

Handbook for CHU International Students

中華大學外籍生入學手冊



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、放榜、報到及各項招生訊息 About admissions information	TEL：03-5186338、03-5186176 Fax：03-5186174 E-mail: international@g.chu.edu.tw , Apply now： https://exam2.chu.edu.tw/
錄取生註冊相關事項 Registration Procedures for International Students	教務處試務與招生專業化組 Admission Division：03-5186202 國際處國際生事務與輔導組 Office of International Affairs：03-5186176
住宿 Accommodation center	03-5186166、5186168
獎助學金 Scholarships	03-5186176
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	

各學系聯絡電話 College/Department Contact number

學院/系所名稱 College/Department Name	聯絡電話 TEL
<u>College of Computer Science & Electrical Engineering 資訊電機學院</u>	03-5186887
<u>Ph.D. Program in Engineering Science 工程科學博士學位學程</u>	03-5186887
<u>Department of Electrical Engineering 電機工程學系</u>	03-5186391
<u>Department of Computer Science & Information Engineering 資訊工程學系</u>	03-5186741
<u>Department of Optoelectronics & Materials Engineering 光電與材料工程系</u>	03-5186509
<u>College of Management 管理學院</u>	03-5186571
<u>Ph.D. Program of Management 管理博士學位學程</u>	03-5186571
<u>Department of Industrial Management 工業管理學系</u>	03-5186592
<u>Department of Business Administration 企業管理學系</u>	03-5186080
<u>Department of Information Management 資訊管理學系</u>	03-5186080
<u>University of the West of England Undergraduate Double Degree Program in Business Administration</u> <u>西英格蘭大學企管雙學士學位學程</u>	03-5186571
<u>San Francisco State University Dual Degree Program of Information Management & Decision Sciences</u> <u>中華大學美國舊金山州立大學資訊管理與決策科學學士學位學程</u>	03-5186523
<u>University of California, Irvine Five-Year Dual Degree Program in Information Management and Data Science</u> <u>加州大學爾灣分校資訊管理與資料科學學士學位學程</u>	03-5186523
<u>College of Architecture & Design 建築與設計學院</u>	03-5186667
<u>Department of Civil Engineering 土木工程學系</u>	03-5186701
<u>International College of Humanities, Social Sciences and Smart Commerce 國際人文社會暨智慧商務學院</u>	03-5186620
<u>Department of Applied Japanese 應用日語學系</u>	03-5186876
<u>Bachelor Program in Applied Foreign Languages & Smart Commerce 應用外語暨智慧商務學士學位學程</u>	03-5186616
<u>College of Tourism 觀光學院</u>	03-5186881
<u>Bachelor / Master Program of Tourism Management 觀光學院學士班/碩士班</u>	03-5186549
<u>International Tourism & Hospitality Management Double Degree Program 國際觀光與酒店管理雙學士學位學程</u>	03-5186882

Handbook for International Students

I. CHU 2025~2026 Academic Calendar

中華大學114學年度第一學期行事曆 I. CHU 2025~2026 Academic Calendar									
114年3月5日 113-7 行政會議通過 114年3月20日 臺教高(一)字第 1140031595 號 114年6月4日 113-10 行政會議修正通過(第一次修正)									
Spring Semester (113-2)									
週次	日	一	二	三	四	五	六	辦理事項	Events
114年二月 FEB 2025									
寒 假							1		
	2	3	4	5	6	7	8		
	9	10	11	12	13	14	15	2/12-24 延畢生網路選課 2/14-24 一般生加退選(假日無人工選課) 2/15 宿舍開放	2/12-24 Online course-enrolling period for credit-deficient students 2/14-24 Course-enrolling period for Sophomore students or above (Manual course enrollment unavailable on weekends) 2/15 Dormitory opens
	16	17	18	19	20	21	22	2/17 註冊及全校上課開始 2/17 校際選課(假日無人工選課, 17-24日)。	2/17 Classes in session. Registration Day. 2/17 Course-enrolling period for cross-registration students(Manual course enrollment unavailable on weekends)
	23	24	25	26	27	28		2/28 和平紀念日(放假)	2/28 Peace Memorial Day (No classes, Offices closed)
114年三月 MAR 2025									
2							1		
3	2	3	4	5	6	7	8	3/6-7 學生選課錯誤更正	3/6-7 Final course schedule adjustment period
4	9	10	11	12	13	14	15	3/15 三十五週年校慶活動日暨校友餐會(正常上班, 停課)。水上運動會	3/15 35th CHU Anniversary & Alumni lunch banquet. (Offices open, no classes) Water sports events.
5	16	17	18	19	20	21	22		
6	23	24	25	26	27	28	29	3/28 三十五週年校慶日(正常上班上課)	3/28 35th CHU Anniversary (Classes in session, Offices open)
7	30	31							
	114年四月 APR 2025								
			1	2	3	4	5	4/1-5/31 系際盃 4/3 校慶補假, 4/4-4/7 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	6	7	8	9	10	11	12		
9	13	14	15	16	17	18	19	4/13~4/19 期中考試 113-2 期中預警名單 (4/14-5/2) 。114-1 轉系、組、學位學程申請及逕行修讀博士學位申請 (14-18日)	4/13~4/19 Midterm Exam week Spring 2024 Midterm warning list (4/14-5/2) 。 Application period for Fall 2024 Semester Major change, Program enrollment, and Direct admission to Ph.D. program (14th ~ 18th)

10	20	21	22	23	24	25	26		
	27	28	29	30				4/28 班代座談會	4/28 Class Leader Meeting
114 年五月 MAY 2025									
11					1	2	3	5/1-5/31 水域安全宣導月	
12	4	5	6	7	8	9	10	5/5-9 第二次退選	5/5-9 Final course drop-off period without a withdrawal record
13	11	12	13	14	15	16	17		
14	18	19	20	21	22	23	24	5/19 多益測驗校園考。CWT 中文能力檢測。大一游泳能力檢測(19-23 日)	5/19 TOEIC Campus Test.CWT Mandarin Proficiency Test。Freshman Swimming Ability Test (19-23 日)
15	25	26	27	28	29	30	31	畢業考試(5/25-5/31)。教學評量期末問卷(5/25-6/21) 113-2 成績優異提前畢業申請、學分學程證明書申請(26-30 日) 大二以上游泳能力檢測(陽光青年加分、補測、重測、轉學生檢測, 26-30 日) 5/30-31 端午節(放假)	Final Exam week for graduating students(5/25-5/31)。Teaching Evaluation (5/25-6/21) Application period for Spring 2024 early graduation of Outstanding students and Program certificate (26th ~ 30th). Swimming ability test for Sophomores or above. Sunshine Youth qualification test (26th ~30th) Online submission period of Spring 2024 Semester syllabus (26th ~30th) 5/30~31 Dragon Boat Festival holiday (No classes, Offices closed)
114 年六月 JUN 2025									
16	1	2	3	4	5	6	7	6/1-6/15 運動菁英獎勵申請	6/1-6/15 Application period of Sports Elites Scholarship
17	8	9	10	11	12	13	14	114-1 修讀輔系、雙主修、學分學程申請 (9-13 日)	Application period for Fall 2025 Semester's minor, double major, program enrollment (9th~13th)
								6/14 畢業典禮	6/14 Graduation Commencement
18	15	16	17	18	19	20	21	6/15~6/21 期末考試 6/16 113-2 休學截止日。網路選課初選(16-20 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)。	6/15~6/21 Final Exam week 6/16 Last day to drop out from CHU for Spring 2025 semester. Online early course-taking period (16th~20st). English Comprehensive Test (Individual test takers, 3:00 PM ~4: 00 PM, check Language Center webpage for Test takers' name list). English Comprehensive Test (English II students)
	22	23	24	25	26	27	28	6/23 宿舍閉舍、暑假開始 6/24-29 暑修網路選課	6/23 Dormitory closes 6/24-29 Summer school enrollment period
	29	30							
114 年七月 JUL 2025									
			1	2	3	4	5		
	6	7	8	9	10	11	12	7/6-8/17 暑修上課	7/6-8/17 Summer school in session (Jul. 7th ~ Aug. 17th)
	13	14	15	16	17	18	19		
	20	21	22	23	24	25	26		
暑假	27	28	29	30	31			7/31 113-2 學期結束。	7/31 End of Spring 2025 Semester. Deadline for Spring 2025 Semester Grad. school oral defense

11	23	24	25	26	27	28	29	11/24-28 114-2 轉系、組、學位學程申請、學分學程證明書申請。 11/29-30 大一微軟 AI 認證培訓	11/24-28 Application period for Spring 2026 semester's Academic major change, program enrollment, and program certificate. 11/29-30 Freshman MS AI Certificate Training
	30								
114 年十二月 DEC 2025									
12		1	2	3	4	5	6	12/1-5 第二次退選 12/4 運動會	12/1-5 Final Course-dropping period w/o a withdrawal record shown on academic transcript 12/4 CHU Sports Day
	7	8	9	10	11	12	13		
14	14	15	16	17	18	19	20	12/20-21 大一微軟 AI 認證培訓 12/21 教學評量期末問卷 (12/21-1/17)	12/20-21 Freshman MS AI Certificate Training 12/21 Online Teaching Evaluation (12/21-1/17)
	21	22	23	24	25	26	27	12/25 行憲紀念日 12/26 教師上傳 114 學年度第二學期課程大綱 (12/26-1/5)	12/25 National Holiday, Constitution Day (Offices close, No classes) 12/26 Online course syllabus submission period for Spring 2026 semester (12/26-1/5) by faculty
15	28	29	30	31					
	115 年一月 JAN 2026								
16					1	2	3	1/1 元旦	1/1 New Year's Day Holiday
17	4	5	6	7	8	9	10		
18	11	12	13	14	15	16	17	1/11-17 期末考 1/12 英文畢業門檻考試 (限非英文三原班修課考生, 第七節, L219, 考生名單見語言中心網頁) 12/12-16 網路選課初選	1/11-17 Final Exam week 1/12 English Comprehensive Exam (For Non-English III course students, 3:00 PM ~ 4 PM, L219, check out Language Center's webpage for test takers' name list). 1/12-16 Online early course-enrolling period
	18	19	20	21	22	23	24	1/21 教師送各科目學期成績截止日 1/24 宿舍關閉	1/21 Last day of Fall 2025 semester grades submission by teacher 1/24 Dormitory room closes
寒假	25	26	27	28	29	30	31	1/31 114-1 學期結束。114-1 研究生論文口試截止日	1/31 End of Fall 2025 Semester. Last day of Fall 2025 sem4/ester Graduate student oral defense.
	Spring Semester (114-2)								
週次	日	一	二	三	四	五	六	辦理事項	Events
1	115 年二月 FEB 2026								
	1	2	3	4	5	6	7		
寒假	8	9	10	11	12	13	14	2/14-22 農曆除夕暨春節假期	2/14-22 Chinese New Year Holiday week (Offices close, No classes)
	15	16	17	18	19	20	21	2/18 延畢生網路選課 (2/18-3/2) 2/20 一般生加退選 (假日無人工選課, 2/20-3/2) 2/21-22 宿舍開放	2/18 Online course-enrolling period for credit-deficient students (2/18-3/2) 2/20 Course-enrolling period for all students (Manual course enrollment unavailable on weekends 2/20-3/2) 2/21-22 Dormitory room opens
1	22	23	24	25	26	27	28	2/23 正式上課。全校註冊日。校際選課 (假日無人工選課, 2/23-3/2) 2/24 114-1 研究生論文繳交截止日 2/27 和平紀念日補假	2/23 Classes in session. CHU Registration Day. Course-enrolling period for all students (Manual course enrollment unavailable on weekends 2/23-3/2) 2/24 Last day of Fall 2025 semester graduate thesis final version submission 2/27 National Holiday long weekend celebrating Peace Memorial Day

	115 年三月 MAR 2026													
2	1	2	3	4	5	6	7							
3	8	9	10	11	12	13	14	3/12-13 學生選課錯誤更正	3/12-13 Final course schedule adjustment period					
4	15	16	17	18	19	20	21	3/21 三十六週年校慶活動日 (正常上班、停課)	3/21 36 th CHU Anniversary Event Day (Offices open, No classes)					
5	22	23	24	25	26	27	28	3/28 三十六週年校慶日	3/28 36 th CHU Anniversary					
	29	30	31											
	115 年四月 APR 2026													
6				1	2	3	4	4/1 系際盃 (4/1-5/31) 4/2-6 校慶補假。兒童節。民族掃墓節。	4/1 Department Cup period (4/1-5/31) 4/2-6 Spring Break week (Offices close, No classes)					
7	5	6	7	8	9	10	11							
8	12	13	14	15	16	17	18	4/13 班代座談會	4/13 CHU Class Leader meeting					
9	19	20	21	22	23	24	25	4/19-25 期中考試	4/19-25 Midterm Exam week					
	26	27	28	29	30			4/27 多益測驗 4/28 校園徵才博覽會	4/27 TOEIC Test 4/28 Campus Job Fair					
	115 年五月 MAY 2026													
10						1	2	5/1 勞動節	5/1 Labor Day long weekend (Offices close, No classes)					
11	3	4	5	6	7	8	9							
12	10	11	12	13	14	15	16	5/11-15 第二次退選	5/11-15 Final course-dropping period w/o withdrawal record shown on academic transcript					
13	17	18	19	20	21	22	23	5/18-22 大一游泳能力檢驗	5/18-22 Freshman swimming ability test period					
14	24	25	26	27	28	29	30							
	31							5/31 畢業考試 (5/31-6/6)	5/31 Final Exam week for graduating students (5/31-6/6)					
	115 年六月 JUN 2026													
15		1	2	3	4	5	6	6/1-5 114-2 成績優異提前畢業申請 6/1-27 教學評量期末問卷	6/1-5 Application period for Spring 2026 semester early graduation of outstanding students 6/1-27 Teaching evaluation period					
16	7	8	9	10	11	12	13	6/13 畢業典禮	6/13 CHU Graduation Commencement					
17	14	15	16	17	18	19	20	6/19 端午節	6/19 National Holiday long weekend celebrating Dragon Boat Festival (Offices close, No classes)					
18		21	22	23	24	25	26	27	6/21-27 期末考 6/22 休學截止日。英文畢業門檻考試 (限英文四原班修課生考, 6/22-24, L219); 英文畢業門檻考試 (限非英文四原班修課考生, 6/22, 第七節, L219, 考生名單見語言中心網頁) 6/22-26 網路選課初選	6/21-27 Final Exam week 6/22 Last day to drop out from CHU of Spring 2026 semester. English Comprehensive Exam (For English IV course students, 6/22-24, L219). English Comprehensive Exam (For Non-English IV course students, 6/22, 3:00 PM ~ 4 PM, L219, check out Language Center's webpage for test takers' name list). 6/22-26 Online early course-enrollment period				
暑假	28	29	30					6/29 宿舍關閉	6/29 Dormitory room closes					

115 年七月 JUL 2026													
暑假			1	2	3	4							
	5	6	7	8	9	10	11						
	12	13	14	15	16	17	18	7/12 暑修上課			7/12 Summer session begins (7/12-8/22)		
	19	20	21	22	23	24	25						
	26	27	28	29	30	31		7/31 114-2 學期結束。114-2 研究生論文口試截止日。			7/31 End of Spring 2026 semester. Last day of Spring 2026 semester Graduate student 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:

2025 Fall semester:

September 8th ~ October 3rd, 2025 (9:00 A.M. to 4:00 P.M.)

日期時間：2025年9月 8日 ~ 10月3日(上午 9 時至下午 4 時)

3. Documents required: 所需文件

Please submit the following documents when registering at international office:

- 1) Passport and a copy. 護照及影本一份
- 2) Student Resident VISA and a copy. 學生居留簽證及影本一份
- 3) A copy of the highest educational translation Diploma certificate 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 ID photos. 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) Language Proficiency Certificate. 語言能力證明
- 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：

<https://accounting.chu.edu.tw/p/412-1057-2263.php?Lang=zh-tw>

5. On-Campus Dorm 住宿費

Please check page 13 “IV on-Campus Dorm” for more information about the fee.

請翻閱第13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 / TOEIC 660 / 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。

<https://international.chu.edu.tw/p/404-1054-36891.php?Lang=zh-tw>

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%。

<https://international.chu.edu.tw/p/404-1054-36891.php?Lang=zh-tw>

IV. 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 \$11,500 per person per semester (included the summer and winter vacation.)

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) 3 beds share room **include** rest room:
NTD \$17,600 per person per semester (included the summer and winter vacation.)

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) 5 beds share room **no include** rest room:
NTD \$11,500 per person per semester (included the summer and winter vacation.)

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) 4 beds share room **include** rest room:
NTD \$16,800 per person per semester (included the summer and winter vacation.)

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) 2 beds share room **include** rest room:
NTD \$20,100 per person per semester (included the summer and winter vacation.)

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 on-campus dorm, please fill out the form in the link we sent you, **if you do not fill out the online 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** hours 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 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 “B98123456”, your student email will be b98123456@chu.edu.tw. The password is Chu + the last six digits of your birthday (yy/mm/dd). For example, if your birthday is on February 21st, 1998, then the password will be Chu980221.

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“B98123456”，您的電子郵件信箱將會是b98123456@chu.edu.tw。您的密碼為Chu+您的生日碼後六碼(年/月/日)。如果您的生日是1998年2月21日，密碼是Chu980221。

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

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:

<https://saoinfo.chu.edu.tw/CommentInfoSys/>

如果您在學校遇到問題想要反應，請至學生意見反應系統 <https://saoinfo.chu.edu.tw/CommentInfoSys/> 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) Proof of enrollment
- (6) 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
- (7) Two 2-inch color photos with white background taken in the last 6 months
- (8) Application fee: NT \$3,000 (NT \$5,600 for holders of American passports)
- (9) 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) 在學證明
- (6) 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。
- (7) 兩張過去半年的兩吋白底彩色照片
- (8) 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)
- (9) 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

Apply for ARC : <https://international.chu.edu.tw/p/404-1054-36897.php?Lang=zh-tw>

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**每學期新台幣三仟元**。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 S212 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 **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。

I. Eligibility:

1. International degree student of CHU. (Bachelor, Master and PhD)
2. Due to economic difficulties, academic research or course-related internship, foreign students need to work or intern on/off-campus.

II. Required Document:

1. 1 photocopy of valid passport (bio-data page only).
2. 1 photocopy of both sides of student ID card.
3. 1 photocopy of the front and back sides of valid Alien Resident Certificate (ARC).
4. Proof of enrollment for the current semester after completing tuition payment. Please download it by logging into the “Proof of Enrollment Download System” link:
<https://ex.chu.edu.tw/enroll/login.aspx>
5. Original receipt of examination fee (NT\$100/per person) from the post office.
6. Remitting examination fee (NT\$100/per person) to the account of the Workforce Development Agency. Details of payment methods and procedures will be addressed in the next section, that is, “Application Procedures”.

III. Application Procedure:

1. Login the EZ Work Permit Website: <http://ezwp.wda.gov.tw>. If you're a first time applicant, please create an account first.
2. Go to the website and filling in the required information, pay the application review fee (NT\$100 per person), and upload the following documents in PDF format:
 - a. A copy of your passport
 - b. A copy of your student ID card (front and back)
 - c. A copy of your valid Alien Resident Certificate (front and back)
 - d. Proof of enrollment for the current semesterAfter uploading all documents and confirming that the information is correct, you may submit the application online for the university's review.
3. The Workforce Development Agency provides you with 2 types of payment method to remit the examination fees, NT\$100/per person.
 - A. By Post Office: Referring to the post office and remitting NT\$100 as examination fee to the account number: 19058848, account name: Special Account for Employment Approval of Workforce Development Agency, Ministry of Labor.
 - B. By ATM: If you choose to remit the examination fees through ATM, please follow the steps which are listed below:
 - Step1. Login the EZ Work Permit Website (<http://ezwp.wda.gov.tw>).
 - Step2. Filling in your personal information and uploading the photocopy of both sides of student ID card with the latest registration stamp on it and the bio-data page of your passport in PDF file format.

- Step3. In the section of “Examination Fee”, tick the box of “Pay by ATM”, and then click “Submitting work permit application to school and receive payment numbers”.
- Step4. Once submitting the application form, you will receive 16-digit payment numbers and bank code. Please print that page out and take it to the ATM to fulfill the payment as soon as possible.

IV. Rules and Regulation for Work Permit:

1. The validity period of work permit is 1 year. For applicant making the application in 1st semester, the expiration date of the work permit shall not exceed August 31st of the following year.
2. With the exception of summer and winter break, the maximum working hours shall not exceed 20 hours per week during academic terms.
3. For work permit holders who are against the regulations, the agency may revoke the work permit in accordance with the Employment Service Act. Further, for those who work for others without applying for work permit by regulations will be fined between NT\$30,000 ~ NT\$150,000 in accordance with the Employment Service Act.
4. Students should return the work permit to International Office, if he/she drops out or is expelled from school.

For more details, please contact Workforce Development Agency.

Website: <https://ezwp.wda.gov.tw>

TEL: (02)8995-6000

Office hours: Monday to Friday (0830~1230, 1300~1730)

Office hours for foreigner's work permit application:

a、Monday to Friday, 8:30a.m ~ 5:30p.m.

b、Address: 10F, No. 39, Sec. 1, Zhonghua Rd., Zhongzheng Dist., Taipei City

一、申請條件

1. 具中華大學學籍之外國學生(大學部及碩、博士班學生)。
2. 因學術研究、欲進行與本身課程相關之校外實習或經濟困難等因素，欲在校園內外兼職工作或實習者。

二、應檢附文件

1. 有效護照之個人資料頁影本。
2. 學生證正反面影本。
3. 有效居留證正反面影本。
4. 當學期註冊繳費之在學證明。下載請登入「在學證明下載服務系統」，網址：
<https://ex.chu.edu.tw/enroll/login.aspx>。
5. 繳納新臺幣 100 元之審查費至「勞動部勞動力發展署」指定之帳號。詳細繳納方式與資訊，請參考第三點 - 「申請流程」。
6. 審查費收據。

三、申請流程

1. 請先登入「勞動部外國專業人員工作許可申辦網」工作證線上申辦網頁，網址：
<https://ezwp.wda.gov.tw>。第一次申請者，請先申請帳號。
2. 進入網頁填妥個人申請資料、繳納審查費(審查費為:每人新臺幣 100 元整)，並上傳 pdf檔

案格式之以下文件:

- a.護照影本。
 - b.學生證正反面影本。
 - c.有效居留證正反面影本。
 - d.當學期註冊繳費之在學證明，完成上傳並確認所填資料無誤後，即可線上將申請表件送至學校審核。
3. 審查費繳納方式分為 2 種，條列如下:
- a. 至郵局繳費:申請人可至郵局劃撥審查費(每人新臺幣 100 元整)，劃撥戶名：勞動部勞動力發展署聘僱許可收費專戶，劃撥帳號：19058848。
 - b. ATM 繳費:請先登入「勞動部外國專業人員工作許可申辦網」，完成個人資料填寫、上傳蓋有當學期註冊章之學生證正反面影本與護照之個人資料頁→在「審查費」欄位，選擇「ATM 繳費」，再點選「送學校審核並取得繳費序號」，即可取得 16 碼的「繳費序號」→點選「列印繳費序號」，印出繳費序號表單，並在規定時間內至實體 ATM 進行「繳費」。

四、工作證許可相關規定：

1. 未依規定申請工作證者，即受聘僱為他人工作者，依就業服務法，處新臺幣 30,000 元~新臺幣 150,000 元之罰鍰。
2. 許可時效最長為 1 年，第 1 學期申請者，許可期限最長可至隔年 8 月 31 日。
3. 學期間，每星期工作最長時數為 20 小時，寒暑假除外。
4. 未依規定工作者，勞動部勞動力發展署得依就業服務法廢止其工作許可。
5. 學生休學或退學，若工作證仍在有效期限內，應將工作證繳回學務處境外學生輔導組。

詳細相關規定請洽「勞動部勞動力發展署」

網站：<https://ezwp.wda.gov.tw>

電話:02-8995-6000

服務時間:星期一至星期五上午 8:30~12:30 下午 13:30~17:30

外國人申請業務服務時間

時間:週一至週五（上午 8:30~下午 5:30，受理親自送件）

地址:臺北市中正區中華路一段 39 號 10 樓

相關法規:

雇主聘僱外國人許可及管理辦法

就業服務法

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。



Q 1: What is the difference between "visa validity" and "duration of stay"?

A 1: 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 2: What are the basic documents required for visa application?

A 2: 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 3: What procedures should foreigners holding resident visas follow in Taiwan?

A 3: 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 4: What documents are needed to apply for resident visas to study Chinese?

A 4: 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 5: What documents do foreign students need when they receive scholarships from the Ministry of Education and wish to apply for resident visas?

A 5: 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 6 : Can a landing visa be changed to a resident visa?

A 6 : 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 7 : How to apply for the extension of visitor visa?

A 7 : 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.