

Handbook for Chinese Language Students

中華大學華語生入學手冊



2025~2026 Academic Year

2025~2026 學年度

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【諮詢服務 Consultation service】

詢問項目 Question	聯絡窗口 Contact person
報名、報到及各項招生訊息 About admissions information	TEL : (+886) 03-518-6175, (+886) 03-518-6085 E-mail: international@g.chu.edu.tw ,
錄取生註冊相關事項 Registration Procedures for International Students	國際處華語中心 Office of Chinese Language Center : 03-5186175
住宿 Accommodation center	03-5186166、5186168
聯合服務中心 General Affairs	03-5186316
總機電話 TEL : 03-5374281 FAX : 03-5373771 Address : 30012新竹市香山區五福路二段707號	

I. CHU 2025~2026 Academic Calendar 2025~2026 行事曆

中華大學114學年度第一學期行事曆 CHU 2025~2026 First Semester													
週次	日	一	二	三	四	五	六	辦理事項					Events
暑假	114年八月 AUG 2025												
						1	2	華語 2025 夏季密集班上課					Chinese Language 2025 Summer Intensive Course
	3	4	5	6	7	8	9	華語 2025 夏季密集班上課					Chinese Language 2025 Summer Intensive Course
	10	11	12	13	14	15	16	華語2025 夏季密集班上課					Chinese Language 2025 Summer Intensive Course
	17	18	19	20	21	22	23	華語 2025 夏季密集班上課					Chinese Language 2025 Summer Intensive Course
	24	25	26	27	28	29	30	華語 2025 夏季密集班上課					Chinese Language 2025 Summer Intensive Course
	31												
	114年九月 SEP 2025												
		1	2	3	4	5	6	華語 2025 夏季密集班上課					Chinese Language 2025 Summer Intensive Course
	7	8	9	10	11	12	13	華語 2025 夏季密集班上課					Chinese Language 2025 Summer Intensive Course
1	14	15	16	17	18	19	20	華語 2025 夏季密集班上課					Chinese Language 2025 Summer Intensive Course
2	21	22	23	24	25	26	27	華語 2025 夏季密集班上課 華語 2025 夏季密集班結訓					Chinese Language 2025 Summer Intensive Course 2025 Chinese Language Intensive Summer Program Completed
3	28	29	30					9/29-10/3 華語班季間休假 9/28 孔子誕辰紀念日 9/29 孔子誕辰紀念日補假					9/29-10/3 Chinese language class inter-seasonal break 9/28-29 National Holiday long weekend, Teacher's Day, (Offices close, No classes)
	114年十月 OCT 2025												
3				1	2	3	4	9/29-10/3 華語班季間休假					9/29-10/3 Chinese language class inter-seasonal break
4	5	6	7	8	9	10	11	10/7 華語 2025 秋季密集班開課 華語 2025 秋季密集班上課 10/6 中秋節 10/10 國慶日					10/7 Chinese Language 2025 Fall Intensive Course begin Chinese Language 2025 Fall Intensive Course 10/6 National Holiday, celebrating Moon Festival (Offices closes, No classes) 10/10 National Holiday (Offices closes, No classes)
5	12	13	14	15	16	17	18	華語 2025 秋季密集班上課					Chinese Language 2025 Fall Intensive Course
6	19	20	21	22	23	24	25	華語 2025 秋季密集班上課3					Chinese Language 2025 Fall Intensive Course

								10/24 台灣光復暨金門古寧頭大捷紀念日補假 10/25 台灣光復暨金門古寧頭大捷紀念日	10/24-25 National Holiday long weekend, Taiwan Retrocession, (Offices close, No classes)
7	26	27	28	29	30	31		華語 2025 秋季密集班上課	Chinese Language 2025 Fall Intensive Course
114 年十一月 NOV 2025									
7							1		
8	2	3	4	5	6	7	8	華語 2025 秋季密集班上課	Chinese Language 2025 Fall Intensive Course
9	9	10	11	12	13	14	15	華語 2025 秋季密集班上課	Chinese Language 2025 Fall Intensive Course
10	16	17	18	19	20	21	22	華語 2025 秋季密集班上課	Chinese Language 2025 Fall Intensive Course
11	23	24	25	26	27	28	29	華語 2025 秋季密集班上課	Chinese Language 2025 Fall Intensive Course
12	30								
114 年十二月 DEC 2025									
12		1	2	3	4	5	6	華語 2025 秋季密集班上課	Chinese Language 2025 Fall Intensive Course
13	7	8	9	10	11	12	13	華語 2025 秋季密集班上課	Chinese Language 2025 Fall Intensive Course
14	14	15	16	17	18	19	20	華語 2025 秋季密集班上課	Chinese Language 2025 Fall Intensive Course
15	21	22	23	24	25	26	27	華語 2025 秋季密集班上課 12/25 行憲紀念日 12/26 華語2025秋季密集班結訓	Chinese Language 2025 Fall Intensive Course 12/25 National Holiday, Constitution Day (Offices close, No classes) 12/26 2025 Chinese Language Fall Intensive Class Completion
16	28	29	30	31				12/29-1/2 華語班季間休假	12/29-1/2 Chinese language class inter-seasonal break
115 年一月 JAN 2026									
16					1	2	3	12/29-1/2 華語班季間休假 1/1 元旦	12/29-1/2 Chinese language class inter-seasonal break 1/1 New Year's Day Holiday
17	4	5	6	7	8	9	10	1/5 華語 2026 冬季密集班開課 華語 2026 冬季密集班上課	1/5 Chinese Language 2026 Winter Intensive Course begin Chinese Language 2026 Winter Intensive Course
18	11	12	13	14	15	16	17	華語 2026 冬季密集班上課	Chinese Language 2026 Winter Intensive Course
寒假	18	19	20	21	22	23	24	華語 2026 冬季密集班上課	Chinese Language 2026 Winter Intensive Course
	25	26	27	28	29	30	31	華語 2026 冬季密集班上課	Chinese Language 2026 Winter Intensive Course
中華大學 114 學年度第二學期行事曆 CHU 2025~2026 Second Semester									
週次	日	一	二	三	四	五	六	辦理事項	Events
115 年二月 FEB 2026									
寒假	1	2	3	4	5	6	7	華語 2026 冬季密集班上課	Chinese Language 2026 Winter Intensive Course
	8	9	10	11	12	13	14	華語2026冬季密集班上課	Chinese Language 2026 Winter Intensive Course
	15	16	17	18	19	20	21	2/14-22 農曆除夕暨春節假期	2/14-22 Chinese New Year Holiday week (Offices close, No classes)
1	22	23	24	25	26	27	28	華語2026冬季密集班上課 2/27 和平紀念日補假	Chinese Language 2026 Winter Intensive Course 2/27 National Holiday long weekend celebrating Peace Memorial Day
115 年三月 MAR 2026									
2	1	2	3	4	5	6	7	華語 2026 冬季密集班上課	Chinese Language 2026 Winter Intensive Course

3	8	9	10	11	12	13	14	華語 2026 冬季密集班上課	Chinese Language 2026 Winter Intensive Course
4	15	16	17	18	19	20	21	華語 2026 冬季密集班上課	Chinese Language 2026 Winter Intensive Course
5	22	23	24	25	26	27	28	華語 2026 冬季密集班上課	Chinese Language 2026 Winter Intensive Course
6	29	30	31					華語 2026 冬季密集班上課	Chinese Language 2026 Winter Intensive Course
115 年四月 APR 2026									
6				1	2	3	4	華語 2026 冬季密集班上課 4/1 華語 2026 冬季密集班結訓 4/2-6 校慶補假。兒童節。民族掃墓節	Chinese Language 2026 Winter Intensive Course 4/1 2026 Chinese Language Winter Intensive Class Completion 4/2-6 Spring Break week (Offices close, No classes)
7	5	6	7	8	9	10	11	4/7 華語2026春季密集班開課 華語2026春季密集班上課 4/2-6 校慶補假。兒童節。民族掃墓節	4/7 Chinese Language 2026 Spring Intensive Course begin Chinese Language 2026 Spring Intensive Course 4/2-6 Spring Break week (Offices close, No classes)
8	12	13	14	15	16	17	18	華語 2026 春季密集班上課	Chinese Language 2026 Spring Intensive Course
9	19	20	21	22	23	24	25	華語 2026 春季密集班上課	Chinese Language 2026 Spring Intensive Course
10	26	27	28	29	30			華語 2026 春季密集班上課	Chinese Language 2026 Spring Intensive Course
115 年五月 MAY 2026									
10						1	2	華語 2026 春季密集班上課 5/1 勞動節	Chinese Language 2026 Spring Intensive Course 5/1 Labor Day long weekend (Offices close, No classes)
11	3	4	5	6	7	8	9	華語 2026 春季密集班上課	Chinese Language 2026 Spring Intensive Course
12	10	11	12	13	14	15	16	華語 2026 春季密集班上課	Chinese Language 2026 Spring Intensive Course
13	17	18	19	20	21	22	23	華語 2026 春季密集班上課	Chinese Language 2026 Spring Intensive Course
14	24	25	26	27	28	29	30	華語 2026 春季密集班上課	Chinese Language 2026 Spring Intensive Course
15	31								
115 年六月 JUN 2026									
15		1	2	3	4	5	6	華語 2026 春季密集班上課	Chinese Language 2026 Spring Intensive Course
16	7	8	9	10	11	12	13	華語 2026 春季密集班上課	Chinese Language 2026 Spring Intensive Course
17	14	15	16	17	18	19	20	華語 2026 春季密集班上課 6/19 端午節	Chinese Language 2026 Spring Intensive Course 6/19 National Holiday long weekend celebrating Dragon Boat Festival (Offices close, No classes)
18	21	22	23	24	25	26	27	華語 2026 春季密集班上課 6/26 華語 2026 春季密集班結訓	Chinese Language 2026 Spring Intensive Course 6/26 2026 Chinese Language Spring Intensive Class Completion
暑假	28	29	30					6/29-7/3 華語班季間休假	6/29-7/3 Chinese language class inter-seasonal break
	115 年七月 JUL 2026								
				1	2	3	4	6/29-7/3 華語班季間休假	6/29-7/3 Chinese language class inter-seasonal break
	5	6	7	8	9	10	11	7/6 華語2026夏季密集班開課 華語2026夏季密集班上課	7/6 Chinese Language 2026 Summer Intensive Course begin Chinese Language 2026 Summer Intensive Course
	12	13	14	15	16	17	18	華語 2026 夏季密集班上課	Chinese Language 2026 Summer Intensive Course
	19	20	21	22	23	24	25	華語 2026 夏季密集班上課	Chinese Language 2026 Summer Intensive Course
	26	27	28	29	30	31		華語 2026 夏季密集班上課	Chinese Language 2026 Summer Intensive Course

II. To register at Chung Hua University 新生註冊流程

1. Location:

Please go to Chinese Language Center office in Room S212, Building of Swimming pool, and the staff will assist you with the process.

地點：請至華語中心辦公室辦理註冊（工程二館大樓 S -212）



2. Documents required: 所需文件

Please submit the following documents when registering at international office:

1) Passport and a copy. 護照

2) A certificate of Medical Health insurance. (If you do not have it, you have to join the group insurance program in Taiwan, it costs NTD \$500 per month.)

醫療保險證明（如果沒有，您必須於參加學生團體保險，1 個月的保費為新台幣 500 元）

3) Admission Letter 入學許可

3. On-Campus Dorm 住宿費

Please check page 7 “IV on-Campus Dorm” for more information about the fee.

請翻閱第8頁查看住宿費金額。

III. On-Campus Dorm 校內宿舍

<https://www.chu.edu.tw/p/412-1000-519.php?Lang=zh-tw>



宿舍導覽 QR cord

1. Male Dorm 男生宿舍



(1) 6 beds share room **no include** rest room :
NTD \$550 per person per week

六人一間**雅房**

每人每星期費用為新台幣 550 元。

(2) 3 beds share room **include** rest room :
NTD \$880 per person per week

三人一間**套房**

每人每星期費用為新台幣 880 元。



2. Female Dorm 女生宿舍



(1) 5 beds share room **no include** rest room :
NTD \$550 per person per week

五人一間**雅房**

每人每星期費用為新台幣 550 元。

(2) 4 beds share room **include** rest room
NTD \$770 per person per week

四人一間**套房**

每人每星期費用為新台幣 770 元。



If you would like to reserve a place in on-campus dorm, please contact Chinese Language Center.

TEL: 03-5186175

Email: international@g.chu.edu.tw

如果您想申請學生宿舍，請聯絡華語中心。

電話：03-5186175

郵件：international@g.chu.edu.tw

IV. Getting to Know CHU 認識中華大學

1. CHU Facilities: 中華大學設備

1) CHU Library 圖書館



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.

中華大學圖書館是台灣服務最全面的大學圖書館之一，提供無線網路、寬敞的閱讀桌椅，以及大型多媒體空間和 24 小時學生讀書區。目前，中華大學圖書館擁有超過 260,473 藏書、11,493 影音材料、38,083 電子書、878 電子期刊以及 132,997 電子書。

2) Fitness Center 健身中心

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.

中華大學強調運動和體育活動，並且提供學生世界級的設備。許多設備位在健身房、有氧和舞蹈教室。



3) Natatorium 室內游泳池

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.

中華大學游泳池是一個現代時尚的複合式游泳池，擁有最高規格的游泳設備，內部空間明亮，是一座 50 公尺的室內溫水游泳池，內設游泳教練和救生員。



4) Arts Center 藝文中心

Arts Center was established in 2000. CHU hopes to enhance students' appreciation of art, music, and Chinese calligraphy.

中華大學藝文中心建立於 2000 年，旨在加強學生對藝術、音樂與中國書法的鑑賞力。



5) AI Center AI體驗中心

AI Center was established in 2018, which brought the world's latest AI technology to campus. providing contextual experiences such as smart access control, smart hotels, smart retail, and smart buildings, etc.

中華大學與微軟於2018年共同建置全台灣第一間AI+體驗中心，將全球最新的人工智慧技術應用帶進校園，打造智慧門禁、智慧飯店、智慧零售、智慧建築等情境體驗，藉由實際參訪並體驗本AI+體驗中心各項體驗情境，引起學生對AI技術應用的興趣。



6) Career Center 職有為你中心

The Career Center of Chung Hua University was established to provide students a platform to explore career information and prepare for employment

中華大學賈桃樂主題學習館暨職有為你中心揭牌啟用，讓學生在校園就能洽詢就業資訊，做好就業準備，無縫接軌職場。

7) Meta-universe technology-XR Experience Center 元宇宙體驗中心

In 2021, Chung Hua University collaborates with Jorjin Technologies Inc, a smart glasses technology company, become the first XR Experience Center in Taiwan with the concept of meta-universe technology. This center will provide students an opportunity to experience about the latest technology, and enhance their competitiveness in academia.

中華大學於2021年與智慧眼鏡先驅佐臻科技聯盟合作成立全台灣第一間具元宇宙概念應用之XR體驗中心。透過成立XR體驗中心使學生可快速投入目前產業界相關技術學習，藉以提升學生於產業界與學術界競爭力。



2. CHU Administrative Departments: 中華大學 行政單位

1) Office of International and Cross-Strait Affairs 國際暨兩岸事務處

The International Office, as it's commonly called, helps foreign students with all aspects of their life at Chung Hua University. It assists students in applying for scholarships and organizing accommodation; it offers counseling services, and plans orientation events for international and exchange students. It is also in charge of welcoming visitors and scholars to the CHU, as well as co-operating with overseas universities.

Location: 2nd floor of Engineering Building II (S212)

Tel: (03) 5186338, 5186176

國際暨兩岸事務處一般又稱國際處，旨在幫助國際學生在中華大學就讀，包含獎學金申請與住宿安排。另外，國際處為國際和交換學生提供諮詢服務並計畫新生訓練活動、接待訪客和學者及與國外大學合作。

地點：工程二館二樓(S212) 電話：(03) 5186338；5186176



2) Office of Library 圖書館

The Office of Library and Information Services is responsible for the integrated management of the university's library resources and information systems. It provides comprehensive internet services, information system development and maintenance, as well as access to library collections, reading facilities, and electronic resources.

Location: 5th~6th Floor, Administration Building Tel: (03)5186283、(03)5186284

圖書與資訊處綜合處理學校圖書資源服務與資訊系統服務，提供各式網際網路服務、資訊系統開發與維護、圖書館藏閱覽與電子圖書相關資源服務。

地點：行政大樓五、六樓 電話：(03)5186283、(03)5186284

3) Office of Student Affairs 學生事務處

The Office of Student Affairs is responsible for processing students' requests for helping students apply for insurance, and dealing with all matters related to student associations. It also provides student counseling services and organizes on-campus student housing. The 'Student Office' is divided into separate 4 sections. Foreign students will deal mainly with the Guidance Section.

Location: 3rd Floor, Administration Building Tel: (03) 5186162, 5186152

學務處負責學生的保險申請以及處理學生相關事務，當然也包含校內或政府的獎學金補助。另外，學務處也提供學生諮詢服務和校內住宿安排。學務處設有四個小組，國際學生大部分會與「生活輔導組」接觸。

地點：行政大樓三樓 電話：(03) 5186162, 5186152

4) Office of General Affairs 總務處

The Office of General Affairs is responsible for overall campus planning and management of administrative affairs. One of its subsidiary bodies is the Cashier's Section, where foreign students commonly contact with them to pay tuition fees. Location: 4th Floor, Administration Building

Tel: (03)5186307, 5186306

總務處負責整體校園規畫和行政管理，國際學生大部分會與「出納組」接觸，以支付學費。

地點：行政大樓四樓 電話：(03)5186307, 5186306

5) Office of Computer Centre 計算機中心

Students with enquiries regarding student emails or on-campus internet usage should head to the Internet Management Section of the Office of Information Services located on the 2nd floor of Administration Building. Please remember to take your student ID card with you.

Tel: (03) 5186245

有關學生電子郵件或校內網路使用相關問題，可至行政大樓二樓資訊服務處的網路管理組詢問，請攜帶學生證。

電話：(03) 5186245

V. Studying at CHU 在中華大學學習

1. Class Times 上課時間

At CHU, the duration of each class is 50 minutes, and each class counts for one credit point. Class times are denoted using a sequence of numbers. For example, Period One refers to classes held from 8:30 am to 9:20 am. The table below displays each number and its corresponding class times.

在中華大學，每堂上課時間為 50 分鐘，每堂課是一學分，上課時間以編號表示，例如，第一節上課時間為早上 08:30 – 09:20。下表顯示課堂編號和相對上課時間。

Period No. 堂數	Class Time 上課時間	Period No. 堂數	Class Time 上課時間
Period 1 第一堂	08:30 – 09:20	Period 6 第六堂	14:10 – 15:00
Period 2 第二堂	09:25 – 10:15	Period 7 第七堂	15:10 – 16:00
Period 3 第三堂	10:25 – 11:15	Period 8 第八堂	16:10 – 17:00
Period 4 第四堂	11:20 – 12:10	Period 9 第九堂	17:05 – 17:55
Period 5 第五堂	13:10 – 14:00		

2. Academic Leave 學術請假

Please notify the instructor and Chinese Language Center.

請通知授課老師與華語中心。

3. Course Completion Certificate 修業證明

Certificates of Enrollment will be issued at the graduation ceremony. If you have other needs (e.g., for visa purposes), please provide the relevant information and apply separately.

修課證明會在結業式發放，若有其他需求(ex 簽證)，請提供相關資訊另外申請。

VI. Student Complaints system 學生意見反應系統

If you meet any situation that you are not satisfied with in CHU, please go on the following link. The related University units will assist you to solve the problems:

http://info.chu.edu.tw/Comment/post_index.asp

如果您在學校遇到問題想要反應，請至學生意見反應系統

http://info.chu.edu.tw/Comment/post_index.asp 填寫相關資訊，相關單位將協助您處理問題。

VII. Visa and Alien Resident Certificate 簽證與外國人居留證

I. Extending a Chinese Language Student Visa

To extend your Chinese Language student visa, you must apply to the National Immigration Agency (NIA) of the Ministry of the Interior and provide proof of enrollment issued by your Chinese language center and your passport. Students applying for an extension of stay are generally eligible for a maximum of 180 days. However, if you wish to stay in Taiwan for longer than 180 days, you must apply for an Alien Resident Certificate (ARC) before your stay expires. To apply for an ARC, you must have been enrolled at a Chinese language center for at least four consecutive months.

Steps for Extending Your Stay Visa

1. Confirm your visa type: Confirm that your stay visa is extendable.
2. Preparing application documents:
 - a. Apply for a current "Certificate of Enrollment" from your Chinese language center.
 - b. Prepare your passport.
3. Applying for an extension: Bring the above documents to a regional NIA service station before your stay expires (e.g., 1-2 days or 15 days before expiration).
4. Note:
 - a. Your absence from school may affect your visa extension application process.
 - b. The maximum stay is 180 days.

I. 華語學生簽證延長

華語學生簽證延長需要向「內政部入出國及移民署（移民署）」提出申請，並準備好由就讀的華語中心開立的在學證明文件及護照。申請延長停留期限的學生，通常最多可延長至180天，但若想在台灣停留超過180天，則需在停留期限屆滿前申請「外僑居留證（ARC）」，而申請居留證的前提是已在華語中心連續就讀滿四個月以上。

延長停留簽證的步驟

- (1) 確認簽證類型：確認所持的停留簽證是「可延長簽證」。
- (2) 準備申請文件：
 - a. 向就讀的華語中心申請最新的「在學證明書」。
 - b. 準備好護照。
- (3) 申請延長：持上述文件，在停留期限屆滿前（例如，在到期前1-2天或前15天內）前往移民署各區服務站辦理簽證延長手續。
- (4) 注意事項：
 - a. 出缺席狀況會影響是否能順利延長簽證。
 - b. 最長可停留180天。

II. Converting a Chinese Language Student Visa to a Residence Permit (ARC)

To convert a Chinese Language Student Visa to a Residence Permit, holders of a stay visa for Chinese language study who have completed four consecutive months of study at a Ministry of Education-approved Chinese language center and are continuing to enroll should apply for a residence permit from the National Immigration Agency of the Ministry of the Interior before the expiration of their stay. This replaces the previous practice of applying for a residence permit from the Ministry of Foreign Affairs. Applications must include a passport, online residence permit application form, student ID/enrollment certificate, registration certificate, and health examination certificate. Applications must be made through the National Immigration Agency's "Online Application System for Residence Permits and Extensions or Changes for Foreign and Alien Students."

1. Qualification Requirements

- (1) Hold a stay visa for the purpose of studying Chinese in Taiwan.
- (2) Study at a Ministry of Education-approved Chinese language center for four consecutive months.
- (3) Enroll in courses for the next semester and continue to study for at least three months.
- (4) At least 15 hours of class time per week.

2. Application Procedure

- (1) Health Checkup: It is recommended to undergo a health checkup first. The results will be available approximately seven working days later.
- (2) Application Documents:
 - a. Original and photocopy of passport.
 - b. Application for Residence/Settlement in the Republic of China (Taiwan).
 - c. One 2.5-inch, front-facing, bareheaded photograph taken within the last two years.
 - d. Certificate of registration issued by the Chinese Language Center, which must indicate that you have been enrolled for four months and are still enrolled.
 - e. Certificate of class attendance issued by the Chinese Language Center.
 - f. Proof of residence address in Taiwan.
 - g. Certificate of a successful health checkup within the past three months.
- (3) Online Application: Apply through the "Online Application System for Residence Permits and Extensions or Changes of Registration for Foreign and Alien Students" of the National Immigration and Citizenship Administration, Ministry of the Interior.
- (4) Payment: After approval, you must pay an application fee of NT\$1,000 online.
- (5) Download Residence Permit: After payment, you can download the electronic version of your residence permit through the online application system.

3. Important Notices

- (1) Time Limits: Applications must be completed before your stay visa expires. It is recommended that you submit your residence visa application at least two weeks before your stay visa expires.
- (2) Supplementary Document Time Limits: If you are notified of the need for additional documents but fail to submit them within the deadline, your application will be rejected and no refund will be given.
- (3) Application Channels: Effective January 1, 2024, eligible applicants can apply directly online at the Ministry of the Interior's Immigration and Citizenship Administration, eliminating the need to apply at the Ministry of Foreign Affairs' Bureau of Consular Affairs.

II. 華語生簽證轉換成居留證 (ARC)

華語生簽證轉換成居留證的程序是，持華語研習的停留簽證者，在同一所教育部核可的華語中心連續就讀滿4個月並繼續註冊後，應於停留期限屆滿前向內政部移民署申請居留證，取代過去需先至外交部辦理居留簽證的作法。申請時需備妥護照、居留證線上申請書、學生證/在學證明、註冊證明、健康檢查證明等文件，並透過移民署的「辦理外國與外僑學生居留證及展延或異動登記線上申辦系統」進行申請。

1. 資格要求

- (1) 在台灣已持有以研習中文為目的的停留簽證。

- (2) 在同一所教育部核可的華語中心連續就讀滿 4 個月。
 - (3) 已註冊下一學期的課程，且至少需要繼續就讀 3 個月以上。
 - (4) 每週上課時間至少 15 小時。
2. 申請程序
- (1) 進行健康檢查：建議先進行健康檢查，檢查報告約 7 個工作天後才可拿到。
 - (2) 準備申請文件：
 - a. 護照正本及影本。
 - b. 「中華民國臺灣地區」居留/定居申請書。
 - c. 最近二年內兩吋半身脫帽正面相片一張。
 - d. 華語中心開立的註冊證明，並需載明已就讀滿 4 個月且繼續註冊。
 - e. 由華語中心開立的上課出席紀錄證明。
 - f. 在臺居留住址證明。
 - g. 三個月內健康檢查合格證明。
 - (3) 線上申請：透過內政部移民署的「辦理外國與外僑學生居留證及展延或異動登記線上申辦系統」進行申請。
 - (4) 繳費：審核通過後，需於線上繳交新臺幣 1,000 元的申請費用。
 - (5) 下載居留證：繳費後即可於線上申辦系統下載居留證電子檔。
3. 重要提醒
- (1) 時效性：必須在停留簽證到期前完成申請，建議最晚要在停留簽證到期前 2 週提出居留簽證申請。
 - (2) 補件時效：若經通知需要補件，但未在期限內補齊，將會退回申請且不退費。
 - (3) 申請管道：自 2024 年 1 月 1 日起，符合條件者可逕向內政部移民署線上申請，無需再至外交部領事事務局辦理。

National Immigration Agency

Hsin Chu City Immigration Station

No. 12, Section 3, Zhong Hua Road, Hsinchu City, 300

內政部移民署

入出國及移民署新竹市服務站

300 新竹市中華路三段 12 號

<https://www.immigration.gov.tw/5475/5478/141465/141469/>

III. Residence Permit Extension for Chinese-Speaking Students

Chinese students who wish to extend their Residence Permit (ARC) must apply through the "Foreign and Expatriate Students Online Application System" within three months before their ARC expires. Applicants must prepare their passport, residence permit, latest proof of enrollment (including course dates and attendance), tuition payment proof, and a two-inch photograph, and upload them to the system. Please ensure your application is submitted within the deadline to avoid late penalties.

1. Application Process

- (1) Confirming the timing for extension: Apply through the "Foreign and Expatriate Students Online Application System" within three months before your ARC expires.
- (2) Required Documents:
 - a. Passport: Original and photocopy of a new passport.
 - b. Proof of Enrollment: Latest proof of enrollment obtained from the Chinese Language Center, including course dates and attendance records.
 - c. Proof of Tuition Fee: Proof of tuition fee payment for the next semester. It is recommended that tuition fees be paid before applying for documents to obtain a longer-term residence permit.
 - d. Proof of Enrollment: Must include course dates and attendance records.
 - e. Personal Photo: A two-inch, half-length, front-facing photo taken within the last two years.
- (3) Online Application: Go to the "Foreign and Overseas Students Online Application System" and complete the relevant application materials, uploading all required documents.
- (4) Payment: Follow the system instructions to pay the NT\$300 extension fee.

2. Notes

- (1) Overdue Processing: Failure to extend your residence permit will result in a fine and may require you to apply for a new visa to enter the country.
- (2) Document Timeliness: Documents submitted for an extension application must be current. It is recommended that you obtain the latest proof of enrollment and tuition from the Chinese Language Center before applying.
- (3) Attendance and Absence Records: Attendance will affect visa extension. Students are advised not to be absent or late for more than 30 hours for at least one semester to avoid affecting their eligibility for the next semester.

III. 華語生居留證延長

華語學生延長居留證（ARC），需在居留證到期前3個月內，透過「外國與外僑學生線上申辦系統」提出申請。申請人應備妥護照、居留證、最新在學證明（需含課程日期與出席狀況）、學費繳費證明以及個人兩吋照片等文件，並上傳至系統。請注意，務必在期限內提出申請，以免逾期受罰。

1. 申請流程

- (1) 確認延長時機：在居留證到期前3個月內，透過「外國與外僑學生線上申辦系統」提出申請。
- (2) 準備所需文件：
 - a. 護照：新式護照正本和影本。
 - b. 在學證明：向華語中心申請的最新在學證明，需包含課程日期與出席紀錄。
 - c. 學費證明：下次學期的學費繳費證明，建議在申請文件前繳費，以便獲得較長效期的居留證。
 - d. 在學證明：需含課程日期與出席狀況。
 - e. 個人照片：最近兩年內拍攝的二吋半身脫帽正面照片。
- (3) 線上申辦：前往「外國與外僑學生線上申辦系統」並填寫相關申請資料，上傳所有所需文件。
- (4) 繳費：依照系統指示，繳交新臺幣三百元的延期費用。

2. 注意事項

- (1) 逾期處理：居留證若逾期未辦理延長，將有罰款，甚至可能需重新申請簽證才能入境。

- (2) 文件時效性：申請延期時提供的文件需為最新資料，建議申請前向華語中心申請最新的在學證明與學費證明。
- (3) 出缺席紀錄：出席狀況會影響簽證延長，建議學生至少一個學期內不得缺席或遲到超過 30 小時，以免影響次學期申請資格。

<https://www.immigration.gov.tw/5475/5478/141465/141469/>

1) Please make sure to apply for the visa extension at least two weeks before your ARC expires. Late applicants will be subject to heavy fines and may have to leave Taiwan to apply for a new visa.

請務必於居留證到期前兩週至移民署辦理延簽。如逾期未辦理將會被罰錢或必須離境辦理新的簽證。

VIII. Insurance 保險

All new international students (degree and non-degree) must provide proof of medical and accident insurance upon registration. According to Taiwan government regulations, once you hold a valid ARC and have lived in Taiwan for six consecutive months, you are required to join the National Health Insurance (NHI). If you do not provide proof of insurance, our Center will assist you in enrolling in the NHI, and the cost will be your responsibility.

依照外國學生來台就學規定，外國學生(含學位及非學位生)註冊時，新生應檢附已投保醫療及傷害保險之證明。依臺灣政府規定，你在臺灣取得有效居留證，並在臺居住滿6個月後，必須加入全民健康保險（健保NHI）。所以若學生無提供相關保險證明，本中心一率協助學生依照規定納保，費用由學生自行負擔。

1. Student Insurance 學生團體保險

Student accident insurance is NT \$500 per month. Once covered under the plan, you may receive compensation if you are hospitalized, use outpatient services, or undergo an operation in the event of illness or accidental injury.

Compensation must be claimed within two years of the accident or illness.

學生團體保險費用為每月新台幣五百元。在加入學生保險計畫之後，您將可以獲得住院賠償、使用門診服務或進行疾病或意外傷害手術。賠償必須於意外或疾病發生後兩年內提出申請。

2. National Health Insurance (NHI) 全民健康保險

According to the regulation, 6 months after receiving their ARCs, foreign students must join the National Health Insurance scheme. NHI costs NT \$826 per month.

根據規定，國際學生於取得 ARC 後半年必須加入國家健康保險計畫。國家健康保險費用為每月新台幣826 元。

1) Applying for Coverage 申請健保卡

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) One photo (2) Photocopies of both sides of your ARC(3)Photocopies of the pages with the stamps while entering and leaving Taiwan on your passport

外籍生如已符合健保資格，請至國際處申請。請攜帶(1)一張證件照(2)居留證正反面影本(3)護照上蓋有出入境台灣的章的影本

2) What To Do if You Lose Your Card 健保卡遺失該如何處理

If you lose your NHI card, you can apply for a new one at any post office branch or at the Bureau of National Health Insurance for a **fee of NT \$200**.

如果您遺失健保卡，您可以於任何一家郵局或健保局重新申請一張新的健保卡（費用為新台幣 200 元）。

3. 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.

在成功申請國家健康保險計畫後，您將收到健保卡，您可以在台灣大多數的醫院及醫療診所使用健保卡，以取得醫療費用大量折扣。

IX. Other Information 其他資訊

1. Work Permit 工作證

Students with a Mandarin Training Visa may apply for a part-time work permit only after completing six months of study in Taiwan and registering for the next term. Work permits cannot be applied for during the first six months after arrival.

持華語簽證來台的外國學生，需在台修業滿6個月以上，並已註冊下一期課程後，才能向勞動部提出申請兼職工作許可。此規定表示，學生在抵台後的前半年內，若未達到上述條件，是不得申請工作證的。

Before you work in Taiwan, you must first apply for a work permit. If you want to apply it, please **Fill the Application form on the Internet:**

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

***Foreign students are not allowed to work without work permit.**

如果您欲在台灣打工，請您務必要申請工作證。請上網填寫工作證申請表。

外籍生請勿非法打工。

1) **Required Documents and Fees** 所需文件及費用

(1) **Fill the Application form on the Internet** 上網填寫工作證申請表

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

(2) Photocopies of both sides of your Student ID Card 學生證正反面影本

(3) Photocopies of your passport and both sides of your ARC護照影本及居留證正反面影本

(4) Original receipt of payment from the post office at which the application fees (NT \$100) were transferred. 郵局劃撥審查費新台幣 100 元收據正本

2) **Notes**

(1) The status of international students in Taiwan should be in accordance with the regulations of Ministry of Education.

(2) The applicants can apply for the student work permit only if they have spent one semester studying degree courses or a half-year language course in Taiwan.

(3) The period validity of a work permit is six months at most.

(4) 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.

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

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

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

(8) Students should return the work permit (if valid) to the Office of International and Cross-Straits Office if they are suspended or discontinue their schooling.

注意事項:

(1) 在台灣的國際學生狀態應符合教育部規定

(2) 申請者須於台灣就讀一學期學位課程或半年語言課程得申請學生工作許可證

(3) 外國留學生、僑生及港澳生及申請工作許可，許可期間最長為六個月。

(4) 於上學期申請者，工作許可證之期限至次學期的3月31日止，於下學期申請者，工作許可證之期限至同年的9月30日止。

(5) 除寒暑假外，每星期工作時數最長為 20 小時。

- (6) 未依相關規定辦理者，行政院勞工委員會職業訓練局得依就業服務法規定廢止其工作許可。
- (7) 未依規定申請工作許可，即受聘僱為他人工作者，依就業服務法規定，處新台幣三萬元以上十五萬元以下之罰鍰，**且將被勒令退學**。
- (8) 學生因休學、退學者，若工作許可證仍在有效期限內，應將工作許可證繳回本校國際處。

2. To open a bank account 郵局開戶

Please bring the documents to the Post Office in Administration Building (3F).

- 1) Passport and a copy
- 2) Student Card and a copy
- 3) ARC Card and a copy
- 4) A personal Stamp

請攜帶以下文件至郵局開戶（行政大樓3樓）

- 1) 護照及護照影本一張
- 2) 學生證及學生證影本
- 3) 居留證及居留證影本
- 4) 個人印章

3. Living Spending 生活費

The cost of living is about NTD 7,500 per month, but it depends on each student's spending habits.

每月生活費約為新台幣 7,500 元，視個別學生開支計畫而定。