

Handbook for CHU International Students

中華大學外籍生入學手冊



2023~2024 Academic Year

2023~2024 學年

Handbook for International Students

I. CHU 2023~2024 Academic Calendar

| Fall Semester (112-1) | | | | | | | | | | | | | |
|------------------------|-------------------------|--------|--------|--------|--------|--------|--------|--------------------------------|--|--|--|--|--|
| 週次 | 日 S | 一 M | 二 T | 三 W | 四 T | 五 F | 六 S | 辦理事項 | | | | | Events |
| 112年八月 AUG 2023 | | | | | | | | | | | | | |
| | | | 1 | 2 | 3 | 4 | 5 | | | | | | |
| | 6 | 7 | 8 | 9 | 10 | 11 | 12 | | | | | | |
| | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 8/13-19 暑修期末考 | | | | | 8/13-19 Final Exam Week for summer school |
| | 20 | 21 | 22 | 23 | 24 | 25 | 26 | | | | | | |
| 暑假 | 27 | 28 | 29 | 30 | 31 | | | 8/31 111-2 研究生論文正本繳交截止日 | | | | | 8/31 Due day for 111-2 graduate thesis final version submission |
| | 112年九月 SEP 2023 | | | | | | | | | | | | |
| | | | | | | 1 | 2 | | | | | | |
| | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 9/6-18 延畢生網路選課 | | | | | 9/6-18 Online course-enrolling period for credit-deficient students |
| | | | | | | | | 9/8-18 舊生加退選 | | | | | 9/8-18 Course-enrolling period for Sophomore students or above |
| | | | | | | | | 9/9 宿舍開放 | | | | | 9/9 Dormitory opens |
| 1 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 9/11 正式上課及全校註冊日、新生健康檢查 | | | | | 9/11 Classes in session. Registration Day. |
| | | | | | | | | 9/11-12 新生入學指導活動 | | | | | 9/11-12 Freshman Orientation |
| | | | | | | | | 9/11-18 新生、轉學生選課、校際選課(假日無人工選課) | | | | | 9/11-18 Course-enrolling period for freshman, transfer, and cross-registration students (Manual course enrollment unavailable on weekends) |
| | | | | | | | | 9/11-10/15 弱勢助學金學校網路申請開放 | | | | | 9/11-10/15 Online application period for scholarship of students-in need |
| 2 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 9/23 國慶日調整放假補班 | | | | | 9/23 Make-up day for National Day |
| 3 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 9/28-10/2 學生選課錯誤更正 | | | | | 9/28-10/2 Final course schedule adjustment period |
| | | | | | | | | 9/29 中秋節 | | | | | 9/29 Moon Festival holiday (No classes, Offices closed) |
| 112年十月 OCT 2023 | | | | | | | | | | | | | |
| 4 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 10/1-11/30 新生盃 | | | | | 10/1-11/30 Freshman Cup |
| 5 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 10/9 國慶日調整放假、10/10 國慶日 | | | | | 10/9-10 National Day long weekend、National Day (No classes, Offices closed) |
| 6 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 10/21&10/22 大一微軟 AI 認證培訓 | | | | | 10/21&10/22 Microsoft AI Certification Camp for Freshman students |
| 7 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | | | | | | |
| 8 | 29 | 30 | 31 | | | | | 10/30 班代座談會 | | | | | 10/30 Class leaders Meeting |
| | 112年十一月 NOV 2023 | | | | | | | | | | | | |

| | | | | | | | | | | |
|--------|-------------------|----|----|----|----|----|----|--|--|--|
| | | | | 1 | 2 | 3 | 4 | | | |
| 9 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 11/5-11/11 期中考試 | 11/5-11/11 Midterm Exam Week 、 Midterm Warning list (6th~ 24th) | |
| 10 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 11/13-11/17 大一游泳能力檢測 11/18 多益測驗校園考 | 11/13-11/17 Freshman Swimming Ability Test 11/18 TOEIC Campus Test | |
| 11 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 112-2 轉系、組、學位學程申請、學分學程證 明書申請 (20-24 日) | Application period for Spring 2024 major change, program enrollment, and program certificate (20th ~24th). | |
| 12 | 26 | 27 | 28 | 29 | 30 | | | 11/27-12/01 第二次退選 | 11/27-12/01 Final course drop-off period without a withdrawal record | |
| | 112 年十二月 DEC 2023 | | | | | | | | | |
| | | | | | | 1 | 2 | | | |
| 13 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 12/7 運動會(1-9 節停課) | 12/7 CHU Sports Day (No day-time classes) | |
| 14 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 12/11 CWT 中文能力檢測、大一微軟 AI 認證 培訓(16-17 日) | 12/11 CWT Mandarin ability test 、 Microsoft AI Certification Camp for Freshman students (16th ~ 17th) | |
| 15 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 教學評量期末問卷(12/17-1/15) | Course Evaluation (Dec.17th ~ Jan. 5th) | |
| 16 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 12/28 TOCFL 華語能力測驗校園考 (10 月起華 語中心將開放報名) | 12/28 TOCFL Campus Test (The Chinese Language Centre will be open for enrolment from October.) | |
| 17 | 31 | | | | | | | | | |
| | 113 年一月 JAN 2024 | | | | | | | | | |
| | | 1 | 2 | 3 | 4 | 5 | 6 | 1/1 元旦、112-2 修讀輔系、雙主修、學分學 程申請 (2-5 日) | New Year's Day holiday (No classes, Offices closed) 、 Application period for Spring 2024 Semester's Minor, Double major, Program enrollment (2nd~ 5Th) | |
| 18 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 期末考試(6-12 日) 。多益測驗校園考、112-1 休學截止日。網路選課初選(8-12 日)。112-1 成績優異提前畢業申請(8-12 日)。112-2 碩博 士甄試錄取生提前入學申請 8-12 日)。英文畢 業門檻考試(限定考生)(第 7 節, 名單見語言中 心網頁) | Final Exam period (6th ~12th.) TOEIC Campus Test 、 Last day to drop out from CHU for Fall 2023 semester. Online early course-enrolling period (8th ~ 12th). Application period for early graduation of outstanding students (8th~ 12th). Early registration for Master and Ph.D degree students of Spring 2024. English Comprehensive Test (Individual test takers) | |
| 寒 假 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 1/15 宿舍關閉、寒假開始。 | 1/15 Dormitory closes. | |
| | 21 | 22 | 23 | 24 | 25 | 26 | 27 | | | |
| | 28 | 29 | 30 | 31 | | | | 1/31 112-1 學期結束。 | End of Fall 2023 Semester. Deadline for Fall 2023 Semester Grad. school oral defense | |

| Spring Semester (112-2) | | | | | | | | | |
|-------------------------|--------|--------|--------|--------|--------|--------|--------|--|---|
| 週次 | 日 S | 一 M | 二 T | 三 W | 四 T | 五 F | 六 S | 辦理事項 | Events |
| 113 年二月 FEB 2024 | | | | | | | | | |
| 寒 假 | | | | | 1 | 2 | 3 | 2/3 三十四週年校慶補假(原政府機關定2月8日調整放假於今日補班)。全校停電進行年度高低壓電氣設備保養檢測 | 34th CHU Anniversary holiday (No classes, Offices open to make up for Feb.8th). Campus power-off for electricity inspection. |
| | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 2/8 小年夜調整放假 2/9~2/14 農曆除夕及春節假期 | 2/8 Chinese New Year holiday begins (No classes, Offices closed) 2/9~2/14 Chinese New Year holiday week (No classes, Offices closed) |
| | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 2/14-26 延畢生網路選課 2/16-26 一般生加退選(假日無人工選課) 2/17 宿舍開放 | 2/14-26 Online course-enrolling period for credit-deficient students 2/16-26 Course-enrolling period for Sophomore students or above (Manual course enrollment unavailable on weekends 2/17 Dormitory opens |
| | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 2/19 註冊及全校上課開始 2/19 校際選課(假日無人工選課，19-26日)。 | 2/19 Classes in session. Registration Day. 2/19 Course-enrolling period for cross-registration students(Manual course enrollment unavailable on weekends |
| 1 | 25 | 26 | 27 | 28 | 29 | | | 2/28 和平紀念日(放假) | 2/28 Peace Memorial Day (No classes, Offices closed) |
| 113 年三月 MAR 2024 | | | | | | | | | |
| 2 | | | | | | 1 | 2 | | |
| 3 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 3/7-8 學生選課錯誤更正 | 3/7-8 Final course schedule adjustment period |
| 4 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 3/16 三十四週年校慶活動日暨校友餐會(正常上班，停課)。水上運動會 | 3/16 34th CHU Anniversary & Alumni lunch banquet. (Offices open, no classes) Water sports events. |
| 5 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | | |
| 6 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 3/28 三十四週年校慶日(正常上班上課) | 3/28 34th CHU Anniversary (Classes in session, Offices open) |
| | 31 | | | | | | | | |
| 113 年四月 APR 2024 | | | | | | | | | |
| 7 | | 1 | 2 | 3 | 4 | 5 | 6 | 4/1-5/31 系際盃 4/4-4/5 兒童節及清明掃墓節(放假) | 4/1-5/31 Department Cup 4/4 Children's Day (No classes, Offices closed) 4/5 Tomb Sweeping Day (No classes, Offices closed) |
| 8 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | | |
| 9 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 4/14~4/20 期中考試 112-2 期中預警名單 (4/15-5/3)。 113-1 轉系、組、學位學程申請及逕行修讀博士學位申請 (15-19 日) | 4/14~4/20 Midterm Exam week Spring 2024 Midterm warning list (4/15-5/3) . Application period for Fall 2024 Semester Major change, Program enrollment, and Direct admission to Ph.D. program (15th ~ 19th) |
| 10 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | | |

| | | | | | | | | | |
|----|-------------------------|----|----|----|----|----|----|---|--|
| | 28 | 29 | 30 | | | | | 4/29 班代座談會 | 4/29 Class Leader Meeting |
| | 113 年五月 MAY 2024 | | | | | | | | |
| 11 | | | | 1 | 2 | 3 | 4 | 5/1-5/31 水域安全宣導月 | |
| 12 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 5/6-10 第二次退選 5/6 任課教師送交期中考試成績完畢 5/10 休/退學退費 1/3 期限 | 5/6-10 Final course drop-off period without a withdrawal record |
| 13 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 5/18 多益測驗校園考 | 5/18 TOEIC Campus Test |
| 14 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 5/20 CWT 中文能力檢測。大一游泳能力檢測(20-24 日) | 5/20 CWT Mandarin Proficiency Test。Freshman Swimming Ability Test (20-24 日) |
| | 26 | 27 | 28 | 29 | 30 | 31 | | 畢業考試(5/26-6/1)。 教學評量期末問卷(5/26-6/24) | Final Exam week for graduating students(5/26-6/1)。 Teaching Evaluation (5/26-6/24) |
| | 113 年六月 JUN 2024 | | | | | | | | |
| 15 | | | | | | | 1 | 6/1-6/15 運動菁英獎勵申請 | 6/1-6/15 Application period of Sports Elites Scholarship |
| 16 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | | |
| | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 6/10 端午節(放假) 113-1 修讀輔系、雙主修、學分學程申請 (11-14 日) | 6/10 Dragon Boat Festival holiday (No classes, Offices closed) Application period for Fall 2024 Semester's minor, double major, program enrollment (11th~14th) |
| 17 | | | | | | | | 6/15 畢業典禮 | 6/15 Graduation Commencement |
| 18 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 6/17~6/21 期末考試 6/17 112-2 休學截止日。網路選課初選(17-21 日)。英文畢業門檻考試(限定考生)(第 7 節, 名單見語言中心網頁)。英文畢業門檻考試(一般生)(17-20 日) | 6/17~6/21 Final Exam week 6/17 Last day to drop out from CHU for Spring 2024 semester. Online early course-taking period (17th~21st). English Comprehensive Test (Individual test takers). English Comprehensive Test (English II students) (17th ~20th) |
| | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 6/24 宿舍閉舍、暑假開始 6/25-30 暑修網路選課 | 6/24 Dormitory closes 6/25-30 Summer school enrollment period |
| | 30 | | | | | | | | |
| | 113 年七月 JUL 2024 | | | | | | | | |
| | | 1 | 2 | 3 | 4 | 5 | 6 | | |
| | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 7/7-8/17 暑修上課 | 7/7-8/17 Summer school in session (Jul. 7th ~ Aug. 17th) |
| | 14 | 15 | 16 | 17 | 18 | 19 | 20 | | |
| | 21 | 22 | 23 | 24 | 25 | 26 | 27 | | |
| 暑假 | 28 | 29 | 30 | 31 | | | | 7/31 112-2 學期結束。 | 7/31 End of Spring 2024 Semester. Deadline for Spring 2024 Semester Grad. school oral defense |

II. To register at Chung Hua University

外籍新生註冊流程

1. Location:

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

地點：請至國際處辦公室辦理註冊（工程二館大樓 S -212）

2. Date and Time:

2022 Fall semester:

5th September ~ 01st October, 2022 From 9:00 A.M. to 5:00 P.M.

日期時間：2022年9月 05日 ~ 10月01日，上午9時至下午5時

2023 Spring semester:

13rd February ~ 10th March, 2023 From 9:00 A.M. to 5:00 P.M.

日期時間：2023年2月 13日 ~ 3月10日，上午9時至下午5時

3. Documents required: 所需文件

Please submit the following documents when registering at international office:

- 1) Passport and a copy. 護照
- 2) Student Resident VISA and a copy. 學生簽證及影本一份
- 3) A copy of the highest Educational translation Diploma with **notarized by local Taiwan Representative Office**.
已由中華民國駐外代表處認證之最高學歷英文版本畢業證書影本一份
- 4) A copy of the highest educational translation academic records with **notarized by local Taiwan Representative Office**.
已由中華民國駐外代表處認證之英文版本成績單影本一份
- 5) Two photos (if you have already provided to International Office, please ignore.)
二張護照用之證件照
- 6) 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 \$3,000 for 6 months.)
醫療保險證明（如果沒有，您必須於當學期參加學生團體保險，6個月的保費為新台幣3000元）
- 7) English and Chinese Language Certificate (optional) 英文或中文語言成績證明(非必要)
- 8) Affidavit 入學切結書
- 9) Emergency Authorization Agreement. (It should be filled in & signed by parents) 緊急事件授權同意書(需家長親自填寫並簽名)

4. Tuition Fee 學雜費

Please go to the following link for more information about tuition fee.

請至以下網站查看本校學雜費收費標準

http://www.staff.chu.edu.tw/school_fee/topic01/109%E5%AD%B8%E9%9B%9C%E8%B2%BB%E6%94%B6%E8%B2%BB%E6%A8%99%E6%BA%96.pdf

5. On-Campus Dorm 住宿費

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

請翻閱第7頁查看住宿費金額。

6. Payment: 付款方式

1) To transfer your payment to CHU in USD: 美金轉帳

Swift Code: UWCBTWTP

Bank Name: CATHAY UNITED BANK HSINCHU BRANCH

Account Number: 040080003899 Beneficiary: CHUNG HUA UNIVERSITY

2) To transfer your payment to CHU in NTD: 新台幣轉帳

台幣匯款(New Taiwan Dollar Bank Transfer Details)

銀行: 國泰世華銀行新竹分行帳號: 040-03-6001099

戶名: 中華大學學校財團法人中華大學

3) To pay your tuition in NTD by cash 新台幣現金付款

Please go to the cashier section directly, which on the fourth floor of the administration building.

請至本校出納組付款(行政大樓 4 樓)

7. English Classification test: 英語分班測驗

Every CHU bachelor degree student will join the English courses after being classified by English test. When registered at International Office, we will direct you to the Language Center, and they will assist you with enrolling to the English test or to waive the English credits by official English Certificate when meet the requirement.

每位大學部外籍新生將於入學時參加英語能力測驗。外籍新生於註冊時請至語言中心登記英文能力檢驗，以評估是否可以免修英文課程。

III. Financial Aid Program 助學金資訊

1. New Students:

In the first semester, we provide NTD20,000 scholarship to new international students who submit the application form. Students who pass Mandarin Test (TOCFL) level 2, the equal amount to the tuition and miscellaneous fees will be provided instead of NTD20,000 (Transfer time will be in the second semester). For the Master and Ph.D. degree students, who can provide English certificate with pass IELTS 6.0 / TOEIC660 / TOEFL iBT 79 or above instead of providing Mandarin Test certificate. All test results are valid for two years from the date on the test certificate.

新生

中華大學提供每位外籍新生第一學期新台幣兩萬元的助學金。如果學生於入學時提供華語文能力測驗 Level 2，學生將可以獲得等同於學雜費的助學金而不僅僅是兩萬元助學金，本新生入學助學金僅適用於第一學期。

研究所新生可以提供IELTS 6.0 / TOEIC660 / TOEFL iBT 79等其他對應英語語文檢定證書取代華語文測驗Level 2證明。英語語文檢定證書自測試證書之日起兩年內有效。

2. Present Students

Students should apply for the scholarship in every semester, and CHU will evaluate if the students are qualified to get the scholarship. Applicants need to meet both requirements shown as below to get the scholarship equal to the amount of tuition and miscellaneous fees and to re-apply in each semester:

a) Achieve academic grade average of 80 points or above from the previous semester and ranking should be in the top 10% in the class that student belong to and is certified with continuous progress in Chinese proficiency capability, financial aid equivalent to the tuition and fees will be offered continuously.

舊生

學生每學期需重新申請助學金，學校將評估學生是否可以獲得助學金。申請者符合以下要求者，將可以獲得等同於學雜費的助學金。

a)上一個學期的學業平均成績達 80(含)分以上及需在全班排名前 10%。

IV. On-Campus Dorm 校內宿舍

1. Male Dorm 男生宿舍

(1) The cost of on-campus Male dorm (6 beds share room **no include** rest room) is NTD \$11,500 per person per semester (included the summer and winter vacation.)

男生宿舍(六人一間**雅房**)每人每學期費用為新台幣 11,500 元(包含寒/暑假)。

(2) The cost of on-campus Male dorm (3 beds share room **include** rest room) is NTD \$17,600 per person per semester (included the summer and winter vacation.)

男生宿舍(三人一間**套房**)每人每學期費用為新台幣 17,600 元(包含寒/暑假)。

2. Female Dorm 女生宿舍

(1) The cost of on-campus Female dorm (5 beds share room **no include** rest room) is NTD \$115,00 per person per semester (included the summer and winter vacation.)

女生宿舍(五人一間**雅房**)每人每學期費用為新台幣 11,500 元(包含寒/暑假)。

(2) The cost of on-campus Female dorm (4 beds share room **include** rest room) is NTD \$16,800 per person per semester (included the summer and winter vacation.)

女生宿舍(四人一間**套房**)每人每學期費用為新台幣 16,800 元(包含寒/暑假)。

(3) The cost of on-campus Female dorm (2 beds share room **include** rest room) is NTD \$20,100 per person per semester (included the summer and winter vacation.)

女生宿舍(二人一間**套房**)每人每學期費用為新台幣 20,100 元(包含寒/暑假)。

If you would like to reserve a place in on-campus dorm, please fill out the form in the link we sent you, **if there is no fill out in the on-line form, we will consider that you do not need to apply for the student dormitory of the school.**

如果您想申請學生宿舍，請到我們寄給您的連結網址填寫資料，**如果您沒有填寫連結之表格，我們將視為您不需申請本校學生宿舍。**

V. 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。

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 Research and Development Building (I211)

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：研發大樓二樓(I211) 電話：(03) 5186338；5186176

2) Office of Academic Affairs 教務處

As a foreign student, you will be in frequent contact with the Office of Academic Affairs. You will use their services when enrolling to study at CHU, applying for transcripts or certificates, and applying to defer or discontinue studies. The Office of Academic Affairs consists of three separate sections or divisions. You will deal mostly with the 'Registration Section'.

Location: 4th Floor, Administration Building Tel: (03)5186206

身為國際學生，您將會與教務處有頻繁接觸並利用他們提供的服務，包含就學註冊、成績單或證書申請，以及遞延或休學申請。教務處設有三個小組或部門，國際學生大部分會與「註冊組」接觸。

地點：行政大樓四樓電話：(03)5186206

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

VI. Studying at CHU

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. Student Email 學生電子郵件信箱

As soon as you receive your student number, you can begin to access into your student email account. Your student email address will display as a following sample, studentno@chu.edu.tw. So, if your student number is “498123456”, your student email will be 498123456@chu.edu.tw. The password is the chu + last six digits of your passport number. 當您拿到學號時，您可以開始使用您的學生電子郵件信箱。如果您的學號是 “498123456”，您的電子郵件信箱將會是 498123456@chu.edu.tw。您的密碼為 chu+您的護照號碼後六碼。

3. Course Selection 選課

You can discuss the course selection with your department office. Your academic department will help you select all the class. Please note that every student should attend the Chinese reading and writing class within 4 years; however, the credit could be transferred by mandarin program. In order to improve your mandarin ability, we strongly recommend all the international students to attend the mandarin program in the first year.

您可以與您的系辦公室討論選課，您的學系將協助您選取所有課程。請注意，每位學生必須於四年間參加中文閱讀和寫作課程，然而，該學分可以以華語學程抵免。為了改善國際學生的華語能力，我們強烈建議您於第一年參加華語學程。

4. Academic Leave 學術請假

- 1) Come to the Office of International and Cross-strait Affairs to take the application form of leaving school.
 - 2) Complete the form and write the reason for your request of leaving.
 - 3) Take the form to your academic department and other related departments for approval.
- 1) 請至國際處領取請假申請表
 - 2) 完成申請表並填寫請假原因
 - 3) 將申請表送至您的學系和其他相關學系以供核准

VII. 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。

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

1. Changing Your Visa Status (For degree students) : Visitor Visa → Resident Visa

(If you were issued a Resident Visa in your home country, you can skip directly to 2). Let's assume you entered Taiwan on a Visitor Visa. To make this change, go to the Bureau of Consular Affairs (BOCA).

Required Documents and Fees for application:

- (1) Application form
- (2) Passport, valid for at least 6 months (original and photocopy)
- (3) CHU Letter of Acceptance (original or photocopy)
- (4) Student ID card (original and photocopy, stamped by CHU Registration Section)
- (5) Health certificate issued in the last three months: If you take the medical tests before coming to Taiwan, the certificate must be stamped and verified by a Taipei Representative Office in your home country; or, if in Taiwan, you must take the medical examination at a designated hospital
- (6) Two 2-inch color photos with white background taken in the last 6 months
- (7) Application fee: NT \$3,000 (NT \$5,600 for holders of American passports)
- (8) Processing time: 7-10 working days

Bureau of Consular Affairs (BOCA) Taipei Headquarters Address: 3~5 Fl., 2-2 Chi-Nan Rd., Sec. 1, Taipei, Taiwan, ROC TEL: (02) 2343-2888

1. 變更您的簽證狀態(針對學位學生)：觀光簽證→居住簽證

(如果您在母國取得居住簽證，您可以直接忽略此點)假如您以觀光簽證進入台灣，請至外交部領事事務局(BOCA)變更您的簽證狀態。

所需文件和申請費用：

- (1) 申請表
- (2) 護照，有效期間至少半年(正本與影本)
- (3) 中華大學入學許可函(正本或影本)
- (4) 學生身分證(正本與影本，經中華大學註冊組蓋章)
- (5) 過去三個月的健康檢查證書：如果您在前往台灣前已接受過健康檢查，該健康檢查證書必須經母國的台北代表辦事處蓋章與驗證；或是，您必須在台灣指定醫院接受健康檢查。
- (6) 兩張過去半年的兩吋白底彩色照片
- (7) 申請費用：新台幣三千元(美國護照持有人須支付新台幣 5,600 元)
- (8) 處理時間：7-10 個工作天

2. Resident Visa → Alien Resident Certificate (ARC)

居留簽證 → 外僑居留證

Please pay attention to make this change on-line at the National Immigration Agency within 15 days after receiving your Resident Visa!

請務必於入境後 15 天內至移民署網頁申請外僑居留證。

1) Required Documents and Fees:

- (1) ARC Application form ARC 申請表
- (2) One 2-inch, half-length color photo with white background, the applicant must not be wearing a hat.
- (3) Passport and visa (original and photocopy)
- (4) Student ID card or Proof of Enrollment certificate (original and photocopy)
- (5) Application fee: NT \$1,000 (one year)
- (6) Processing time: 10 working days

1) 所需文件與費用：

- (1) ARC 申請表
- (2) 一張過去半年的兩吋白底彩色照片，申請者必須脫帽
- (3) 護照與簽證(正本與影本)
- (4) 學生身分證或註冊證書證明(正本與影本)
- (5) 申請費用：新台幣 1,000 元(一年)
- (6) 處理時間：10 個工作天

2) 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

3. To extend Your Alien Resident Certificate (ARC) 延長居留證期限

1) Required Documents and Fees: 所需文件和費用

- (1) Application form
- (2) Passport and ARC (original and photocopy)
- (3) Student ID card (original and photocopy)
- (4) Application fee: NT \$1,000 (one year)
- (5) Processing time: 10 working days

外國人居住證書(ARC)延長

1) 所需文件與費用：

- (1) 申請表
- (2) 護照與 ARC(正本與影本)
- (3) 學生身分證(正本與影本)
- (4) 申請費用：新台幣 1,000 元(一年)
- (5) 處理時間：10 個工作天

2) 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。

IX. Insurance 保險

1. Student Insurance 學生團體保險

Student accident insurance is around NT \$3000 for one semester. 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學期新台幣三千元。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. Each semester extends for 6 months (Sep – Feb and Mar – Aug). NHI costs NT \$826 per month. Thus, for the second semester, you will pay NTD4,956 (826*6 months) in NHI premiums. For international students, this cost will form part of the miscellaneous fees that you pay before the start of each semester.

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，每學期歷時六個月(九月至明年二月，三月至八月)。國家健康保險費用為每月新台幣826元，因此，您將在第二學期支付健保費新台幣4,956元(新台幣826元*六個月)。針對國際學生，健保費將包含在每學期開始前支付的雜費內。

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) 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, return your NHI card, and receive refunds for payment of NHI premiums.

建議畢業生、延畢生、學業中止或休學生前往國際處取消國家健康保險計畫，退還健保卡，並獲得健保費退費。

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.

畢業生、延畢生或中止學業的學生請前往國際處暫停您的國家健康保險計畫。欲出國超過半年的國際學生也應依照欲停留國外時間暫停國家健康保險計畫。在這段時間內，您將不須支付健保費。然而，要注意的是，如果您在半年到期日前返回台灣並繼續學業，您將需要根據出國日數支付每月健保費。

4) Resuming Coverage 恢復保險

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

如果您欲在遞延或中止就讀後恢復保險，請前往國際處申請恢復國家健康保險計畫。

5) 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

For the Second semester in the first year, International Office will assist you to join the Insurance Program.

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.

在第一年的第二學期，國際處將協助您加入國家健康保險計畫。

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。

X. Other Information 其他資訊

1. Work Permit 工作證

Before you work in Taiwan, you must first apply for a work permit. If you want to apply it, please go to ask Office of International and Cross-Straits Affairs for the application Form.

***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。請至國際處詢問工作證申請表。
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 one-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一學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。

XI. Q&A

Q: What is the difference between "visa validity" and "duration of stay"?

A: Visa validity means the period of time during which the visa holder can enter the ROC with the valid visa (indicated as follows: valid until or enter before).

Duration of stay means the period of time for which the visa holder can stay in Taiwan. ROC Embassies, Consulates and Missions usually grant visitor visas with durations of stay of 14 days, 30 days, 60 days or 90 days, which start from the second day of the visitors' arrival in Taiwan. There is no relationship between visa validity and duration of stay.

Q: What are the basic documents required for visa application?

A: Requirements may differ slightly from post to post and from case to case but the basic documents required to apply for ROC visas include:

Requirements of VISA application:

1. Passport (original and one copy) valid for at least six months.
2. Completed application Form.
3. Chung Hua University's Admission Letter (original and one copy).
4. Original diploma of highest degree or graduation certificate (in Chinese or English), must verified by ROC (Taiwan) missions (Embassies or Representative Offices) at your country.
5. Original transcript (with official stamp), must verified by ROC (Taiwan) missions (Embassies or Representative Offices) at your country.
6. Financial statement (with official stamp, must be verified by ROC (Taiwan) missions (Embassies or Representative Offices) at your country.
7. Two 2-inch head & shoulder photos in color with white background (taken within the last six months).
8. Application fee (Please confirm with your country's ROC (Taiwan) missions (Embassies or Representative Offices).
9. Others (Documents may be requested).

Q: What procedures should foreigners holding resident visas follow in Taiwan?

A: Within 15 days of receiving RESIDENT VISA in Taiwan, you are required to apply for an ALIEN RESIDENT CERTIFICATE(ARC) and re-entry permit at the local Immigration Office.

** Note: Re-entry permit to R.O.C (a sticker pasted in the passport) in order for you to travel away from Taiwan and re-enter Taiwan.

Q: What documents are needed to apply for resident visas to study Chinese?

A: A full-time student of Chinese language school who entered Taiwan on a visitor visa may apply to change the visitor visa to a resident visa by submitting the following documents:

1. A set of required documents.
2. A certificate of enrollment issued by a Chinese language school affiliated to any of the universities accredited by the Ministry of Education or Chien Tan Overseas Chinese Youth Language Study Center (applicable for foreign students of Chinese ancestry only);
3. A certificate issued by any of the above mentioned accredited Chinese language schools certifying the applicant's completion of four months of study;
4. A registration proof for the next term which must last for at least three months;
5. A record of attendance certifying that the applicant is a full-time student with minimum two hours of class a day from Monday to Friday;
6. A proof of sufficient funds to support the applicant's tuition and living expenses during the period of the applicant's intended study in Taiwan.
7. A health certificate

Q: What documents do foreign students need when they receive scholarships from the Ministry of Education and wish to apply for resident visas?

A: The applicant is required to submit

1. One original copy of the official scholarship award letter from the Ministry of Education
2. A photocopy of the applicant's student ID

Q: Can a landing visa be changed to a resident visa?

A: The law prohibits a landing visa be changed to a resident visa. If a visitor enters Taiwan under the visa-exempt program or on a landing visa, the visitor cannot extend his stay except in very unusual circumstances, and the visitor cannot change to resident status while in Taiwan.

Q: How to apply for the extension of visitor visa?

A: Regulated by Immigration Law and Regulations Governing Alien Visits, Residence and Permanent Residence.

Required Documents:

*An Application Form

*The supporting documents clarifying the purpose of the extension (such as the work permit issued by the relevant authorities, a household registration, enrollment certificate, documents from hospital).

*The original passport (with an extendable visitor visa).

1. Processing Period: Application will be processed while-you-wait.

2. Application Authorities: Foreign Affairs Division of Taipei/Kaohsiung

3. Municipal Police Department; Foreign Affairs Division of County/City Police Bureau, Taiwan Province; Administration Division of Kinmen/Lienchiang, County Police Bureau, Fukien Province.

4. Application Management: Directly managed at the counter.

5. Application way: Application shall be filed in person or entrusted to a representative.

6. Notes for Application:

*Alien visitors who enter the ROC with a visa exemption may not apply for extension.

*Aliens with a visitor visa, which stated “No Extension Will Be Granted” issued by the Ministry of Foreign Affairs, may not apply for extension.

*Each extension must not exceed the original duration granted on the visitor visas and it cannot be extended over six months or 180 days.