

Handbook for Mandarin Training Center of CHU



2019~2020 Academic Year

I. CHU 2019~2020 Academic Calendar

Fall Semester										
Month Year	Week	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Events	
September 2019	1	1	2	3	4	5	6	7	9 th First day of the semester 13 th Moon Festival	
	2	8	9	10	11	12	13	14		
	3	15	16	17	18	19	20	21		
	4	22	23	24	25	26	27	28		
October 2019	4	29	30							10 th Double Tenth Day
	5				1	2	3	4	5	
	6	6	7	8	9	10	11	12		
	7	13	14	15	16	17	18	19		
	8	20	21	22	23	24	25	26		
November 2019	8	27	28	29	30	31				
	9							1		2
	10	3	4	5	6	7	8	8		
	11	10	11	12	13	14	15	16		
	12	17	18	19	20	21	22	23		
December 2019	13	24	25	26	27	28	29	30	31 th Deferred holiday	
	14	1	2	3	4	5	6	7		
	15	8	9	10	11	12	13	14		
	16	15	16	17	18	19	20	21		
	17	22	23	24	25	26	27	28		
January 2020	17	29	30	31						1 st New Year Holiday 10 th Final Day of the semester 24 th Chinese New Year's Eve 25 th Chinese New Year
	18				1	2	3	4		
	19	5	6	7	8	9	10	11		
	20	12	13	14	15	16	17	18		
	21	19	20	21	22	23	24	25		
22	26	27	28	29	30	31				

Spring Semester									
M/Y	Week	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Events
February 2020								1	
	1	2	3	4	5	6	7	8	
	2	9	10	11	12	13	14	15	10 th First day of the semester 28 th 28 th February Memorial Day
	3	16	17	18	19	20	21	22	
March 2020	4	23	24	25	26	27	28		
	5	1	2	3	4	5	6	7	
	6	8	9	10	11	12	13	14	
	7	15	16	17	18	19	20	21	1 th Deferred holiday
	8	22	23	24	25	26	27	28	
April 2020	9	29	30	31					
	10			1	2	3	4		
	11	5	6	7	8	9	10	11	1 th Deferred holiday for The Twenty nine University Foundation Celebration
	12	12	13	14	15	16	17	18	2 st ~ 3 th Children's Day, Tomb wiping Festival and Deferred holiday
		19	20	21	22	23	24	25	
May 2020		26	27	28	29	30			
	11						1	2	
	12	3	4	5	6	7	8	9	
	13	10	11	12	13	14	15	16	
	14	17	18	19	20	21	22	23	
	15	24	25	26	27	28	29	30	
June 2020		31							
	15		1	2	3	4	5	6	
	16								
	17	7	8	9	10	11	12	13	
	18	14	15	16	17	18	19	20	7 th Dragon Boat Festival 22 st Final Day of the semester
		21	22	23	24	25	26	27	
	28	29	30						

II. Getting to Know CHU

1. CHU Facilities:

1) CHU Library

CHU Library is one of the most comprehensive university libraries in Taiwan. It has wireless networks, spacious study carrels, a vast multi-media section, and a **24** hour student study area. Currently, the university library stocks more than 260,473 volumes, 11493 Audio-visual materials, 38,083 electronic books, 878 electronic journals and 132,997 E-Books.

*Note: Mandarin program students are welcome to use the library facilities. If you would like to borrow the books, please consult with the Library Counter and pay NTD1,000 deposit at the Cashier Section.

2) Fitness Center

Chung Hua University places a strong emphasis on sports and athletic activities, and provides students with world class facilities. Many of these facilities are located within Gymnasium, as well as a comprehensive weights room, aerobics and dance studios.

*Note: Students are welcome to use the facilities after signing and charging. Please contact the counter directly.

3) Natatorium

CHU Natatorium is a modern, stylishly designed swimming complex that conforms to the highest specifications for swimming facilities of its kind. It boasts a bright interior, a 50m swimming pool, indoor warm and a host of professional swimming instructors and lifeguards.

*Note: Students are welcome to use the facilities after signing and charging. Please contact the counter directly.

4) On-Campus Wi-Fi

To login Wi-Fi, simply type in your student number for the account number (G with lower letter "g") and passport number for password.

2. Related CHU Administrative Offices

Office of International and Cross-Strait Affairs and Mandarin Center

The International Office, as it's commonly called, helps International students with all aspects of their life at Chung Hua University. It offers counseling services, such like visa extension, resident visa application etc.

Location: 2nd floor of Research and Development Building (I211)

Tel: (03) 5186175, 5186338

IV. Visa and Alien Resident Certificate

1. Extending FR Visa

(1) A Visitor visa is valid for 30/60/90 days, the duration of the stay is from the next day of your arrival in Taiwan.

(2) Please consult with International Office at least 5 days before your visa expires

(3) You will take the following documents to go to the Hsin Chu Immigration Station to apply for an extension:

- Passport, valid for at least 6 months (original and photocopy)
- Certificate of enrollments with attendance records

Address: National Immigration Agency, Hsinchu Office

300 National Immigration Agency, Hsinchu Office

1-2 Fl., No. 12, Sec. 3, Zhonghua Rd., North Dist., Hsinchu City 300

Tel: 03-524-3517

(新竹市北區中華路三段 12 號 1-2 樓，電話: 03-524-3517)

2. Changing Visitor Visa (FR) to Resident Visa

After studying Chinese for 4 consecutive months at the Mandarin training Center, in 15 days before your visa expires, you will apply to change a visitor visa to a Resident visa. The visa fee is NT\$ 3,000:

- Application form (You may go to the <https://visawebapp.boca.gov.tw> to fill it out online and print it out).
- 2 2-inch color photos with a white background taken within 6 months
- Passport, valid for at least 6 months (original and one photocopy of the passport bio-page including the holder's picture is required).
- Original and one photocopy of the health certificate issued within 3 months by one of the local hospitals designated by the Centers for Disease Control of Ministry of Health and Welfare of the R.O.C. (Taiwan).
- Original and one photocopy of CHU certificate enrollment with record of

registration (The certificate of enrollment must indicate completion of 4 months of study and registration for continued study for at least another 3 months).

- Original and one photocopy of record of attendance (Hours of absence including those taken on a leave must not exceed a quarter of total class hours).
- Original and one photocopy of the school transcripts from the period of study.
- Study plan with study motives included.
- Original and one photocopy of proof of financial support (Bank statements or record of remittance, etc.)
- Other supporting documents

Address: 3~5 Floor, 2-2 Chi-Nan Rd., Sec. 1, Taipei, Taiwan, ROC

TEL: (02) 2343-2888

(台北市濟南路一段 2-2 號 3-5 樓，電話: 02-2343-2888)

3. To apply Alien Resident Certificate (ARC)

After you get a Resident visa, you will take the following documents to go to the National Immigration Agency, Hsinchu Office to apply for an Alien Resident Certificate (ARC). The visa fee is NT \$1,000:

- Passport
- Resident visa
- CHU certificate enrollment with record of attendance
- One 2-inch photos

4. Extending Your Alien Resident Certificate (ARC)

You need to prepare the following documents to apply for the visa extension 5-7 days before your ARC expires. Late applicants will be subject to heavy fines and may have to leave Taiwan to apply for a new visa.

- Application form
- Passport and ARC (original and photocopy)
- CHU certificate enrollment
- Record of attendance

V. Insurance

1. Student Insurance

The insurance policy and procedure for claiming are shown as below:

- (1) Policy Coverage: Insurance covers accidents or sickness occurring in Taiwan only (health check NOT included). Accidents or sickness requiring specialized medical care or occurred before the insurance policy was taken out will not be covered.
- (2) Outpatient or Emergency Treatment: All fees must be paid by the insured up front. The maximum indemnity per visit per day is NT\$1,000 for the same symptom.
- (3) Hospitalization: The maximum indemnity for hospital expenses per day is NTD1,000, and indemnity for Medical expenses NTD 120,000 per term.
- (4) Go to a legal hospital/ clinic specified by the Department of Health, Executive



Yuan, R.O.C. with this symbol .

- (5) Please use your English Name when register at the hospital in order to match the name joining to the insurance program.
- (6) Please collect 2 documents from clinic/ hospital:
 - a. The original copy of payment receipt (收據): You will get this document in every visit.
 - b. Certificate of diagnosis in Chinese (診斷證明): please apply when finish all the treatment for the same symptom.
- (7) Bring all (6) documents to International Office. We will assist you to fill in the application form.

2. National Health Insurance (NHI)

According to the regulation, 6 months after receiving their ARCs, foreign students must join the National Health Insurance scheme. In the first 6 months, however, foreigners are not allowed to gain coverage under NHI. Each semester extends for 6 months (Sep – Feb and Mar – Aug). NHI costs NT \$749 per month. Thus, for the second semester, you will pay NT \$4494 (749*6 months) in NHI premiums.

(1) Applying for Coverage

Foreign students who have been in Taiwan for 6 months since receiving their ARCs must apply for coverage under NHI. By doing this, go to the CHU International Office at I211 and bring the following documents with you: (1) Two photos (2) Photocopies of both sides of your ARC (3) Passport if you ever left Taiwan during this 6 months.

(2) Canceling Coverage

Graduates or people who are under the circumstances of deferring studies,

discontinuing studies, or even being suspended from studying at CHU, are suggested to go to International Office. Please go to the International Office to cancel your NHI coverage and receive refunds for payment of NHI premiums.

(3) Suspending Coverage

If you graduate, defer studies, or discontinue studies, please go to the International Office to suspend your NHI coverage. Foreign students who plan on going abroad for over 6 months should also suspend their NHI coverage for the amount of time which they intend to stay abroad. During this time, you will not be required to pay premiums. However, please note that if you return to Taiwan and continue studies before 6 months expire, you will be required to pay the monthly premiums back for the amount of time you were abroad.

(4) Resuming Coverage

To resume coverage after deferring or discontinuing studies, go to the International Office and apply for resumption of NHI coverage.

(5) Medical Services

After successfully applying for coverage under NHI, you will receive a NHI card. This card can be used at the vast majority of hospitals and medical clinics around Taiwan to receive a significant discount on the price of medical fees.

(6) What To Do if You Lose Your Card

If you lose your NHI card, you can apply for a new one at any post office branch for a fee of NT \$200.

VI. Regulation of the courses

1. To take an absence from the course

Please take an application form from the teacher of the class.

(1) Personal Absence: please apply before 7 days.

(2) Illness Absence: Please apply on the date when you come back to the class.

Note: Student who skips the classes without notice, will be considered as absenteeism.

2. Academic Leave

Once you finish a term and would not want to continue to study at the following level. You should fill in the application form of leaving school. (You can get a copy from your teacher or the Office of International and Cross-strait Affairs).

Take the completed form and go through related departments for approval of leaving school. (If you don't know how to get through the formalities, you can ask help from your teacher or the Office of International and Cross-strait Affairs).

VII. Other Information

1. Work Permit

Students who hold ARC more than One Year can apply for work permit.

If you want to apply it, please apply online:

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

2) Note

(1) For applications made in the first semester, the work permit is valid until March 30th of the next semester; for applications made in the second semester, the work permit is valid until September 30th of the same year.

(2) The maximum work hours are 20 hours per week, except during summer and winter vacation.

(3) Bureau of Employment and Vocational Training has the right to revoke the permit if the applicants do not follow the regulations.

(4) According to Employment Services Act, foreigners who work without a work permit will be fined from NT 30,000 to NT150, 000.

(5) Students should return the work permit (if valid) to the INTERNATIONAL PROGRAM OFFICE if they suspend or discontinue their schooling.

2. To receive transformation from Bank abroad (Inward Remittance)

If you have Post office Bank account, your family or friends can transfer money to your account in Taiwan.

(1) Inward remittance may complete speedily from all International banks (Mainland China included) through the SWIFT system of Bank SinoPac.

(2) Currency: USD, HKD, EUR and CNY only.

- (3) Remitters shall provide the following information:
- a. A/C with Bank: BANK SINOPAC (SWIFT Code: SINOTWTP)
 - b. Beneficiary's Name: Chunghwa Post+ Beneficiary's English Name
Example: Chunghwa Post - Chen, Lin Lin
 - c. Beneficiary's A/C No.: 700+ Beneficiary's A/C No. (14 digits), a total of 17 digits.
Example: 70024410071234567
 - d. Payment Details: Beneficiary's Telephone No.
Example: 02-87654321
 - e. Correspondent Bank (To fill in this information to make the process faster):
 - (a) USD: Industrial and Commercial Bank of China, New York, USA (SWIFT Code: ICBKUS33)
 - (b) HKD: Bank SinoPac, Hong Kong branch, Hong Kong (SWIFT Code: SINOHKHH)
 - (c) EUR: Industrial and Commercial Bank of China, Frankfurt, Germany (SWIFT Code: ICBKDEFF)
 - (d) CNY: Industrial and Commercial Bank of China, Beijing, China (SWIFT Code: ICBKCNBJ) CNAPS NUMBER: 1021-0009-9996