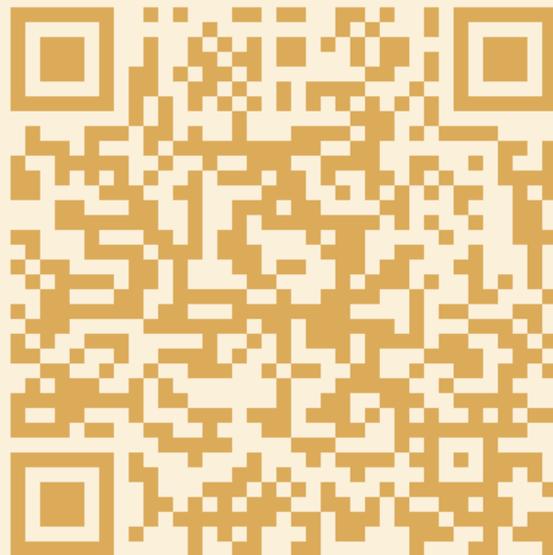
NCHU OIA Official Website



2026 FALL SEMESTER
DEGREE PROGRAM ADMISSION APPLICATION

Apply	Result	Course Start
2026.01.15-03.20	2026.05.31	2026.09

The banner features a blue background with a central illustration of two students standing on an open book. Logos for National Chung Hsing University and the Office of International Affairs (OIA) are visible at the bottom.



E-mail: oiastudent@nchu.edu.tw



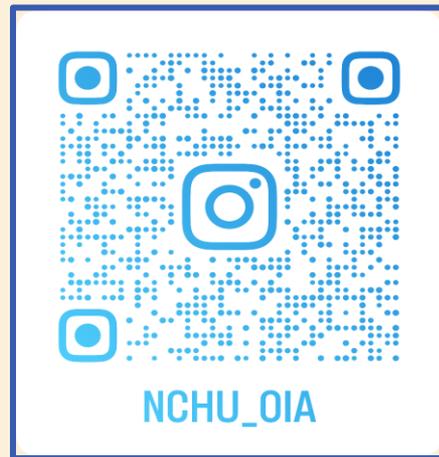
NCHU OIA Official Line Account x Facebook Fan page



Follow Us!



NCHU OIA
Official Line Account



NCHU OIA
Instagram

E-mail: oiastudent@nchu.edu.tw

WiFi



×

How to connect to WiFi?

國立中興大學
National Chung Hsing University

中興大學無線網路服務
National Chung Hsing University
Wireless service

- 1 帳號 信箱 (Email) or 漫遊帳號 (Roan)
- 2 網域
- 3 密碼 請輸入密碼 (Your Password)

Wifi Name: NCHU

Degree-Seeking Student

1. User name: *Student email address:*

4112xxxxxx -> s112xxxxxx

7112xxxxxx -> g112xxxxxx

8112xxxxxx -> d112xxxxxx

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

3. Password: **999999**mmdd (**default password**)

(mmdd is your birthday)

(e.g. if your birthday is January 1st,
password is **999999**0101)

×

The background features a large, light-yellow hand shape reaching from the top right towards the center. In the top left, a girl with red hair and a white headband floats. In the bottom left, a student with blonde hair in a blue hoodie holds a white book. The scene is decorated with small red hearts, yellow hearts, and black 'x' marks scattered across the white background.

Student Handbook

Student Handbook

Read it thoroughly ↓



Registration Steps

Deadline: March 6th, 2026

Pay Tuition Fee

@First Bank/
@ATM/ @Convenience Stores

01

02

Open a Post Office Bank
Account

@Post Office

03

Apply for ARC Online

@Immigration Agency

Registration Steps

Deadline: March 6th, 2026

Done!



Fill Up the Student
Affairs System

@NCHU Single Sign On System
Student Affairs Information

04

Sign Up for Courses

Online

@NCHU Single Sign On System

05

06

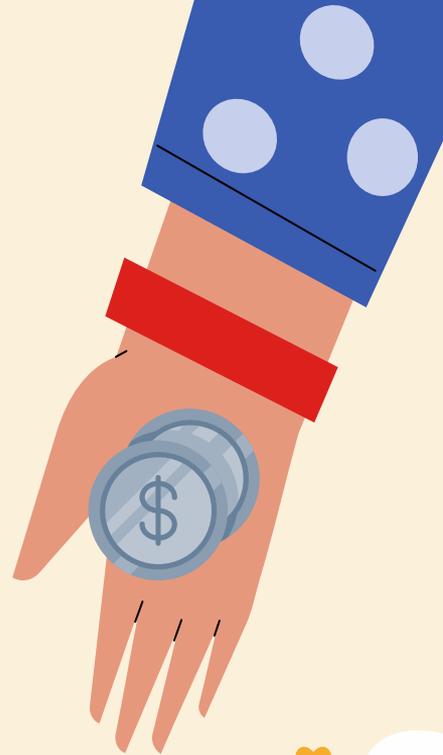
Submit the copies to get
Student ID Card

- The copy of the passbook cover
& the front and back of ARC

@OIA

VISA / ARC

簽證 / 居留證



Apply for ARC



Alien Resident Certificate, ARC, 外國人居留簽證

- ① Students **MUST** apply for ARC within 30 days after the arrival in Taiwan.
- ② Identify your visa type first:
 - Visitor Visa (停留簽證)
 - Resident Visa (居留簽證)

→ **Only Resident Visa holders can apply for ARC**



→ Application System



ONLINE service

Apply for ARC

If you are “Resident Visa” holder:



① Apply for ARC 申請居留證
@Online線上申辦
→ Refer to Student Handbook pp. 8

② Extend your ARC before expiration
定期延長居留證
@Online線上申辦

③ The earliest date to apply for an extension:
-3 months before expiration



Apply for ROC UI NO.

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

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

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

使用須知 Instructions

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



IN-PERSON service

If you are “Visitor Visa” (FS) holder:

- ① Apply for a ROC UI number.
申請統一證號基資表
@Immigration Agency 移民署
- ② Extend your visa before expiration
定期延長簽證
@Immigration Agency 移民署
→ Refer to Student Handbook pp. 10
- ③ Change Visitor Visa to Resident Visa (ARC)
after enrollment 註冊後轉換簽證申請居留證
@Immigration Agency 移民署



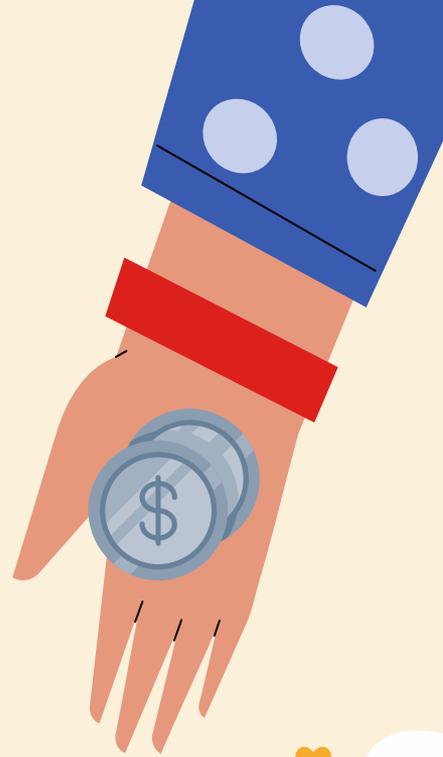
MAPS



Immigration Agency

Transportation | Refer to Student Handbook pp. 16

Post Office Bank Account



Apply for Bank Account



IN-PERSON service

Purpose

- Scholarship stipend 獎學金
- Part-time job wage 工讀
- Insurance reimbursement 保險理賠

Required Document

- Application form, CRS Self-Certification Form
- Photocopy of Passport
- Photocopy of VISA
- Photocopy of ARC
- NT\$100 (deposit)
- Chop(optional)

Where & When

- Opening Hours | 8:30 am to 5:00 pm (Mon.- Fri.)
- Post Office on Guoguang Rd. (Second Floor)
- Post Office on Nanhe Rd.
- Post Office on Minguan Rd.



MOE/MOFA scholarship recipients –

1. ROC UI Number
2. Awarding Certificate
3. Enrollment certificate

Apply for Post Office Bank Account

×



ARC holder



×

Guoguang Road Post office
Close to female dormitory



×



Nanhe Road Post office
Close to male dormitory



Apply for Post Office Bank Account



×



1. 簽證或蓋有入境許可戳記之國外護照 Visa/Passport
2. 居留證 ARC
3. 存款金額新臺幣1,000元 Deposit NTD 1000
4. 稅務號碼 Tin number
5. 在學證明 Enrollment certificate

×



No. 250, Guoguang Rd, South District, Taichung City, 402
Close to female dormitory



Resident
visa

1. Enrollment certificate
2. Accommodation letter(from dorm/housing contract)
3. Passport
4. Other documents

Recommend duration of applying for ARC:
1~3 years

Apply for ARC online
Getting in 2 weeks

ARC

Visitor visa
FS remark

1. Enrollment certificate
2. Accommodation letter
3. Passport/visa
4. Health Certificate for Residence
5. Financial Statement
6. Other documents

Apply Post
Office
passbook
@post office

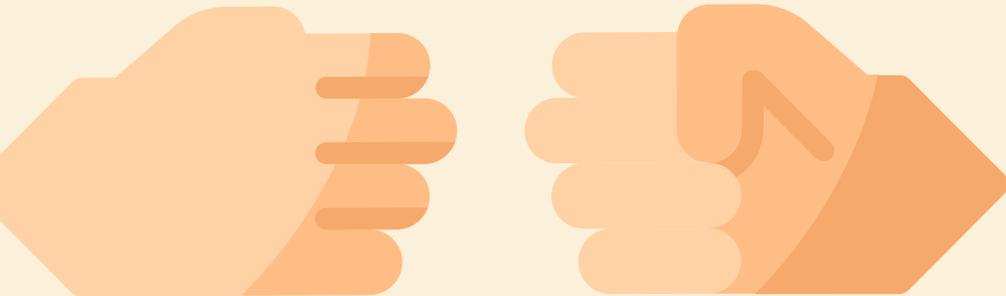
OIA

Student ID/
Stipend
application

Got verified documents

×

Bus Card/ Student ID Card



×

About ID Card

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

① Bus fare discount – free ride within 10km

Only for Taichung citizens.

- Taichung resident
- The students studying in Taichung.
(with valid student ID card)

Each citizen can only register **ONE** Easy Card.

② Required document

- ARC or NHI Card.
- Student ID Card/ EasyCard
(if you want to use other easycard)



About Bus Card

臺中市
「市民限定」政策

市民限定

臺中市政府

交通卡
網路
申請流程

民眾提出申請
網路申請填寫基本資料
現場辦理
受理人員驗證身分
進行綁卡
完成綁卡

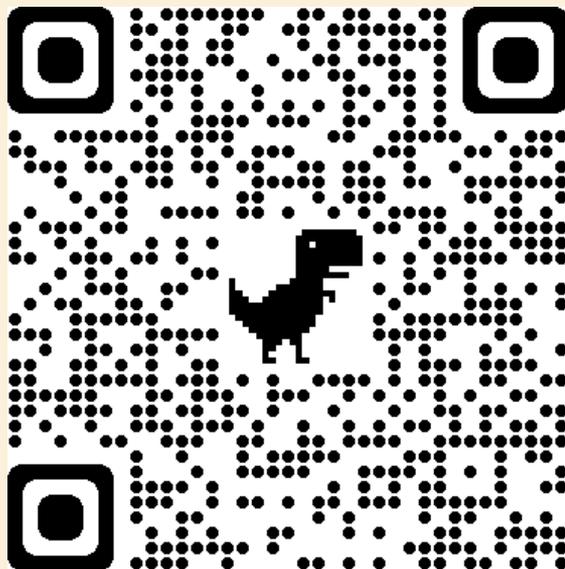
退件

線上申請或查詢
請用QR Code

申請資格	6歲以上市民	本市市民之 新住民配偶	非設籍本市 但於本市就學 之學生
應檢附文件	<ul style="list-style-type: none"> 申請表:紙本申請表或於網路填寫申請資料 可綁定之電子票證 		
	<ul style="list-style-type: none"> 國民身分證正本 未成年入籍經由法定代理人同意,並持國民身分證正本及照片,及國民身分證正本影本及戶口名簿正本影本代之 	<ul style="list-style-type: none"> 中華民國居留證正本 配偶之國民身分證 配偶之戶口名簿或戶籍影本 	<ul style="list-style-type: none"> 國民身分證正本 可證明學籍且有學之學生證或在學證明正本 未成年入籍經由法定代理人同意,並持國民身分證正本及照片,及國民身分證正本影本及戶口名簿正本影本代之
委託	<ol style="list-style-type: none"> 申請人應檢附之文件、證件及電子票證 委託書 受委託人國民身分證正本 		

③ How to register?

Go to the **assigned location** to bind the card



Recommending places



3. MRT Da-Qing Station
Transportation | Bus No.73
to Wenxin S.- Fuxing N.
Intersection



1. Taichung Public Library

- South Distinction

Open Hours | Sat. |

08:30 - 21:00



Transportation | Bus

No.35 to Pinghe Village



2. South District Office or

South District Household Registration Office

Open Hours | Mon.~Fri. | 08:00 - 17:00 / 18:30

Transportation | Bus No.35 to South District Office



About ID Card

Scope of Easy-Card use

The screenshot displays the EasyCard website interface. At the top, there is a navigation bar with the following tabs: "悠遊卡 EASYCARD About us", "What is EasyCard?", "What is EasyWallet?", "Mobile EasyCard", "Scope of EasyCard Use" (which is highlighted), and "Customer service". Below the navigation bar, there is a row of logos for partner brands, each with a "NEW" tag: Pizza Hut, KFC, KEBUKE, Mr. WISH, and 思茶 MISSING TEA. The main content area is divided into two rows of service categories. The first row includes: Transportation (highlighted in a dark blue box), Supermarket, Shop, Food and beverage, Public service, Shopping area, and Leisure and entertainment. The second row includes: MRT, Buses, Parking lot, Taiwan Railway, Taiwan High Speed Rail, a bicycle icon, Taxi, Ferry, and Public bicycle.

悠遊卡 EASYCARD About us

What is EasyCard?

What is EasyWallet?

Mobile EasyCard

Scope of EasyCard Use

Customer service

NEW Pizza Hut

NEW KFC

NEW KEBUKE

NEW Mr. WISH

NEW 思茶 MISSING TEA

Transportation

Supermarket

Shop

Food and beverage

Public service

Shopping area

Leisure and entertainment

MRT

Buses

Parking lot

Taiwan Railway

Taiwan High Speed Rail

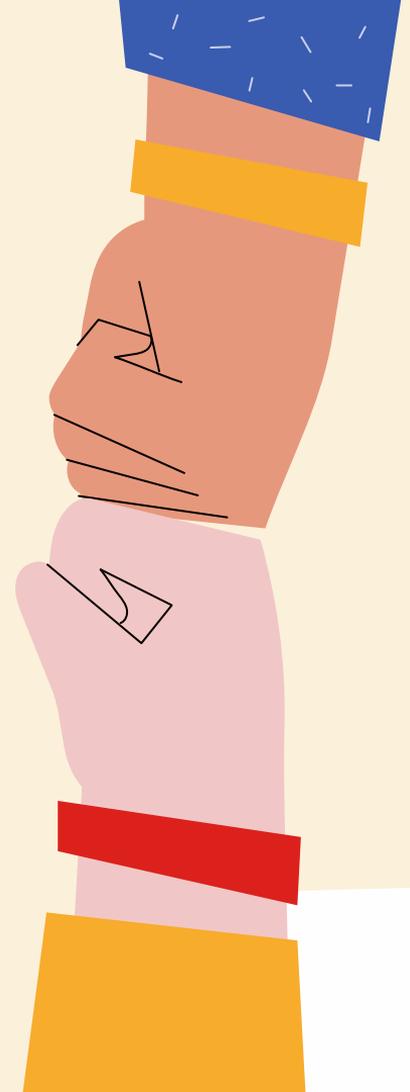
Taxi

Ferry

Public bicycle



Academic Life



1

Pay Tuition Fee

@First Bank/
@ATM
@convenience stores
by credit card

2

Sign up for courses

First School E-SCHOOL PORTAL



@ NCHU Single Sign on System

×

Pay Tuition Fee

×



國立中興大學 112 學年度 第一學期 自行收納款項 統一收據 第 0003525 號
NATIONAL CHUNG HSING UNIVERSITY 1117811812302158 繳費期限： 年 月 日

系(所)：國農博學程 年級：1 班別：博士班 姓名：
減免類別： 學號 (10 碼) 減免金額：0 **Payment Deadline**

費別	金額	費別	金額
學費 Tuition fee		教育學分費 Credit fees for the educational program	0
雜費 Miscellaneous fee	0	軍訓 Military courses	0
學雜費其他 Basic tuition fee	0	體育 Sport courses	0
學生平安保險費 Student safety insurance fee	260	宿網費 Dormitory network fee	300
僑生外籍生保費 National health insurance fee	3,528	水費 Dormitory water fee	0
語言設備使用費 Language practice fee.	0		
電腦及網路通訊使用費 Computer network fee	300		
宿舍費 Dormitory fee	8,875		
電費 Utility fee	1,500		
財產保證金 Security deposit for public property	1,000		
清潔費 Public cleaning fee	650		
清潔保證金 Security deposit for cleaning	500		
合計新台幣：	參萬零捌佰伍拾玖元整 (NT\$ 30,859)		
出納 楊峻貴 主計主任 許秀鳳 校長 詹富智			(收款戳記)

×



Important!!! Mandatory for ALL STUDENT (including those WITH and WITHOUT Tuition Waivers)





② Pay tuition fee

Option A



Pay by
Credit Card
(m/dd - m/dd)

Option B



Pay at
Convenience Store
(m/dd - m/dd)

Option C



Pay at
First Bank
No.144, Sec. 1, Ziyou Rd,
Taichung

Option D



Transfer via
ATM



Sign up Courses



Manual

Read it online @
course selection manual

System Account <https://cportal.nchu.edu.tw/>

User Name | Student Id No. (10 digits)
 Password | 999999mmdd (mmdd is your birthday)
 (e.g. if your birthday is January 1st,
 password is 9999990101)

Course Information

Required/Elective	Class Number	Course Name	Pre-course	Yearly/Semester	Unit	Hour	Practice Hour	※Class Time	Practice Time	Classroom	Practice Classroom	Instructor
Required	1983	計算機概論 Introduction to Computer Science		a Semester	3	3		5234		SC121		SUM. PUJ-FALJOHN

Class Time: 5 234

- 1= Monday
- 2= Tuesday
- 3= Wednesday
- 4= Thursday
- 5= Friday

Time Period
(As Below)

The Code List of Time Period													
Item No.	1	2	3	4	5	6	7	8	9	A	B	C	D
Time	08:10	09:10	10:10	11:10	13:10	14:10	15:10	16:10	17:10	18:20	19:15	20:10	21:05
	09:00	10:00	11:00	12:00	14:00	15:00	16:00	17:00	18:00	19:10	20:05	21:00	21:55

Course Selection Schedule

Undergraduate Students

	Time	Target
Course Primary Selection Online 網路初選	Sep. 01, 10:00 am- Sep. 02, 08:00.am	4th & 5th-year students
	Sep. 02, 10:00 am- Sep. 03, 08:00.am	3rd-year students
	Sep. 03, 10:00 am- Sep. 04, 08:00.am	2nd-year students
	Sep. 04, 10:00 am- Sep. 05, 08:00.am	1st-year students
✗ All undergraduate courses 跨系選課	Sep. 05, 10:00 am- Sep. 06, 08:00.am	All undergraduate
Add-in and drop course online 線上加退選	Sep. 08, 10:00 am- Sep. 14, 08:00.am	All students
Special Case Request 特殊情形加退選	Sep. 15, 10:00 am- Sep. 20, 08:00.am	All undergraduate
Application for course withdrawal 停修申請	Nov. 11, 10:00 am- Dec. 05, 17:00.pm	All students

Master & Ph. D. Students

	Time	Target
Course Primary Selection Online 網路初選	Sep. 01, 10:00 am- Sep. 04, 08:00.am	Master & Ph.D. Degree-Seeking students
Course Add-in & Drop Online (All courses) 線上加退選	Sep. 08, 10:00 am- Sep. 15, 08:00.am	
Application for course withdrawal 停修申請	Nov. 11, 10:00 am- Dec. 05, 17:00.pm	



College Chinese (2 credits)

1753-限外籍生選修 For International Students Only

國立中興大學 課程查詢系統
National Chung Hsing University Course Information System

| 中文 | English | 行動裝置 |

Search by Department General Education Courses **Other Searching Items**

Stm : 1141	Classification : [dropdown]	Course Name : Narrative Expression: Language Literacy	Teacher : [input]
Session : [dropdown]	Class Time : Weekday [dropdown]	Class Number : 1753	
English/EMI : [dropdown]	Teaching Language : [dropdown]		

Search

Class Code	Course Name	Class Time
1753	敘事表達：語文素養 Narrative Expression: Language Literacy BA, TOCFL B1 above	(Fri.) 16:10-18:00

Chinese Course- day time

1940(I), 1942(II), 1946(III)
1951-Intro to Taiwan Culture

✕ All Students
A0~B1 level ♥

Search by Department General Education Courses Other Searching Items 

Stm : 1141 ▾	Classification : <input type="text"/>	Course Name : <input type="text" value="Practical Chinese"/>	Teacher : <input type="text"/>
Session : <input type="text"/>	Class Time : Weekday <input type="text"/>	Class Number : <input type="text"/>	
English/EMI : <input type="text"/>	Teaching Language : <input type="text"/>		

Required/ Elective	Class Number	Course Name	✕Class Time	Classroom	Instructor
Elective	1940	實用華語(一) Practical Chinese(I)	3567	AA304	LUO, TING
Elective	1942	實用華語(二) Practical Chinese(II)	1567	AA407	CHEN, SHU CHUAN
Elective	1946	實用華語(三) Practical Chinese(III)	3789	AA406	Cindy Y Chung
Elective	1951	認識台灣文化(二) Introduction to Taiwanese Culture (II)	434	AA303	MAI,HAO-TING

Evening Chinese Courses

× All Students
A0~B1 level

1941(I),1943(II), 1945(III),1947(IV),1950 Oral

Required/ Elective	Class Number	Course Name	※Class Time	Classroom	Instructor
Elective	1941	實用華語(一) Practical Chinese(I)	3ABC	AA203	CHEN, SHU CHUAN
Elective	1943	實用華語(二) Practical Chinese(II)	2ABC	AA407	HSU, CHENG-YANG
Elective	1945	實用華語(三) Practical Chinese(III)	3ABC	AA407	YEH, CHIA-TING
Elective	1947	實用華語(四) Practical Chinese (IV)	4ABC	AA407	YU, YUNROU
Elective	1950	華語口說 (二) Chinese Oral Speaking (II)	5AB	<u>AA403</u>	WEN,CHENG-WEN

楊小姐 國立中興大學文學院華語中心

Chinese Language Center, (3f, Wannien building), NCHU

Tel: +886-4-22840326 #206

E-mail: lilyyang@nchu.edu.tw

× All Students
A0~B1 level

NCHU Step Chinese Courses

Course Code and Name	0	N1	N2	A1	Communication Confidence	A2	B1	B2
114201 Online Chinese Course for Beginner	→							
114202 for Online Chinese Course for Elementary (N1)		→						
114203 Basic Chinese Conversation (A1)				→				
114204 TOCFL Band A (A1) Preparation Class 1				→				
114205 TOCFL Band A (A2) Preparation Class 2						→		
114206 TOCFL Band B (B1) Prep Class 1							→	
114207 Advanced Workplace Chinese (B1)							→	

×

Health Examination



Health Report

Test date:
Sep 8, 14:00
HuiSun Auditorium

Required Types

- Health Check for Residency
- NCHU Student Health Examination Form – MOE

Expense & documents

- Fee (NTD 650 for Taichung Hospital)
(NTD 1000-3000 for other hospitals)
- Passport (original and copy)
- R.O.C UI No. (original and copy) / ARC
- NCHU Student Health Examination Form

Notice

Eating is prohibited 8 hours before examination.
Small amount of water is acceptable.

Hospital

× Information

Hospital	Address/ Telephone Number	Website
Dali JEN-AI HOSPITAL 大里仁愛醫院	No. 483, Dongrong Rd., Dali, Taichung Tel: 04 2481 9900	http://www.jah.org.tw/
CHINA MEDICAL UNIVERSITY HOSPITAL 中國醫藥大學附設醫院	No. 2, Yude Rd., North, Taichung Tel: 04 2205 2121	http://www.cmuh.cmu.edu.tw/
<input checked="" type="checkbox"/> TAICHUNG HOSPITAL 台中醫院	No. 199, Sec.1, Sanmin Rd., West, Taichung Tel: 04 2229 4411	http://www.taic.mohw.gov.tw/

Contracted hospital of 2023: TAICHUNG HOSPITAL 台中醫院

Health Insurance



×

Types of Insurance

1

FSI

Foreign Student
Insurance

2

NHI

National Health
Insurance

3

SSI

Student Safety
Insurance

→ Refer to Student Handbook pp. 19-28

FSI

Foreign Student Insurance

→ Refer to Student Handbook
pp. 23-24

For who

Degree Seeking students without NHI
無健保之外籍學位生

Coverage

Medical & Accident Insurance 醫療意外險

Duration

Coverage starts from Mar. 23
從3月23日開始起保

Expense

NT\$ 3528 / 6 months (In tuition bill)
含在學費單裡面、每期6個月

Required document for claiming

- Application Form - 理賠申請表
- Diagnosis - 醫生診斷證明
- Original Receipts - 收據正本
- A copy of passbook cover page - 郵局存摺影本
- A copy of passport / ARC - 護照或居留證影本
- A copy of your Student ID card - 學生證影本

NHI

National Health Insurance

For who

Be eligible and mandatory to join 6 months after the issue date on ARC
居留滿6個月後才能且必須加入全民健康保險。

Expense

NT\$ 4,956 / 6 months (In tuition bill)
含在學費單裡面、每期6個月

Notice

Reasons for failure of application:

- Leave Taiwan for more than 1 time
- Leave Taiwan for more than 1 month
→ the 6-month period will be recounted

→ Refer to Student Handbook pp. 24-26

SSI

Student Safety Insurance

For who All NCHU students

Coverage Accident & hospitalization
意外理賠/住院醫療理賠

Duration After registration

Expense NT\$ 200~300 / per semester (In tuition bill)
含在學費單裡面

→ **Refer to Student Handbook pp. 20**



Work Permit

Work Permit

國立中興大學外籍學位生工作證證明文件

NCHU Degree Seeking Student
Consent Form for Work Permit

學生基本資料 Student Information

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

工作證申請事由 Statement

- 經導師查證，該生確有經濟上的困難，無法維持在台之學業及生活。

Here by I would like to prove that the student in my class has difficulty in financial support for studying in Taiwan.

導師簽名/Advisor's signature: _____

- 就讀學校之教學研究單位須外國留學生協助參與工作者。

The school's academic unit has the need of foreign student to participate in the following assistance works:

- 校內工讀 Part time student/工讀單位 Office Title: _____
 教學助理 Teaching assistant /課程名稱 Course Title: _____
 科技部計畫 Project of Ministry of Science and Technology

指導教授/主任簽名 Advisor/Office Director's Signature: _____

- 就讀研究所，從事與修習課業有關之研究工作。

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)

Purpose

- Work in Taiwan
- Get a stipend or allowances from your lab

Online Application

- Apply online @ <https://reurl.cc/dGYAA8>
- Required documents and checklist are available at OIA

→ Manual | Refer to Student Handbook pp. 60 & Appendix 02

Valid Period- max 1 year

- Fall semester | Approval Date ~ March 31
- Spring Semester | Approval Date ~ Sep. 30

*NOTE: A formal enrollment certificate is mandatory; you must first pay the school fee to apply for the certificate.

→ Refer to Student Handbook pp. 60



Work Permit

NOTICE!!!

1. **Work without permission shall be penalized with a fine of no less than NT\$30,000 and not exceeding NT\$150,000.**
2. **Students' working hours should not exceed more than 20 hours per week. (Winter and summer vacations are excluded.)**
3. **The work permit will be rescinded if regulations are violated. (e.g. leave from school or drop out)**
4. **Enrollment certificate can only be applied during semesters. Students who need to work during the semester break, Apply it before the end of the semester!**

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	

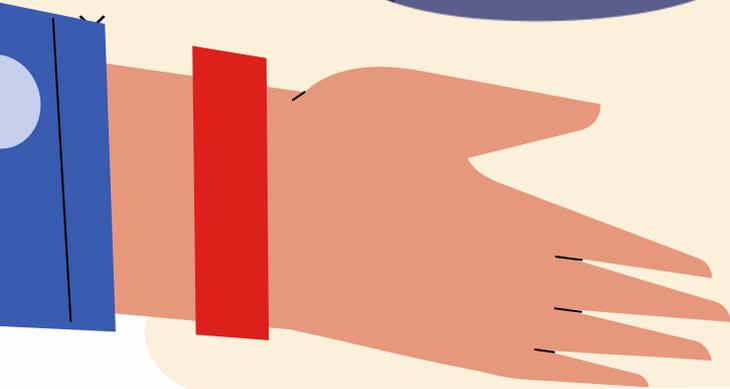
工作證申請事由 Statement

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。
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)



Scholarship

NCHU

Scholarship

Duration

- Fall semester | September- next year July
- Spring Semester | February – July

Type

-check your admission letter

A. Tuition waiver

B. Tuition waiver & Monthly Stipend of NTD 6000/8000

Currently, approximately 50% of the eligible students are awarded both a monthly stipend and a tuition waiver, the other 50% receive a tuition waiver. We will find ways to secure more funds to increase the number of awardees.

目前約有50%符合資格之申請人獲得學雜費減免及生活津貼；另外約50%申請者獲得學雜費減免。我們將會努力爭取更多資金以增加獲獎人數。

→ Refer to Student Handbook pp. 46



NCHU

× **Scholarship**



Application

Apply @ <https://reurl.cc/LQRXZ9>
February 2 to March 6, 2026
for the next academic year.



Required Documents

- ① Scholarship Application Form (Online)
- ② One Copy of the Official Transcript
(Average grades of the previous academic year)
Minimum average grades:
Undergraduate students: 70
Master & Ph.D. students: 80
→ Spring semester new students can submit the academic record from their previous school.
- ③ Academic Performance Evaluation Form
filled out and signed by the applicant's advisor, instructor, or department director
- ④ Other Supporting Materials
(Publications, TOCFL result, other academic performances, service performances)

NCHU Scholarship

Notice!

1. Remember to **re-apply NCHU scholarship on every year for the next academic year.**
2. Remember to hand in the photocopy of your passbook front page and ROC Number by two weeks after the semester starts, or you will not receive your stipend and student ID card on time.



When will I receive it?

- The tuition waiver will reflect on your bill.
- The stipend will be deposited into your post office account around the 15th of every month.



★ Due to the regular maintenance of accounting system, you will receive a 2-month stipend in the second month at the beginning of each semester.

NCHU

Scholarship

Evaluation Criteria

- The recommendation from the student's advisor
導師推薦
 - Average grades of the previous academic year
前學年學業平均成績
 - Publications in journals and book chapters; submissions and presentations in conferences and symposia in the form of oral or poster
學術表現:期刊論文發表、學術會議、研討會投稿、海報展示及口頭報告等
 - Administrative services to the department and college
服務表現:系所服務、學院服務等
 - The Chinese Proficiency test certificate or the Chinese course study record.
中文證書或中文修課證明
- *After the departmental committee determines the ranking list, it is submitted to the scholarship committee to finalize the rank order.**
由系所確定排名後，將提交由獎學金委員會確定最終排名



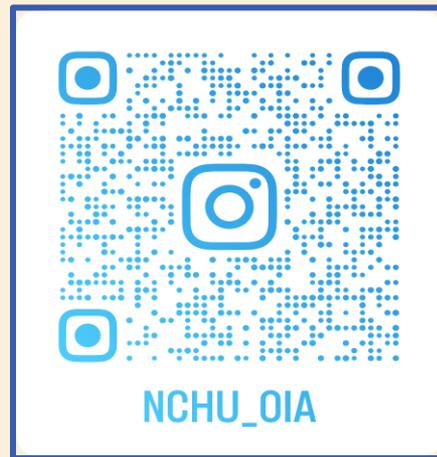
Living Tips



Follow Us!



NCHU OIA
Official Line Account



NCHU OIA
Instagram

E-mail: oiastudent@nchu.edu.tw

Activity Calendar

Mental Wellness Workshop

Month	Date	Mental Wellness Workshop
4	2026/4/1	【OIA x Health Counselling Center】 Mental Wellness Workshop Series From Awareness to Care: Understanding Your Emotions
5	2026/5/6	【OIA x Health Counselling Center】 Mental Wellness Workshop Series: Speaking Freely or Hurting Others? Understanding Online Boundaries
6	2026/6/17	Explore Your Limits: outdoor adventure

Activity Calendar

Join My
NCHU Era!

Month	Date	Culture Events
3	2026/3/13	【NUST】 2026 Taiwan Circular Culture Workshop-Sparkling Soda, Indigo Soul
3	3/20-3/21	Bypast NCHU International Film Festival
3	2026/4/24	【NUST】 2026 Taiwan Circular Culture visit
4	2026/4/7	Eid al-Fitr Event
4	TBA	Indian Night 2026
4	TBA	Iftar Dinner (Ramadan holy month for Muslims)
4	TBA	Vesak Celebration
4	TBA	Halal Bihalal
5	TBA	Pakistan Cultural Night

Month	Date	Career Development-- STEP
3	2026/3/6	Online Session: Introduction to the “Stay in Taiwan” Program-
3	2026/3/6	[Exploring Professions Through Hands-on Craft] The Art of Tea: Discovering Career Paths through Tea Appreciation
3	2026/3/11	Discover Your Career Interests – UCAN Workshop (English Session)
3	2026/3/12	[Exploring Professions Through Hands-on Craft] Handcrafted Soap Artisan – Making Botanical Soaps and Moisturizing Lotions
3	2026/3/20	Workplace Culture and Ethics in Taiwan
3	2026/3/21	Career Talk – From Flight Attendant to HR Ph.D.: The Courage and Strategy of Cross-Field Exploration
3	2026/3/26	Career Workshop: Office of International Affairs x Industrial Technology Research Institute (ITRI)
3	2026/3/27	Company Visit 1: GMORS Rubber.
4	2026/4/22	Company Visit 2: Siemens Taiwan
4	2026/4/22	【OIA】2026 NCHU x NUST Company visit (CHBio / Ennostar)
4	2026/4/24	Job-Hunting Workshop – Resume Writing and Interview Skills
5	2026/5/8	Company Visit 3 : LIMING Machinery (NCHU x NUST)
5	2026/5/14	[Exploring Professions Through Hands-on Craft] Aromatherapy Artisan – Making Anti-Mosquito and Soothing Moisturizing Sprays
5	2026/5/15	PODA Work Style Assessment Workshop
5	2026/5/19	Life Design with LEGO® : Career Exploration Workshop
5	TBA	Online Alumni Sharing Session
5	TBA	Company Visit 4: Fwusow Industry

Month	Date	Other Activity
2	<u>JOIN NOW</u>	TCUS-Inter-school Buddy Program
3	TBA	IPC Welcome Party
4	2026/4/26	Cultural trip
4	4/1-9/30	2026 NCHU
4	2026/4/10	IPC-World in your Clay
5	2026/5/30	Graduation Ceremony
6	TBA	IPC Farewell Party



我的中興時代國際“關” My NCHU Era



來活動

集5點

換好禮

Step 1



加入國際事務處
官方LINE帳號
Add OIA "LINE
Official Account"
as a Friend

Step 2

參加國際處活動
掃QR code集點
Collect the points of
Reward Card by joining
OIA's activities

Step 3

集滿5點至
國際處兌換好禮
Redeem the gifts
with 5 points

活動詳情 More Information



換好禮

每集滿5點可至國際事務處兌換以下3項好禮
Collect 5 points to redeem following gifts

1. 精美禮品/Gifts
2. Line Point 100點
3. 抽獎券一張/Lottery Ticket

抽大獎



x2

AirPods



x2

HomePod mini



x6

家樂福禮券1,000元
Carrefour Gift Voucher



x12

全家禮物卡500元
FamilyMart Gift Card

活動集點截止日期：2026年6月12日
Deadline: June 12, 2026



興大國際處

@oianchu

Survival Tips

Emergency Call

NCHU_24H call 04-22870885

Police station 110

Ambulance call 119

Notice!

1. Read the Student Handbook thoroughly!

2. **Keep your email alive**, OIA reaches you mainly via E-mail.

3. **Obey dormitory rules.**

4. **Traffic Safety**

- ◆ **No driving without a valid driver's license**
- ◆ **No drunk driving**
- ◆ **Helmet**

5. **Embrace the differences**

How to avoid being part of the fraud?

Anti-Fraud Hotline 165

Police station 110

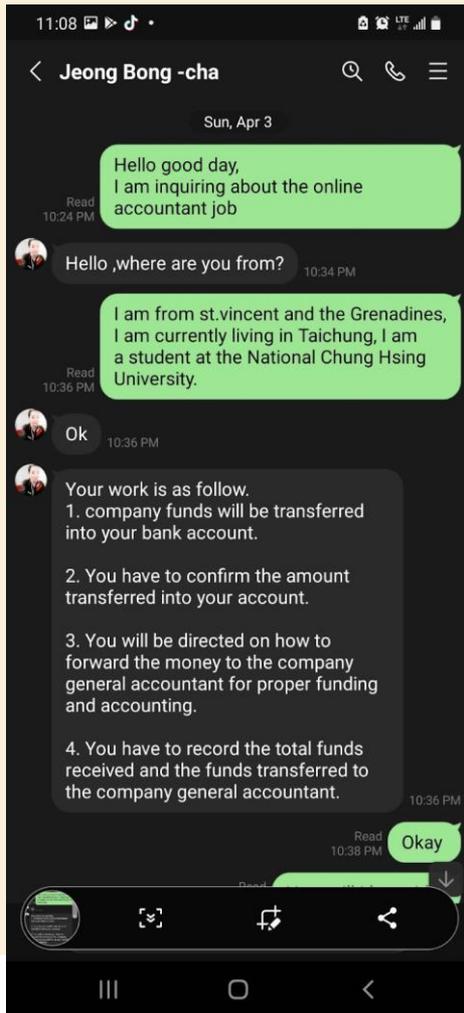
NCHU_24H call 04-22870885

👉 Don't give away any bank details unless you know and trust the receiver! Never let anyone access your bank account.

👉 **Do not transfer** funds received from an unknown party or employer to somewhere or someone you don't know.

👉 Be cautious of unsolicited offers of easy money.

👉 Lending your bank account to someone to use it is a potentially serious crime that could damage your financial future. Take some time and think about is it worth it.



COVID-19 JOB OPPORTUNITY!!!
ARE YOU IN NEED OF WORK?

We need services of an online accountant in our company.

CONDITIONS:

1. This work will allow you do other work.
2. This work have to be done through online only .
3. Work is to be done at leisure times.
4. No certificate needed for the work.
5. This work can be done through cell phones and computer.
6. You don't need have any experience to carryout the work.
7. Salary is 64,000NTD every month.

REQUIREMENTS.

1. You must have a line account .
2. You must have Bank account.
3. You must have a mobile phone or computer with internet.
4. You will send your passport for documentation

ARE YOU INTERESTED???

ADD MY LINE BELOW!!!!

LINE ID:Yunhee111

Q&A

×



×



Tips for Applying ARC

×



×





申請居留證

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



Online Application

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

Foreign students and Overseas Chinese students

Nationals without registered household in the Taiwan Area (Students)

Information For Foreigners In Taiwan

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

The office hours of the NIA's service centers nationwide

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

Service Line of Computer Operation/ System Maintenance

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



How to apply online for the ARC ?

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

How to apply online for the ARC ?

1 Prepare Required Documents

2 Create and Activate an Account

3 Log in to Fill in the Application form
& Upload Required Documents

4 Pay after Approval

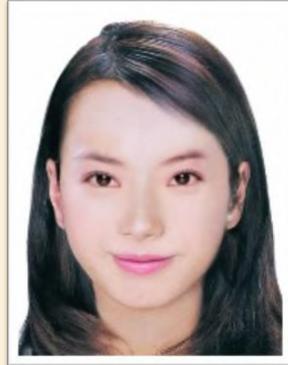
5 Print out your the Electronic ARC/
Download your receipt

6 Pick up Your ARC

Items	Photo (2x2 inches)	Passport	Resident Visa	Proof of Accommodation	ARC	Admission Permit or Certificate	Other Supporting Documents (Optional)
First- time ARC application (admitted but not yet enrolled)	✓	✓	✓	✓		✓ Certificate Admission Permit	of
First- time ARC application (enrolled)	✓	✓	✓	✓		✓ Certificate of Enrollment or student ID	
ARC extension application	✓	✓			✓	✓ Certificate of Enrollment /student ID with a valid registration stamp	
Change of ARC information application	✓	✓			✓		<ul style="list-style-type: none"> ✓ 1. passport renew: upload renewed passport ✓ 2. lost ARC: upload declarations or the police statements ✓ 3. change residential address: upload the proof of dormitory payment 3 or the lease.

A. Required Documents

1. Photo 2X2 inches



Format : JPG

File Size : 4KB-512KB

Pixels : 413 X 531

2. Please scan and upload the document

(Photos taken by mobile phones are also accepted)



format : JPG|JPEG|PNG|BMP|PDF

file size : 4KB-512KB

Passport or ID card (both front and back page)

Chinese translation of required documents

B. Go to the Students Online Application System website

1. Click “foreign students and overseas Chinese students”

內政部移民署
NATIONAL IMMIGRATION AGENCY

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

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

Foreign students and Overseas Chinese students
Nationals without registered household in the Taiwan Area (Students)

Information For Foreigners in Taiwan
Domestic : 0800-024-111
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The office hours of the NIA's service centers nationwide
08:00-17:00
through the lunch hour from Monday to Friday

Service Line of Computer Operation/ System Maintenance
02-27967162
from 08:30-17:30
Monday to Friday

© NATIONAL IMMIGRATION AGENCY Address: No. 15, Guangzhou St., Zhongzheng District, Taipei City 100-66, Taiwan, ROC.

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

內政部移民署
NATIONAL IMMIGRATION AGENCY

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

Foreign students and Overseas Chinese students
Nationals without registered household in the Taiwan Area (Students)

Introduction
In order to allow foreign and overseas Chinese students to attend college and above in Taiwan, the students shall apply for a resident visa at an overseas Taiwan embassy before applying through the online registration and certification system for a resident visa at the National Immigration Agency of the Ministry of the Interior after arriving in Taiwan.

Qualification
Any student with foreign nationality but not yet approved for naturalization in Taiwan may hold an admission permit/notice or certificate of enrollment and registration to fill out an application. residence permit and receipt are ready for download. by signing into the system, the foreign and overseas Chinese students are able to download their e-residence permits and receipts from "e-residence permit download" and "receipt download" in the "download section". Take the e-receipt to the service station in exchange for the IC card as a residence permit.

Document Download
1. System User Guide
2. Application Instructions

I want to apply

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

中華民國內政部移民署 NATIONAL IMMIGRATION AGENCY
外國與外僑、大陸與港澳、無戶籍國民學生線上申辦系統
Students Online Application System

Alien Resident Certificate Application for Foreign Students and Overseas Chinese Students - Register

Name in Chinese English surname English given name Nationality

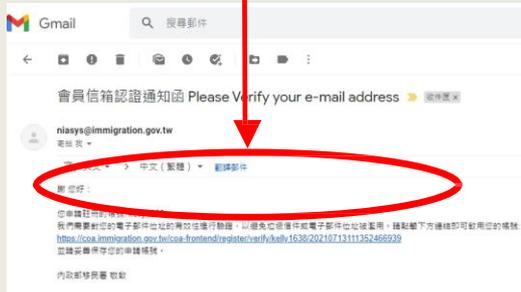
Date of Birth Gender Passport No.

Contact Phone Number EXT Email

Login Account Login Password Re-Enter Login Password

Please remember your account
The password should be 8 characters at least with 1 lower-case English letter and 1 Arabic number at least.

Register Clear



4. Choose the type of application and click

中華民國內政部移民署 NATIONAL IMMIGRATION AGENCY
外國與外僑、大陸與港澳、無戶籍國民學生線上申辦系統
Students Online Application System

Application - Case Status Check - Online Payment - Account

ARC Application for Foreign Students and Overseas Chinese Students

Application Details

photo 選擇檔案 沒有選擇檔案 Clear

Students and Overseas Chinese Students entering Taiwan for

of Study
degree
Please select

中華民國內政部移民署 NATIONAL IMMIGRATION AGENCY
外國與外僑、大陸與港澳、無戶籍國民學生線上申辦系統
Students Online Application System

Application - Case Status Check - Online Payment - Account

ARC Application for Foreign Students and Overseas Chinese Students

New Applicant

Item	Application ID	Act
------	----------------	-----

5. Select your status of study

中華民國內政部移民署 NATIONAL IMMIGRATION AGENCY
外國與外僑、大陸與港澳、無戶籍國民學生線上申辦系統
Students Online Application System

Application - Case Status Check - Online Payment -

ARC Application for Foreign Students and Overseas Chinese

*Please select identity Foreign Student

*Program of Study Please select

*Status of Study Bachelor's Degree

Who is the exchange student showing up in the country?

Send Clear

Copyright © NATIONAL IMMIGRATION AGENCY Address : No. 15, Guangzhou St., Zhongzheng Dist., Taipei
Enquiry hotline for computer operation/ Customer Service (Six Lines) : +886 (02)2796-7162 ; Service hours: Monday to Friday 08:00-17:00, no lunch break. Service hotline for Foreigners in Taipei (International)

Identity

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

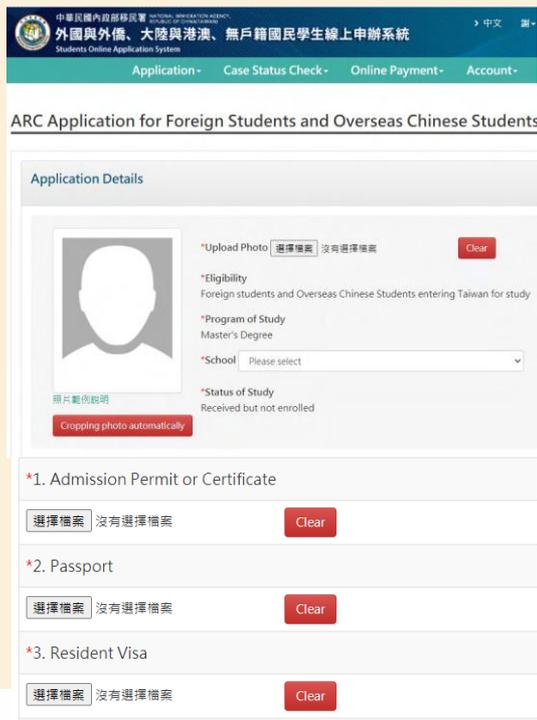
Program

- Choose your program of study

Status

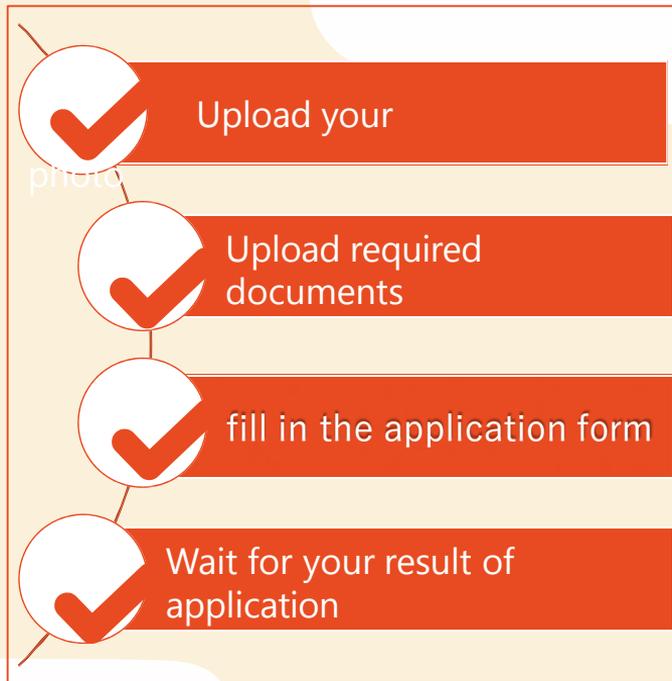
- I have an admission permit -> **"admitted but not yet enrolled"**
- I already have my certificate of enrollment or student ID with a valid registration stamp -> **"enrolled"**

C. Fill in the application form and upload documents



The screenshot shows the 'ARC Application for Foreign Students and Overseas Chinese Students' online system. The page title is 'ARC Application for Foreign Students and Overseas Chinese Students'. The navigation bar includes 'Application', 'Case Status Check', 'Online Payment', and 'Account'. The main content area is titled 'Application Details' and contains several sections:

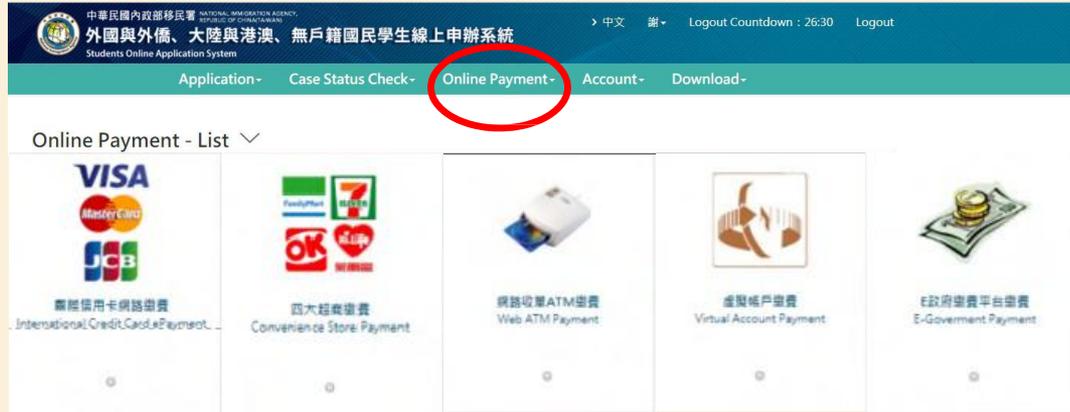
- Upload Photo:** A placeholder for a photo with a 'Clear' button. Below it, a note says 'Cropping photo automatically'.
- *Eligibility:** Foreign students and Overseas Chinese Students entering Taiwan for study.
- *Program of Study:** Master's Degree.
- *School:** Please select (dropdown menu).
- *Status of Study:** Received but not enrolled.
- *1. Admission Permit or Certificate:** 選擇檔案 沒有選擇檔案 Clear
- *2. Passport:** 選擇檔案 沒有選擇檔案 Clear
- *3. Resident Visa:** 選擇檔案 沒有選擇檔案 Clear



D. Pay after approval

Pay after approval various payments options are available

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



The screenshot displays the 'Students Online Application System' interface. The top navigation bar includes the system name in Chinese and English, a language selector (中文), a 'Logout' button, and a 'Logout Countdown: 26:30'. Below the navigation bar, a green menu bar contains several options: 'Application', 'Case Status Check', 'Online Payment' (highlighted with a red circle), 'Account', and 'Download'. The main content area is titled 'Online Payment - List' and features five payment options, each with a logo and a description:

- 國際信用卡網路繳費** (International Credit Card Payment): Includes logos for VISA, MasterCard, and JCB.
- 四大超商繳費** (Convenience Store Payment): Includes logos for FamilyMart, 7-Eleven, OK, and Circle K.
- 網路收單ATM繳費** (Web ATM Payment): Includes an image of an ATM card.
- 虛擬帳戶繳費** (Virtual Account Payment): Includes an image of hands holding a coin.
- E政府繳費平台繳費** (E-Government Payment): Includes an image of a stack of money.

E. Download and Print Out

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

- **Electronic ARC** (short-term language learning program or formal academic students with an admission permit)
- Print out



- **ARC IC Card**
- Print out the receipt and pick up your IC Card at NIA service centers(or authorize someone to collect IC Card on your behalf)



Apply for ARC 1/4

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

Apply for ARC 2/4

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

ARC Application for Foreign Students and Overseas Chinese Students - Preview

Application Details

 *Upload Photo 擷取.JPG

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

*Program of Study
Master's Degree

*School

*Status of Study
 Enrolled Scholarship student (a certification of scholarship issued by the Ministry of Education, the Ministry of foreign affairs or other agencies mentioned in "i".)

*ARC Valid Period

Students who have Certificate of scholarship of Ministry of Foreign Affairs (MOFA), Ministry of Education (MOE), Taiwan International Graduate Program and International cooperation and development fund, please check.

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

example: please correct, proof of dormitory payment or etc.)

No file chosen

Proof of Scholarship

No file chosen

Other Supporting Documents (Optional):

No file chosen

Note:

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

Apply for ARC 3/4

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

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

***Residential Address in Taiwan**

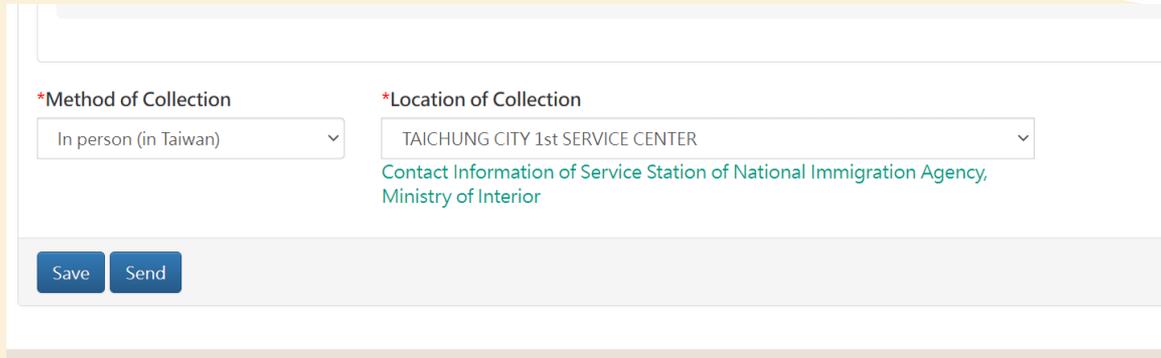
Taichung City		South Dist.	
Village X	Neighborhood X	Xingda Rd.	
Lane X	Alley X	No.145, NCHU Dormit	

Please use Traditional Chinese characters. "Village" and "Neighborhood" are not required.

Taichung City South Dist. Xingda Rd. No.145, NCHU Dormitory
Address Filling Example Instructions

Apply for ARC 4/4

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



*Method of Collection
In person (in Taiwan) ▾

*Location of Collection
TAICHUNG CITY 1st SERVICE CENTER ▾

[Contact Information of Service Station of National Immigration Agency,
Ministry of Interior](#)

Save Send

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