

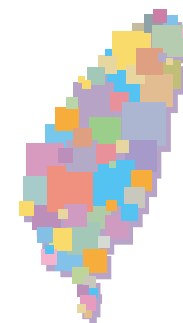
**Academic and Internship Handbook
for International and Overseas
Chinese Students — Student Version**

Preface

Welcome to Taiwan, the Republic of China! Taiwan is blessed with beautiful scenery, a pleasant climate and earnest local people. Our campus has a lively atmosphere, with caring teachers and helpful students. Studying here, not only can you acquire knowledge and expertise in the classroom and participate in diverse extracurricular activities in school, you can also explore the country more thoroughly in your free time, learning Taiwanese culture, tasting local delicacies and visiting famous attractions. On your arrival, you will definitely be thrilled by what you see; the next few years of studying here will, I am sure, leave an unforgettable, beautiful memory in your life.

However, local customs, laws and regulations in Taiwan are different from other countries. To equip you with guidance on schooling and living so that you won't be at a loss in times of trouble, this reference manual has been purposely put together to provide information on the problems you may encounter in your studies, internship and daily life, as well as their solutions. The information in this manual is for reference only; for matters not mentioned herein, please consult the designated office in your school.

To make it easier for students to study in Taiwan, relevant measures have been appropriately adjusted since 2016; moderation and simplification continued in 2017. To encourage international students and overseas Chinese students to study in Taiwan, a number of scholarships were set up by the MOE, including the "Taiwan Scholarship", "Chinese Language Scholarship" and "New Southbound Elite Scholarship Program", as well as international student and overseas Chinese student scholarships set up by individual schools. At the same time, there are also some professional and technical examinations held by the Examination Yuan, and skills assessments open to students.



Welcome to Taiwan !

During your study in Taiwan, in addition to scheduling classroom courses, your academic department may arrange internship programs according to relevant regulations, provided they are part of your study, so that you can learn the nature and requirements of the workplace in your field of study, as well as enabling mutual corroboration of theory and practice. Please be aware that the regulations on internship and working part-time during your studies are different. Related precautions are included in the manual to avoid the loss of your internship or work rights; laws and regulations on part-time work are also listed. I hope this manual will help your study in Taiwan successful.

Finally, I hope that everything goes well for you and that your stay in Taiwan is pleasant!

Note:

1. This manual is applicable to international students and overseas Chinese students who come to Taiwan to study in regular programs (special programs are not included).
2. This manual is for reference only, as relevant laws and regulations may be revised. Please refer to the relevant official websites for detailed regulations.



I

Study

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- B. Course Selection (Including Intercollegiate Course Selection)
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- K. Thesis (Graduate Student)
- L. Graduation

A. Enrollment

- (A) Please follow the instructions in the admission letter to enter Taiwan and enroll as scheduled.** Please pay special attention if you are an international student. In case you are not able to enter Taiwan prior to one-third (1/3) of the study period in the first semester of the academic year to which you are admitted, with the consent of the university to retent your student status, you may postpone the enrollment to the next semester or the next academic year.
- (B) Upon enrollment, please follow the instructions in the admission letter to prepare the following documents for review, and pay tuition and miscellaneous fees in accordance with school regulations:**
1. Photocopies of national ID or passport from the applicant's country.
 2. Highest educational credentials:
 - (1) Applicants with a Taiwanese educational qualification: the highest academic degree diploma and transcript for all semesters are not required for verification.
 - (2) Applicants with a foreign educational qualification (excluding Hong Kong, Macao or Mainland China): the highest academic degree diploma and photocopy of transcripts for all semesters shall be verified, either by the school directly with the overseas school from which the applicant graduated, with the assistance of the R.O.C. (Taiwan) overseas representative office upon written request, or by the applicant via the above methods. (Foreign educational qualification of overseas Chinese students shall be verified by the R.O.C. (Taiwan) overseas representative offices, or by a recommendation agency designated by the Overseas Community Affairs Council).
 - (3) Applicants with a Hong Kong or Macao educational qualification: the "Academic Credential Verification and Accreditation Methods Adopted in Hong Kong and Macao" shall apply.
 - (4) Applicants with a Mainland China educational qualification: the "Regulations Governing the Accreditation of Schools in Mainland China" shall apply.
 - (5) Applicants with an equivalent educational qualification: the duration of

study will be determined by the university on the basis of the educational system of the country from which the applicant holds the foreign academic degree, the school calendar during the study period, the record of entry and exit of Taiwan, and the educational system of the Taiwanese school at the same level and category. A comprehensive assessment of the above will determine whether it meets the equivalent educational qualification for university entrance.

3. Health examination certificate: the health examination certificate shall be issued within the past three months by a domestic or overseas hospital designated by the Ministry of Health and Welfare (MOHW) of Taiwan for medical examination of foreign nationals (i.e., Health Certificate for Residence Application). Overseas health certificates must be verified by the R.O.C. (Taiwan) overseas representative offices.
 4. Medical and injury insurance certificate:
 - (1) International students: newly admitted students should attach medical and injury insurance statements for at least six months' coverage from the date of entry of Taiwan. They can also choose to purchase the "Overseas Students Medical Insurance" from insurance companies in Taiwan through their schools after entering Taiwan; insurance certificates issued overseas must be verified by the R.O.C. (Taiwan) overseas representative offices.
 - (2) Overseas Chinese students: it is mandatory for all newly admitted students to take out six months' coverage under the Hospital Accident and Medical Insurance for Overseas Chinese Students (HAMIOCS).
 5. National Health Insurance: students who have stayed in Taiwan for up to 180 days after obtaining a resident certificate, and have been outside the country one time only not exceeding 30 days, are eligible to join the National Health Insurance (NHI) and replace their medical insurance. Overseas Chinese students who hold a R.O.C. identification card can apply for NHI as a dependent family member of their direct blood relative(s).
- (C) In cases that the application qualification are inconsistent or the submitted documents are found to be counterfeit, fraudulent, forged, altered or if evidence of cheating in an examination is found, the relevant qualifications will be revoked. Please note that:

1. If found after admission and before enrollment, admission to the school will be revoked.
2. If found after enrollment, the student will be expelled from school without any certificate of study.
3. If found after graduation, the student's diploma will be revoked by law, and relevant graduation records will be declared nullified.

B. Course Selection

(Including Intercollegiate Course Selection)

- (A) If the school organizes a tutoring or briefing session on course selection, it is recommended that you attend to learn about the selecting courses and course structure.
- (B) If you are not familiar with the Chinese Mandarin language, it is recommended that you take the Chinese Mandarin courses offered by your school to foster your studies.
- (C) With the consent of the head of the department (institute), you may complete your course selection within the given time period. The same applies to inter collegiate course selection. Please pay close attention to the course selection timeline of each school to avoid missing any deadlines.
- (D) You may select courses related to qualification exams that are planned and advised by your school. The current regulations for applying for the exams are as follows:
 1. You are eligible to apply for qualification exams for licenses and certificates such as:
 - (1) Professional and Technical Examinations sponsored by the Examination Yuan, e.g.: lawyer, accountant, patent examiner, architect, technician in various fields, physician, Chinese medical practitioner, dentist, pharmacist, medical examiner, nurse, midwife, clinical psychologist, counselling psychologist, respiratory therapist, medical radiologist, dietitian, physiotherapist, occupational therapist, speech therapist, audiologist, dental technician, veterinarian, social worker, real estate appraiser, land administration agent, real estate agent, insurance agent, insurance broker, insurance notary, accountant, tour guide, team leader and optometrist.

- (2) “National Technician Skills Test” sponsored by the Ministry of Labor of the Executive Yuan.
 - (3) International language and proficiency test, such as TOEIC, TOEFL, GRE, etc. sponsored by the Language Training and Testing Center (LTTTC).
 - (4) International professional certification exams, such as Chartered Financial Analyst (CFA).
 - (5) Examinations sponsored by private organizations in Taiwan that do not possess legal effectiveness for practicing, such as “Financial Market Knowledge and Ethics Test”, “Qualification Examination for the Trust Specialist”, “Proficiency Test for Bank Internal Control and Audit”, “Proficiency Test for Debt-Collection”, “Proficiency Test for Structure Product Sales Personnel”, “Proficiency Test for Financial Planning Personnel”, “Basic Proficiency Test for Bank Lending Personnel”, “Advanced Proficiency Test for Bank Lending Personnel”, “Proficiency Test for Bank Collateral Appraisal Personnel”, “Basic Proficiency Test for International Banking Personnel”, “Proficiency Test for Foreign Exchange Transaction”, “Proficiency Test for Financial Risk Management”, “Proficiency Test for Financial Specialists of Small and Medium Enterprises” organized by the Taiwan Academy of Banking and Finance (TABF); or “Enterprise Internal Control Basic Ability Test”, “Asset Securitization Basic Ability Test”, “Bond Specialist Basic Ability Test” organized by the Securities and Futures Institute (SFI). (Please contact exam sponsors for details).
2. The qualifications and credentials required for the registration of each exam shall apply in accordance with the provisions of the respective examination announcements and prospectus.

C. Course Enrollment, Length of Study and Extension

(A) Course enrollment:

1. Students should attend and leave class on time. In case of special circumstances, you should seek assistance immediately from the international students and overseas Chinese students counselling office at your school.
2. During classroom lecture, you may express and exchange opinions in a

moderate way. Please be aware of your words and behaviours to show respect to others and avoid conflict.

3. In terms of studying, most schools have set an early warning mechanism. In cases when your learning has not progressed as expected, appropriate counselling will be given to help you adapt to your study as soon as possible. If such a system is not available at your school, please pay attention to your own learning status.
4. If you want to sit in on a class, you need obtain prior consent of the instructor.
5. If you need to make audio or video recordings during the course to help with your study after school, please be sure to obtain prior consent of the instructor.
6. If you are involved in a conflict with classmates during the course, do not handle it privately. You should report it to the designated office in school for assistance.

(B) Length of study and extension

The duration of the course for a bachelor's degree is four years, in principle. However, depending on the nature of the institute, department, and the degree program, it can be extended for one or two years. Internships of six months to two years can also be attached, depending on the actual needs of the institute, department and the degree program. The duration for a master's degree program is one to four years and two to seven years for a doctoral degree. The actual length of study may be extended. Please refer to the regulations of your school.

D. Extracurricular Counselling

- (A) During new student enrollment, the school will hold orientations for both international students and overseas Chinese students. You are advised to attend the session on time. At the meeting, you will learn about relevant regulations, the school and the courses, which enable you to adapt to campus life more quickly. It is also recommended that you attend regular meetings between teachers and students, so that you share and learn from each other.
- (B) In case of misbehaviour during your studies on campus—if you have not improved after counselling, your case will be subject to school regulations that govern students' rewards and punishments. Serious offenses may result in expulsion from school.

E. Leave of Absence

During your schooling period, if you need to take leave due to physical discomfort or important events, you need to follow the school regulations on students' leave of absence and submit related documents for inspection. If the absence period reaches the threshold for suspension or withdrawal from school, you should apply for a suspension or withdrawal in accordance with the regulations of your school.

F. Academic Exchange

- (A) You are entitled to apply for academic exchange activities organized by your schools with other overseas universities and institutions, such as study tours, exchange student programs, joint degree programs and paper presentations.
- (B) Depending on your study needs, you are free to participate in academic activities on and off campus, such as lectures, workshops, academic conferences, academic seminars, forums and performances.
- (C) **Please be aware of the following during your time abroad:**
 - 1. Visa of destination country: If you participate in overseas study and exchange activities, please contact the destination country's consulate or representative office in Taiwan for relevant visa applications. Their representatives in Taiwan can be found at: <http://www.mofa.gov.tw/Regions/Index/?opno=cecdc3f9-5642-4076-a902-f8276783163d>.
 - 2. Valid period of resident certificate: Before leaving Taiwan, please be sure that your Alien Resident Certificate (ARC) (for international students and overseas Chinese students) will still be valid at the time of re-entry. If necessary, please apply for an ARC extension in advance at the National Immigration Agency (NIA) service centers.

G. Transfer

- (A) Transfer of department: if you lose interest in your major or have difficulty adapting to your department, you may apply for a transfer of department according to the academic regulations of your school.
- (B) Transfer of school:

- 1. During your study in Taiwan, you may take school transfer exams according to the transfer regulations of your target school. However, international students can not transfer to other schools if they fail to pass the conduct evaluation at the original school or are expelled from school due to a court sentence for criminal offenses. Overseas Chinese students who participate in school transfer exams are not entitled to any preferential advantage. The transfer of international students to another school shall follow the related regulations promulgated by the individual colleges and universities, which shall be included in their recruitment prospectus and submitted to the governing authority for approval.
- 2. After transferring to a new school, you should go to the NIC service center to update your records.

H. Second Major and Double Major

During your study, you may apply for a second major or double major in accordance with the regulations of your school.

I. Suspension and Withdrawal

- (A) If you need to apply for a suspension and withdrawal from school for some reason, National Immigration Agency will nullify your Alien Resident Certificate(ARC). Please enquire your school about the relevant procedures.
- (B) After withdrawal from school, international students in a bachelor's degree program may no longer apply for admission with international student status. Overseas Chinese students, who come to Taiwan for study through advising channels and have stayed for less than one year before returning to their country of residence due to withdrawal from school or loss of student status, may re-apply for study in Taiwan, but once only. However, if an overseas Chinese student is expelled or stripped of his or her student status by the school according to its student reward and punishment policy—due to a failure in academic performance or conduct evaluation, serious violation of school regulations, or court sentence for criminal offenses—the aforementioned student may not re-apply to return to Taiwan for study.

(C) If you wish to re-enter school after withdrawal, please re-apply for enrollment before the start of the next semester or the next academic year. The required documents are as follows:

1. Your original passport and one photocopy (the passport must be valid for more than six months with blank pages).
2. Visa application form (please fill in the “Online Application Form”, print out the form with the barcode, and sign to confirm it).
3. Two 2-inch color photos with white background.
4. One original and one photocopy of the relevant supporting documents for enrollment.
5. Financial statement. Overseas documents must be translated into Chinese or English and verified by R.O.C. (Taiwan) overseas representative offices.
6. One original health examination certificate and one photocopy, issued within the past three months. The document shall be issued by a domestic medical examination hospital designated by the Centers for Disease Control (CDC) of the MOHW, or by a qualified hospital abroad. Overseas documents must be translated into Chinese or English and verified by R.O.C. (Taiwan) overseas representative offices. The health examination items must accord with MOHW requirements, “Items Required for Health Certificate, Form B”.

J. Further Study in Taiwan

(A) You may apply for further study in Taiwan as follows:

1. International students: international students who have completed a bachelor’s degree or above in Taiwan and intend to enroll in a master’s degree program or higher may either apply as an international student, or choose the same admission channel as local students. Admissions are subject to individual schools’ regulations.
2. Overseas Chinese students: Overseas Chinese students who have completed a bachelor’s degree or above in Taiwan may either apply for an admission to a master’s degree program or higher with relevant documents via distribution of the University Entrance Committee For Overseas Chinese Students, or choose the same admission channel as local students.

- (B) Based on the regulations for a doctoral degree program in your school, if you are a recent graduate with a bachelor’s degree or in a master’s degree program with outstanding academic performance and research potential that meets the standards of the school, you may directly apply for an admission to a doctoral degree program in accordance with school regulations.
- (C) If you are admitted to further studies in Taiwan, after your enrollment, please apply for an extension of your residency on the Ministry of the Interior’s NIA website. (<https://coa.immigration.gov.tw/coa-frontend/>).

K. Thesis (Graduate Student)

- (A) **Students in a master’s degree program:** You are required to submit a thesis after completing all courses for your master’s degree program and pass the degree examination committee’s test to receive a master’s degree.
- (B) **Students in a doctoral degree program:** To receive a doctoral degree, you are required to enroll in all courses for a doctoral degree program, submit a dissertation after passing the doctoral candidate qualification, and pass the degree examination committee’s test.

L. Graduation

- (A) **Upon graduation, international students and overseas Chinese students should follow the instructions below to implement your departure from the country:**

Upon notification from your school of your graduation, the NIA will terminate your Alien Resident Certificate (ARC). Normally, the graduation date will be in June, and the notification procedure will be completed around July to September. Therefore, you must leave the country before the expiration of the ARC.

- (B) **International students and overseas Chinese students may apply to the NIA for an extension of residency before the expiration of their ARC (date-counting starts from the completion of the notification procedure of your school after graduation).** An extension of six months can be granted, starting from the day after the expiration of ARC (date-counting starts from the date shown on your graduation diploma); a second extension may be applied for before the expiration of the first extension period if necessary, to reach the maximum extension period of one year in total.

II

Internship

- A. Internship Course
- B. Internship Contract
- C. Internship Insurance
- D. Internship Guidance and Assessment
- E. Handling of Internship Dispute
Negotiation and Appeal
- F. Emergencies and Accidents
- G. The Difference between Internship and
Working
- H. Consultation & Complaint Channel

A. Internship Course

(A) Internship objective: to enable internship participants to gain experience in their field of work early and establish a positive work attitude. The internship also increases job opportunities, reduces pre-job training costs for companies, and cultivates work skills. Participants will understand future job fields, cultivate a workplace attitude, and learn professional skills and practical management, and apply what they have learned in school to practice. At the same time, off-campus internship cultivates professional abilities and link theory with practice, as well as increase employability after graduation. However, generally internship course is not offered to first year students, but third and fourth year students. Internship is applicable to all local students, overseas students, overseas Chinese students, Hong Kong/Macao students, and mainland Chinese students, and not just open to foreign students or overseas Chinese students.

(B) Evaluation of internship partners and selection mechanisms:to implement off-campus internships, the school establishes an evaluation scheme and a selection mechanism. The evaluation focuses on the guarantee of the interns' rights, and professional learning. The evaluation also ensures that off-campus internship partners have sufficient personnel to train interns with sufficient facilities and equipment.

(C) Schools that implement off-campus internship courses shall establish student off-internship committees at the school, college, and department levels to handle internship-related matters.

1. School-level student off-campus internship committee: members shall include personnel who organizes off-campus internships, representatives of partnership institutions, student representatives and outside legal scholars. The tasks of the school-level student off-campus internship committee is as follows:

- (1) Supervise the evaluation and selection of collaborating institutions.
- (2) Check and confirm the written contract.
- (3) Evaluate the school-wide internship results and supervise the handling of student appeals, disputes and accidents.
- (4) Supervise the early termination of student internships.
- (5) Supervise the setting of individual student internship plans with cooperating institutions.

- (6) Supervise the implementation of internship consultation visits.
 - (7) Other student rights and guarantee-related items.
2. The formation of college, department, institute, degree program, and department-level student off-campus internship committees is based on the school you are attending. The tasks of the committees are as follows:
- (1) Plan and promote off-campus internship courses.
 - (2) Check the evaluation results and selection of cooperating institutions.
 - (3) Draft written contracts and student's individual internship plans.
 - (4) Coordinate and handle student appeals, disputes and accidents.
 - (5) Handle early termination of student internships.
 - (6) Track and review students' internship consultation visit results.
 - (7) Other student rights and items specified in the contract.

B. Internship Contract

According to the Industry and Academic Cooperation Implementation Guidelines for College or Institutes of Higher Learning, schools must sign an off-campus internship cooperation contract with cooperating internship institutions. The contract shall clearly state the following items to ensure the internship rights of students:

- (A) The internship institution shall provide students with related operational training and cooperate with the designated teachers assigned by schools in providing information consultation.
- (B) Internship institutions are responsible for safety training prior to the start of students' internships as well as the internship site's safety protection equipment and safety measures.
- (C) Internship institutions shall provide related insurance for internship students.
- (D) Dispute negotiation mechanisms for disputes between the cooperating institutions and interning students.
- (E) Early termination and transfer of internship and guidance measures.

Before implementing off-campus internships, the school shall sign a cooperation contract with the internship institution and require them to follow it in order to guarantee the rights of internship students. The content of the contract shall include internship time (off-campus internship hours), contract term, internship items,

internship allowance (or scholarships), food and lodging, insurance, guidance content for interning students and internship assessment items.

C. Internship Insurance

When planning off-campus internship courses and searching for partner internship institutions, the school will develop the content of the internship learning course with an aim to facilitate effective professional learning, considering the internship environment and conditions that the internship institution can provide. To ensure student safety, both safety insurance and accident insurance will be purchased by the school or the internship institute. The insurance period is divided into 12 periods according to the off-campus internship course (January to December). The insurance rate is fixed for each career category. Students in different school departments can have a "NT\$2,000,000 injury insurance" and "NT\$50,000 injury medical insurance limit" during the insurance period (including outpatient payment and hospitalization payment).

The scope of the aforementioned insurance will be stated in the internship contract so that internship students are able to understand the content of the insurance. The department will use different announcement methods to improve awareness of students' internship rights prior to the internship so that their rights are protected.

D. Internship Guidance and Assessment

The department the student is studying in will provide students with the appropriate guidance, cautionary items and scoring rules before, during, and after the internship. It is the duty of the participants to understand these items.

(A) Guidance items prior to the internship:

The department will arrange various guidance/training classes or seminars prior to the students' participation in off-campus internships. It also clarifies the content of the internship contract and students' internship rights.

1. Pre-internship workshop: the pre-internship workshop allows students to build a positive workplace attitude, gender equality awareness, job safety and health concepts and knowledge of labor rights before they start the off-campus internship. The objective is to improve the students' adaptability and preparation prior to the off-campus internships.



2. Internship institution seminar: prior to the internship, the department may organize a pre-internship seminar based on the willingness of the internship institutions to introduce the institution's main products and services, company benefits, salary standards, professional cultivation and internship training plan as a reference for the interns.

(B) Internship guidance items:

1. Training and guidance for the internship students provided by the internship institution

The department will have the internship institution arrange for related professionals to act as mentors for the interns. The internship institution's mentors shall work with the department mentors and students to make an internship plan. The internship institutions shall provide professional and practical training according to the students' individual internship plan.

The main task of the industry mentor is to guide students in their practical training. The mentor also works with the department mentor to regularly check the intern's learning status and performance, as well as help the students with their internship reports and evaluate the students' performance.

2. Site visitation and guidance by the department guidance teacher

During the internship period the department mentor shall maintain close contact with the institution's mentor to keep tabs on the students' internship progress and learning status. The department mentor shall also regularly visit students at the internship institution to find out the students' learning status and help them with any difficulties they may encounter. The department mentor shall also help students with their internship reports and evaluate their internship performance. The department shall design the site visit log according to the content of the internship course and require department guidance teachers to record the students' actual learning status during each site visit.

3. Maladjustment guidance and change in internship institution

If students experience maladjustment during the internship process, regardless of whether the maladjustment is due to the internship institution, the department shall have its mentor contact the student to provide guidance. The mentor shall track the student's adaptability and check whether any violations

of the student's rights have improved. If the student remains unfit, the mentor shall help the student apply for internship termination or transfer the student to another internship institution with school approval.

Internship performance assessment: off-campus internship performance shall be co-evaluated by both of the mentors. The evaluation method includes comprehensiveness of the student's internship report and the student's hours and attendance of actual work. These items are calculated into internship performance and those who pass the evaluation shall be granted credits. When needed during the internship period the internship institution and the department shall coordinate reviews of internship measures and evaluation methods so that internship content can improve.

E. Handling of Internship Dispute Negotiations and Appeals

If there is a dispute between a student and the internship institution, the student shall immediately request the department mentor to negotiate a solution with the internship institution. If the matter is not improved, an appeal can be filed through the department's off-campus internship committee or the school's student appeal mechanism. The school shall immediately initiate dispute negotiations and processing mechanisms, as well as convene a meeting for the discussions. The school will invite the party involved in the dispute (the student) and the internship institution's representative to describe the specifics of the matter and conduct a subjective judgment and resolution. If the matter involves a salary rights dispute, labor law experts may be invited to help with the interpretation of the law. After the meeting the resolution or result shall be recorded and the involved parties (the student and the internship institution) shall be notified of the result. The internship institution or the involved student shall be requested to make adjustments and improvements according to the resolution. If any one party does not agree with the judgment, the department shall initiate the internship transfer mechanism and arrange for the student to change his/her internship institution. If there is a clear violation of the internship contract or labor-related regulations, the school will automatically provide the intern with legal consultation and help the intern coordinate or appeal to the local labor authority, as well as take legal action according to the law to guarantee the student's internship rights.



F. Emergencies and Accidents

The school shall set up an emergency/accident notification channel and establish a response mechanism, which will be announced to the students before their internship. If an emergency or accident occurs during the student's internship, the intern, the intern's classmates, or the internship institution's mentor shall immediately report the situation to the department mentor. Both parties shall work together to report the situation to the school's internship unit. The school internship unit will actively follow the matter and help the intern apply for an insurance claim.

G. The Difference between Internship and Working

(A) Internship: the Off-Campus Internship Course is one of the school's official courses, and is different from the timed work implemented through normal arrangement and planning. A work permit is not required for the school's off-campus internship course that does not involve provisions for labor or work outside of course learning activities. Internship is an off-campus planned activity done by the school to teach students skills required for their future work and career. The school will arrange for the off-campus internship institution to assign a person as the internship institution's mentor who will participate in course planning, design and practical off-campus internship guidance.

(B) Working:

1. If foreign and overseas Chinese students have a need for work, the student must first obtain a work permit (regardless of whether the work is paid or the type of work) before starting. If the student is working in a public/private institution where the Labor Standards Act is applicable, then labor conditions such as salary, work hours, rest time, days off, leave and occupational hazard compensation shall be handled according to the Labor Standards Act. If the student is working in a public/private institution where the Labor Standards Act is not applicable, the labor conditions shall be indicated on the contract.
2. Documents required to apply for a work permit:
 - (1) Valid passport.
 - (2) Postal transfer receipt for the review fee (NT\$100 per person). The applicant shall go to the postal office to make the transfer. Account name: Workforce Development Agency, Ministry of Labor, designated hiring permit fee account. Account number: 19058848.

3. Work permit application process: (currently, applications are all done online - Workforce Development Agency, Ministry of Labor, foreign professional work permit application website: <https://ezwp.wda.gov.tw>).
 - (1) Click on "Overseas Chinese/foreign student work permit application."
 - (2) The applicant will be guided to the student account application login page.
 - (3) Click [apply for account].
 - (4) You will be guided to the account application page. Input the applicant's basic information and input the authentication code at the bottom, then click "Confirm" to submit the account application.
 - (5) After logging into the website, use the "Case management > student case management" page to add a new case.
 - (6) Click "Add new application case" and the system will guide you to the new addition page.
 - (7) Input the related application document data.
 - (8) Go to the post office to pay the fee ahead of time. Input the "transaction date," "transaction postal office number," and the "postal office transfer receipt number" into the review fee column. If you pay by ATM, click the "Send to school for review and obtain the payment number" to obtain the payment serial number. Make the payment at an ATM as soon as you can.
 - (9) Select "Upload file" and upload the related document file that has been prepared ahead of time.
 - (10) Select "Send to school for review" to implement case review.

Other related regulations:

1. Work and study regulations for foreign students
 - (1) Foreign students should conform to regulations that govern foreign students studying in Taiwan.
 - (2) Overseas Chinese students should conform to Study and Counseling Assistance for Overseas Chinese Students in Taiwan.
 - (3) According to the Regulations on the Permission and Administration of the Employment of Foreign Workers, foreign students and overseas Chinese students who come to study in Taiwan may apply for a work permit from the Ministry of Labor once they are enrolled by a school.

- (4) The maximum period for the work permit is six months.
 - (5) For applicants who apply during the fall semester, the expiration date of the work permit is March 31 of the following semester. For those who apply during the spring semester, the expiration date of the work permit is September 30 of the same year.
 - (6) Work permits for students who drop out or are suspended from school will be nullified even if they have not yet expired. The work permits shall be returned to the school's guidance unit.
 - (7) According to Article 43 of the Employment Service Act, foreigners who have not applied for a permit via the employer cannot work within the Republic of China.
 - (8) According to Article 50 of the Employment Service Act, employers who hire foreign students attending a public or approved private college, or overseas Chinese students attending a public or approved private high school or higher level school, are not subject to Article 46-1 limitations. Except during winter and summer breaks, the maximum work hour per week is 20 hours.
 - (9) If a foreign student works illegally in Taiwan, the perpetrator shall be subject to a NT\$30,000 to NT\$150,000 fine according to Articles 68-1, 68-3 and 68-4 of the Employment Service Act. The perpetrator shall also be ordered out of the Republic of China and not be allowed to work in Taiwan. Persons who do not leave the country by the deadline shall be deported by agencies governing the entry and exit of foreign persons. The perpetrator can be held in custody by the competent authority prior to their deportation.
- 2. Regulations regarding employment of foreign students by employers**
- (1) According to Article 44 of the Employment Service Act, no one shall illegally hire foreigners for work.
 - (2) According to Article 57-1 of the Employment Service Act, employers shall not hire foreigners who have not been approved for work, whose permit is invalid and whose permit was obtained by another employer.
 - (3) According to Article 63 of the Employment Service Act, employers who illegally take in or hire foreign students for work can be fined between NT\$150,000 and NT\$750,000. Repetitive violators who violate Article

63 of the Employment Service Act within 5 years after the first violation may be sentenced to a prison term of up to 3 years, be detained, be fined up to NT\$1,200,000, or a combination thereof. According to Articles 54-1-14 and 54-72-2 of the Employment Service Act, the employer shall not be issued a recruitment permit, hiring permit, or extension for hiring, and the employer's recruitment permit and hiring permit may be nullified in part or in total.

3. Agent management regulations

- (1) According to Article 45 of the Employment Service Act, no one may hire a foreign person to work illegally in Taiwan.
- (2) According to Article 64 of the Employment Service Act, anyone who illegally hires foreign students to work shall be fined between NT\$100,000 and NT\$500,000. If the perpetrator violates the regulation again within 5 years of the first violation, the violator can be sentenced to a prison term of less than 1 year, be detained, be fined up to NT\$600,000, or a combination thereof. Perpetrators who violate Article 45 with intent to profit can be sentenced to a prison term of up to 3 years, be detained, be fined up to NT\$1,200,000, or a combination thereof. The representative of a legal person, a legal person, the agent of a natural person, employed person, or other practitioners who violates Article 45 in the course of their work (except for violators of the two aforementioned regulations who shall be sentenced accordingly) can result in the legal person or natural person being fined according to law.
- (3) According to Article 69-1 of the Employment Service Act, private employment institutions that violate Article 45 shall be suspended from operation for up to one year.

H. Consultation & Complaint Channel

Students are entitled to use school channels for appeal. If a satisfactory solution cannot be reached, the student may file an appeal on the National College Overseas Student Consultation Service Platform. Find the website at (www.nisa.moe.gov.tw), and the service hotline is (0800-789-007).



Everyday Life Information

- A. Accommodation**
- B. Campus Life**
- C. Psychological Consultation**
- D. Financial Services (opening accounts, credit cards, withdrawing money, wiring money, and exchange cash)**
- E. Application for Mobile Phone Numbers**
- F. Out and About**
- G. Scholarship/Financial Aid**
- H. Student Clubs**
- I. Off-campus Events**
- J. Drivers License**
- K. List of Commonly Used Websites**
- L. Local Culture and Etiquette**

A. Accommodation

For the students' safety during their schooling period the school will give priority to providing new students with dormitories or help students find an appropriate off-campus residential rental. Please pay the dorm fees as per school regulations, comply with the dormitory management and be courteous so that everybody can get along well.

For safety purposes, students must regularly update their off-campus residential contact information so that the school can contact students immediately in case of emergencies. This will also give parents who live far away peace of mind.

B. Campus Life

Do you expect campus life to be exciting? To help students adapt to life in Taiwan, the school holds regular meetings with foreign students and overseas Chinese students. The school also provides various information related to everyday living. Please make use of this information!

C. Psychological Consultation

When students need counseling, they can go to the school's consultation guidance unit for counseling. The student needs to fill out a counseling consent form and the school will keep the content of the counseling session confidential. The school will not divulge the student's case record without his or her consent, so students can enter into counseling without any worries.

D. Financial Services (opening bank accounts, applying for credit cards, withdrawing/wiring/exchanging money)

"You can't do everything with money, but there is nothing you can do without money." However, students should also not carry too much cash on them! Taiwan's current cash limit for entering and leaving Taiwan is explained below. For more entry and exit baggage information, students can log onto the Customs Administration website at <http://taipei.customs.gov.tw/>. Look under "passenger baggage clearance" in the "often asked questions" section.

1. When carrying US\$10,000 or more in cash, the carrier must declare it to the customs. If the cash is undeclared, the amount exceeding USD10,000 will be confiscated according to law.
2. The amount in Taiwanese currency is limited to NT\$60,000. When carrying more than this limit, the carrier must apply for approval from the Central Bank of the Republic of China (Taiwan) before entering or leaving Taiwan. This approval from the Central Bank is given to customs.



Students can select a financial institution recommended by the school and open their account to quickly deposit their cash into a financial institution and apply for a mobile phone.. If the student is under 20 years of age, we recommend opening an account at the Post Office to avoid “legal representative consent form” procedure. Important financial service descriptions are as follows:

(A) Opening an account

Step 1: Prepare documents required for getting a savings account:

Opening an account at a normal financial institution requires the identification documents listed below. If there are any questions, inquire to the school’s relevant office and the financial institution where you open your account.

- (1) Consent form from the legal representative: prior to your coming to Taiwan, please ask the school for the cooperating bank’s “legal representative consent form.” and have your parents sign it . According to the requirements of the Financial Supervisory Commission, Executive Yuan, the document must be verified by the overseas mission or the document must be signed by a legal guardian in Taiwan.

The Chunghwa Post Co., Ltd. does not require the “legal representative consent form” to open an account. This is a convenience that the students can make use of.

- (2) Have the school issue a proof of attendance.
- (3) Alien resident certification.
- (4) Personal seal.
- (5) Secondary proofing document (national health insurance card, passport, driver’s license, or student ID).
- (6) ID number.

Step 2: Bring all the required documents to the local post office or bank to open a savings account.

Step 3: When opening the account, the applicant can also apply for a VISA debit card. In addition to ATM deposits/withdraws and wire transfers in Taiwan, the card can be used to deduct money directly from the account up to the limit of the account. This can be used instead of the credit card.

(B) Credit cards: To apply for a credit card in Taiwan, the applicant must have proof of income. Students with no proof of income, regardless of nationality, cannot apply for a credit card. We recommend students to apply for a VISA debit card. The debit card can be used to deduct money directly from the holder’s account so there is no need for monthly credit card payments.

(C) Where to take out money: The holder of a debit card from a Taiwan financial institution can go to the institution’s ATM to make a withdrawal without paying a service charge. When using the debit card in another institution’s ATM , there is a NT\$5 service charge. Some debit cards provide service free of charge. Please inquire with your financial service institution.

(D) Wire transfer: The applicant should carry his or her passport or ARC to the bank when making wire transfers. Each bank shall charge a service and wiring fee according to the that advertised by the bank in their respective operating sites.

(E) Exchanging cash: If a student has foreign currency in Taiwan and wish to exchange into New Taiwan Dollars, they can go to a designated bank or the post office to make the exchange.

(F) Precautions: Foreign students and overseas Chinese students currently cannot apply for tuition loans in Taiwan. Credit loans must be processed according to the rules of respective financial institutions.

E. Application for Mobile Phone Numbers

According to the “Prepaid SIM Card Application Guidelines” regulated by the National Communications and Communications Commission (NCC), each person can apply for only one phone number under one telecom provider, also known as “one phone number for one ID”. In addition, the application will require two forms of ID, known as “Double ID Verification”. If in need of a SIM card, one can contact a telecom provider’s service center or designated store, or seek assistance from the university’s international office for international Chinese students.

The application is divided into two types: one for those aged 20 and above; the other for those under 20. Details are as below. Please note that your actual application is subject to judgment of the telecom provider’s service counter staff.

(A) Aged 20 and above:

1. Primary ID (validity exceeding 3 months): your passport.
2. Secondary ID (validity exceeding 3 months): visa in Taiwan, health insurance card, international driving licence or alien resident certificate (the secondary ID needs to be different from the primary ID).
3. Proof of Student Status: Subject to the requirements of each telecom provider, you need to present a student ID or the university’s offering letter.
4. Guarantor or Guarantee Deposit: Applications for paid-monthly phone deals require a guarantor or guarantee deposit. The joint guarantor needs to be a R.O.C. ID holder, aged 20 or above, and is legally liable.



(B) Aged under 20:

1. Same requirements for the primary and secondary IDs and proof of student status apply as for those aged 20 or above.
2. Legal Representative: Applicants under age 20, regardless of their nationality, Taiwanese included, will need to be accompanied by their legal representative(s) to handle the application. Phone number applications by underage overseas students are subject to the judgment of each telecom provider. Group applications or relevant documents from the university may be requested.
3. Joint Guarantor: A joint guarantor is required for those foreign passport holders when applying for a paid-monthly phone deal. The joint guarantor needs to be a R.O.C. ID holder, aged 20 or above, and is legally liable.

F. Out and About

On your outings, be sure to carry your ID or student card with you (to qualify for a number of concessions or discounts) and store them securely. Be sure to memorize or save your university's emergency helpline on your phone, which will come in handy when least expected. Should you need to ride public transportation, be sure to get hold of relevant travel information in

G. Scholarship/Financial Aid

(A) International students are eligible for a Taiwan Scholarship

1. To encourage outstanding international students to undertake degree studies in Taiwan and familiarize themselves with Taiwan's environment while promoting communication, understanding and friendship between Taiwan and the international community, the Ministry of Education, R.O.C. (the MOE) provides scholarship/financial aid needed which cover the following:
 - (1) Tuition and miscellaneous expenses (i.e. course-credit fees and miscellaneous basic study-related fees): The MOE will pay up to NT\$40,000 per semester for each scholarship recipient's approved tuition and miscellaneous expenses. In cases where the tuition and miscellaneous exceed a total of NT\$40,000, the remaining amount must be paid to the university by the scholarship recipient. The miscellaneous expenses do not include any of the following: administration fees, thesis supervision fees, insurance premiums, accommodation or internet access, which must be covered by the scholarship recipient.

- (2) Living allowance: The MOE provides a monthly stipend of NT\$15,000 to each scholarship recipient undertaking university undergraduate studies and NT\$20,000 to each scholarship recipient undertaking a master's degree or doctorate studies.

2. Scholarship Duration:

- (1) The maximum duration a Taiwan Scholarship may be held is as follows: four years for undergraduate degree studies, two years for master's degree studies, and four years for doctorate degree studies. The maximum total duration that a person may hold a Taiwan Scholarship is five years.
- (2) Each year, the Taiwan Scholarship will be awarded on September 1 and expire on August 31 of the following year. Scholarship recipients should arrive in Taiwan and complete the enrollment at the scheduled time. Those failing to arrive and enroll in the university at the scheduled time will be deemed as giving up the scholarship and will not have the scholarship deferred until the following academic year, unless the scholarship recipient has notified the university and the MOE as well as being granted a postponed arrival and enrollment.
- (3) Living allowance payments begin from the month when the scholarship recipient's university course starts and ends when the scholarship expires, or when the recipient graduates or withdraws or is suspended or expelled from the university course, or when the scholarship is revoked.

3. Eligibility:

- (1) The applicant must be a foreign national holding a senior high school graduation diploma or above, with an excellent academic record and a good moral character.
- (2) A person in any of the following categories is not eligible to apply:
 - a. An R.O.C. national or overseas Chinese student.
 - b. A person who already has and will continue to maintain his/her student status or has enrolled to begin studies in any of Taiwan's universities/colleges. This restriction does not apply to those who will be graduating from their current degree course. They may wish to apply for a Taiwan Scholarship to pursue a higher degree course.
 - c. A person who once studied in Taiwan for a degree at the same level as the one in which he/she currently intends to enroll.
 - d. An exchange student or dual/joint degree student who has been admitted to a university/college in Taiwan in accordance with an academic



cooperation agreement between that university/college and an overseas university/college.

- e. A person who has been a Taiwan Scholarship recipient for a total of five years.
- f. A person who has before had their Taiwan Scholarship or MOE Huayu Enrichment Scholarship revoked.
- g. A person who has received any other scholarship or financial aid from any Taiwan Government institution (organization) or any educational institution in Taiwan, apart from concessions for tuition and miscellaneous expenses provided to a Taiwan Scholarship recipient by his/her university to cover an outstanding amount when the total amount of the tuition and miscellaneous expenses exceeded the scholarship limit.

(3) Applicants should submit their application to their desired university within the application deadline.

(B) Overseas Chinese students are eligible for “Student Aid for Overseas Chinese Students”, “Scholarship as Encouragement for Overseas Chinese Students to Enroll in Taiwan’s Universities” and “Subsidies for Universities to Set up Scholarships for Outstanding Overseas Chinese Research Students”:

1. Student Aid for Overseas Chinese Students

- (1) The Student Aid is set up to assist those in high school or above who are from a financially disadvantaged background in order for them to complete their studies. Those who meet the following criteria are eligible to apply:
 - a. Overseas Chinese students who come to study in Taiwan following the “Regulations Regarding Study and Counseling Assistance for Overseas Chinese Students in Taiwan”.
 - b. “Financially Disadvantaged” is defined by the following:
 - (a) “Financially Disadvantaged” certificates or bank statements issued by an overseas bank as provided by the overseas Chinese student, if need be, have to be sent for verification by the university to the Overseas Community Affairs Council.
 - (b) The living conditions of the overseas Chinese student in Taiwan.
 - c. Overseas Chinese students, in the second year of high school or above, who have passed all exams for the previous academic year and have never been penalized for any wrongdoings marked with admonition or more while in university or a minor demerit or more while in senior high school.

(2) Those who already receive government financial aid, concessions or subsidies for tuition and miscellaneous expenses in compliance with other regulations are not eligible to apply for the abovementioned student aid.

2. “Scholarship as Encouragement for Overseas Chinese Students to Enroll in Taiwan’s Universities”.

(1) In accordance with the MOE’s guidelines for Scholarship as Encouragement for Overseas Chinese Students to Enroll in Taiwan’s Universities, the scholarship eligibility requirements are as follows:

a. Applicants for Outstanding Overseas Chinese Students Scholarship need to meet one of the following criteria:

(a) Those ranked amongst top 1% in total academic score in their chosen field and amongst top 5 in their chosen field out of all the applicants in the same group for the university admission by following the admission path of the University Entrance Committee For Overseas Chinese Students (ECOCS).

(b) Those having previously represented their resident countries to compete in the International Olympiad for mathematics, physics, chemistry, biology, earth science or informatics and received a gold, silver or bronze medal or having received any of the top four grand awards from the Intel International Science and Engineering Fair as well as being successful in their university admission via the ECOCS path.

b. Applicants for the “Elite Overseas Chinese Students Scholarship” need to meet the abovementioned requirements for Outstanding Overseas Chinese Students Scholarship as well as one of the following criteria:

(a) Those studying in various countries’ excellent (well-reputed) senior high schools, achieving the highest (best) score in their class and having passed the MOE’s selection.

(b) Those having achieved up to 5 A1s in Malaysia’s Unified Examination Certificate for independent senior high school students.

(c) Those having represented their resident countries and having won awards in the the International Olympiad for mathematics and physics or in international science fairs, as well as being admitted as a top candidate to various universities (up to three universities/departments).



(2) Award Amount or Treatment:

- a. Scholarship for Outstanding Overseas Chinese Students: NT\$12,500 per month for first-time recipients in the first academic year and NT\$10,000 per month in the second academic year and so on, if meeting the eligibility requirements as a successive recipient.
- b. Scholarship for Elite Overseas Chinese Students: NT\$25,000 per month for first-time recipients in the first academic year and for those meeting the eligibility requirements as a successive recipient.

3. “Subsidies for Universities to Set up Scholarships for Outstanding Overseas Chinese Research Students”.

- (1)** In accordance with the MOE’s guidelines for “Subsidies for Universities to Set up Scholarships for Outstanding Overseas Chinese Research Students”, universities that recruit more than five overseas Chinese students for their research institutes need to submit to the MOE between October 31 and March 31 of the following year the total number of overseas Chinese research students for the first (or second) semester of the academic year in order to receive the allocated subsidies for outstanding overseas Chinese students.

- (2) Award Amounts or Treatment:** Universities should stipulate their own regulations governing scholarships for outstanding overseas Chinese students admitted to the university’s research institutes, following the principle that the award amount should be no less than NT\$10,000 per month.

H. Student Clubs

(A) Participating in Student Clubs

1. After completing the enrollment and securing your student status from the semester, you can take part in any student clubs within the university in accordance with the university’s relevant regulations.
2. You are required to comply with the regulations of the university and the student clubs guidelines.

(B) To Start a Student Club

1. You may feel free to organize and start a student club by following club-founding guidelines and processing procedures stipulated by the university and submit the application accordingly.

2. When you submit your club-founding application, you need to check if the nature and the mission of the club comply with relevant regulations and if it is appropriate to develop the club within the university.
3. After starting a club, you can apply for events funding in accordance with the university’s subsidiary guidelines for student clubs’ event funding, so as to host legitimate and lawful events for bonding amongst club members.

I. Off-campus Events

“Outdoors events are fun-filled, and safety comes first for a relaxing time.” Taiwan is a beautiful island filled with natural treasures and off-campus activities hold a myriad of choices and possibilities. However, you have to pay attention to the following when attending off-campus events and occasions:

(A) Please carry proof of identity (such as a student ID, residence permit or passport) with you when you are out. In case of a conflict or emergency, you should contact the school immediately to search for assistance.

(B) Stay out of illegal and dangerous situations and places.

(C) We advise that you refrain from participating in political activities (such as elections rallies, TV political programs or paid activities). In general, you should avoid disseminating provocative topics that may affect social stability, ethnic harmony or cross-strait sovereignty in public forums, on the internet or other forms of media. During sensitive elections in Taiwan, in addition to observing our elections, we advise that you avoid participating in election rallies or express controversial remarks on individual political parties or voicing political opinions to safeguard your security.

(D) There are many popular tourist sites in Taiwan worth visiting, such as:

1. Northern Taiwan: Fortress San Domingo, Danshui, Danshui Old Street, Shilin Night Market, Jiufen, Yangmin Mountain.
2. Central Taiwan: Sun Moon Lake, Xitou, Sun Link Sea Forest Recreation Area.
3. Southern Taiwan: Alishan, Anping Old Fort, Sizihwan, Kenting.
4. Eastern Taiwan: Taroko Gorge, Sanxiantai, Zhiben Hot Spring.
5. Offshore Islands: Penghu, Kinmen, Matsu, Green Island, Xiaoliuqiu.

Please refer to related tourism websites for additional details concerning the abovementioned scenic sites.

(E) Suggested routes: You can travel from the south to north or west to east using public transport that is both convenient and environmentally-friendly.



(F) Public transportation website links are as follows:

1. Taiwan High Speed Rail: <http://www.thsrc.com.tw/>
2. Taiwan Railways: <http://www.railway.gov.tw/tw/>
3. Metro Taipei: http://www.trtc.com.tw/MP_122031.html
4. Kaohsiung Rapid Transit: <http://www.krtco.com.tw/>
5. Taiwan Tourist Shuttle: <https://www.taiwantrip.com.tw/>
6. For long-distance passenger information, please refer to the following items or other websites:
 Kuo Kuang Motor Transport: <http://www.kingbus.com.tw/time&price.php>
 United Bus: <http://www.ubus.com.tw/>
 Ho-hsin Bus: <http://www.ebus.com.tw/>
 Aloha Transport: <http://www.aloha168.com.tw/main1.htm#>
 Free Go Bus: <http://www.freego.com.tw/>

J. Drivers License

Need to travel by car or motorbike? Then you must get a driver's license first! The following is a list of things you need to pay attention to when applying for a driver's license, or you can consult the school's student assistance division. The following three situations may apply and are explained below:

- (A) If you hold a "driver's license from an equal reciprocal country or region," you will be exempted from testing and will qualify for an ordinary driver's license for the same type of vehicle.
- (B) If you hold an "international license from an equal reciprocal country or region," you will need to apply for a visa at a local motor vehicles office. International license visas will expire after one year.
- (C) **You can apply to test for a car or motorbike driver's license using your ARC, but you are not eligible to apply for a commercial driver's license. The validity period of the driver's license is issued in accordance with your residency certificate (document) limitation. Please note the following when applying:**
 1. Qualifications: 18 years old and above.
 2. Required Documents:
 - (1) Proof (with a permit) to stay or remain in Taiwan for more than 6 months (for example: Alien Residence Permit).

- (2) To apply for a driver's license, you must have a learner's permit for more than 3 months; if you are applying for vehicles less than a motorcycle, then a learner's permit is not required.
- (3) Two 1 inch glossy photos with a plain background taken in the last 6 months, no hat with clear facial features. Black and white or color photos are both acceptable (3 photos are needed for ordinary small cars). Synthesized photos are not allowed.
- (4) A driver's license registration certificate that verifies you have passed the physical examination and fitness test conducted by a governmental designated hospital, clinic or group in Taiwan.

3. Fees:

- (1) Ordinary small car driver's license registration fee is NT\$450 + driver's license fee of NT\$200.
- (2) Ordinary heavy motorbike driver's license registration fee is NT\$250 + driver's license fee of NT\$200.
- (3) Ordinary light motorbike driver's license registration fee is NT\$250 + driver's license fee of NT\$200.
4. Written test: the test questions for cars and light motorbikes are computer-based and all in Chinese. If you are not familiar with reading Chinese, you can choose to take a computer oral (voice assisted) test.
5. Items of importance:

- (1) We must remind you to observe traffic safety, avoid driving without a license or illegally renting a vehicle in order to maintain your safety as well as that of others.
- (2) You can choose to join a driving class or for self-study and apply for a driver's license test after 3 months.
- (3) You will need to pass a road test before obtaining a scooter license.
- (4) You must pass both a road test and written test to qualify for a license. If you fail to pass either one, please wait a period of 7 days to apply again.
- (5) Results of physical exams and written tests are valid for up to one year.
- (6) The validity period of the driver's license is issued in accordance with your residency certificate (document) limitation.
- (7) For practice tests please visit the Directorate General of Highways (DGH) on the Ministry of Transportation and Communications website (DGH in the following) (<http://www.thb.gov.tw/tm/wcf.aspx>) > Motor Vehicle Driver Information Service > "Practice Test for Driver's License" to view or download.

- (8) For a list of reciprocal countries or regions please refer to the DGH website at <http://www.thb.gov.tw/tm/wcf.aspx> Motor Vehicle Driver Information Service > List of main reciprocal countries or regions and international licenses.
- (9) For quires concerning operations and regulations at your local Department of Motor and Vehicles Office, please contact each office individually. Contact details are as follows:

Local Motors and Vehicle Office	Phone	Address
Taipei City Motors and Vehicles Office	02-27630155	No. 21, Section 4, Bade Road, Songshan District, Taipei City
Taipei Motors and Vehicle Office	02-26884366	No. 7, Lane 248, Zhongzheng Road, Shulin District, New Taipei City
Banciao Motor Vehicles Supervision Station	02-22227835	No. 116 Section 3, Zhongshan Road, Zhonghe District, New Taipei City
Luzhou Motor Vehicles Station	02-22886883	No. 163, Zhongshan 2nd Road, Luzhou District, New Taipei City
Taipei Motor Vehicles Office - Shilin branch	02-27630155	No. 80, Section 5, Chengde Road, Shilin District, Taipei City
Keelung Motor Vehicles Supervision Station	02-24515311	No. 296, Shijian Road, Qidu District, Keelung City
Yilan Motor Vehicles Supervision Station	03-9658461	No. 9, Section 2, Zhongzheng Road, Wujie Township
Hualien Motor Vehicles Supervision Station	03-8523166	No. 152, Section 2, Zhongzheng Road, Ji'an Township, Hualien County
Yuli Motor Vehicles Supervision Station	03-8883161	No. 427, Zhonghua Road, Yuli Township, Hualien County
Hsinchu Motor Vehicles Office	03-5892051	No. 58, Section 3, Wende Road, Xinpu Township, Hsinchu County
Hsinchu City Station	03-5327101	No. 10, Ziyu Road, East District, Hsinchu City, 300
Taoyuan Station	03-3664222	No. 416, Jieshou Road, Taoyuan District, Taoyuan City
Zhongli Station	03-4253990	No. 394, Yanping Road, Zhongli District, Taoyuan City
Miaoli Station	037-331806	No.98 Fuli Road, Miaoli County

Local Motors and Vehicle Office	Phone	Address
Taichung Motor Vehicles Office	04-26912011	No. 2, Section 1, Youyuan Road, Dadu District, Taichung City
Taichung City Station	04-22341103	No. 77, Beitun Road, North District, Taichung City
Fongyuan Motor Vehicles Station	04-25274229	No. 120, Fengdong Road, Fengyuan District, Taichung City,
Changhua Motor Vehicles Office	04-7867161	No. 457, Section 2, Zhongshan Road, Huatan Township, Changhua County
Nantou Motor Vehicles Station	049-2350923	No. 201, Zhongxing Road, Nantou City, Nantou County
Puli Motor Vehicles Station	049-2980404	No. 68, Shuitou Road, Puli Township, Nantou County
Chiayi Motor Vehicles Office	05-3623939	No. 29, Puzi 7th Road, Puzi City, Chiayi County,
Chiayi City Motor Vehicle Station	05-2770150	No. 89, Baojian Street, East District, Chiayi City
Yunlin Motor Vehicle Station	05-5335892	No. 411, Section 2, Yunlin Road, Douliu City, Yunlin County
Tungshih Motor Vehicle Station	05-6991100	No. 333, Xinkun Road, Dongshi Township, Yunlin County, 635
Madou Motor Vehicle Station	06-5723181	No. 551, Xinsheng North Road, Madou District, Tainan City
Shinying Motor Vehicle Station	06-6352845	No. 55, Datong Road, Xinying District, Tainan City
Tainan Station	06-2696678	No. 1, Chongde Road, East District, Tainan City,
Penghu Station	06-9211167	No.121 Guanghuali, Penghu County, Magong City
Kaohsiung City Motor Vehicles Office	07-3613161	No. 71, Demin Road, Nanzi District, Kaohsiung City
Lingya Station	07-2257812	No. 22, Ankang Road, Lingya District, Kaohsiung City
Kaohsiung Motor Vehicle Office, Directorate General of Highways	07-7711101	No. 361, Wuying Road, Fengshan District, Kaohsiung City



Local Motors and Vehicle Office	Phone	Address
Cishan Station	07-6613711	No. 123-1, Qiwen Road, Qishan District, Kaohsiung City
Pingdong Station	08-7666733	No. 222, Zhongxiao Road, Pingtung City, Pingtung County
Hengchun Motor Vehicle Station	08-8892014	No. 11, Caobu Road, Hengchun Township, Pingtung County
Taidong Station	089-311539	No. 441, Zhengqi North Road, Taitung City, Taitung County
Jinmen Station	082-332407	No. 6-1 Huanghai Road, Kinmen County, Jinhu Township
Lianjiang Station	0836-22272	No. 155, Jinsha Village, Nangan County, Lianjiang County

K. List of Commonly Used Websites

- (A) Ministry of Education: <http://www.edu.tw/>
- (B) National Immigration Agency: <http://www.immigration.gov.tw/>
- (C) Ministry of Health and Welfare: <http://www.mohw.gov.tw/>
- (D) Ministry of Health and Welfare Volunteer Service Webpage: <http://vol.mohw.gov.tw/vol/index.jsp>
- (E) Ministry of Labor: <https://www.mol.gov.tw/>
- (F) Workforce Development Agency: <https://www.wda.gov.tw/>
- (G) Environmental Protection Administration, Executive Yuan: <http://www.epa.gov.tw/>
- (H) Tourism Bureau, MOTC: <http://www.taiwan.net.tw/>
- (I) Youth Travel in Taiwan: <http://www.youthtravel.tw/main.php>
- (J) City Talk (Providing extensive information about themed activities in Taiwan): <http://citytalk.tw/>

L. Local Culture and Etiquette

- (A) Our lunar calendar is basically the same as that in all the Chinese speaking regions. The only difference is that March 23rd in the lunar calendar is commonly observed as “Mazu’s Birthday” (there are many places where Mazu is worshipped around the world). July 15th in the lunar calendar is Zhongyuan Festival, otherwise known as the “Ghost Festival”.
- (B) Important national holidays are Founding Day on January 1st (which is New Year’s Day and usually mixed with New Year festivities), Children’s Day on April 4th, Tomb Sweeping Festival on April 5th, and Mother’s Day on the second Sunday of May. August 8th Father’s Day, September 28th Teacher’s Day (Confucius’ Birthday Anniversary), October 10th National Day, and October 25th Taiwan’s Retrocession Day.
- (C) Taiwanese society places great importance on holidays and festivals. During the New Year’s holidays, many places, especially the central and southern regions, will hold large dragon and lion dance performances, as well as temple celebrations and folk art performances. Additionally, the Tomb Sweeping Festival is for sweeping the tombs of our ancestors in honor of their memory; eating springrolls, attending the Dragon Boat Race on Dragon Boat Festivals, gazing upon the full moon on Mid-Autumn Festival while eating moon cakes and barbecue, welcoming the new year on Chinese New Year’s Eve, New Year’s Day, welcoming spring and visiting friends and family on the second day of Chinese New Year... and so on, all show that the people of Taiwan honor our ancestors in the spirit of following ancient ceremonies.
- (D) Taiwan has a high education rate, with the compulsory education rate close to 100%. The people are friendly, enthusiastic and empathatic. For example, people will line up automatically to wait for the bus. Bus drivers will say “thank you for the ride” when a passenger gets off the bus. When passengers get off the bus, they will also say “thank you” to the driver; during shopping transactions, shop owners and customers often thank each other over the exchange of change; when asking the school administration for assistance, the staff will patiently answer your questions. When you visit public departments or go to a big hospital for treatment, you can often meet warm volunteers waiting to provide assistance. If you are lost in the street, as long as you politely ask, most people are willing to point you in the right direction. Being aware of such little things in your daily life allows you to feel the enthusiasm and friendliness of our people.

IV

Q&A



Category	Number	Question (Q)	Answer (A)
Study	1	Can I apply for retention of admission if I am unable to complete the application in time for registration? What documents are needed?	(1) If you meet the school's retention requirements and your application is approved, you can apply to retain admission for 1 year. (2) The necessary documents to qualify for retaining admission include a parental consent form and the application form for retaining admission (please follow the rules of each school).
	2	Is there a career or employment seminar on campus?	Yes, though most of them are for Taiwanese students and the Taiwanese market. Students that are interested can also seek relevant information in each school.
	3	Do foreign students and overseas students have to join the National Health Insurance?	The National Health Insurance is a compulsory social insurance that provides foreign students with equal medical rights in Taiwan. From the time international students and overseas Chinese students come to Taiwan to study, students who have lived in Taiwan for six months qualify for universal health care and must participate in universal health insurance or self-purchased insurance at their schools.
	4	How do international students and overseas students sign up for universal health insurance?	(1) Insured at school a. International and overseas Chinese students who are insured at school should include the insurance premium in the school's bill for tuition and fees for each semester and pay at the time of registration. The health insurance bureau will issue a monthly payment slip. Your fee is then paid by the school to district branches on a monthly basis. The first semester's payment covers the insurance premium from September to February, and the second semester covers the insurance premium from March to August. b. New international students and overseas Chinese students will be eligible for insurance after they have been in residence for six months and are allowed to participate in the universal health insurance. Health insurance premiums paid by students should be included in the tuition and fees payment slip to simplify the payment procedure.

Category	Number	Question (Q)	Answer (A)
Study	4	How do international students and overseas students sign up for universal health insurance?	c. Billing requirements for insurance premiums refers to the payment of a full-month premium in the month of insurance (for example, if a student pays on September 5, the premium fee is calculated from September 1). If the student graduates, suspends or terminates studies, the school will refund student's overpaid premiums of the according to the billing regulations. d. If an international or overseas Chinese student is still covered by insurance and retains a valid residence permit after graduation, suspension, or termination of studies, the school will no longer pay insurance premiums for you. You must pay accordingly and on your own. (2) Self-purchased: If you purchase insurance from the township or city office or the health insurance branch office in your local area of residence, you will receive a payment bill every month that should be paid within time limits. Required Documents and Forms: a. Health insurance IC card application form. b. The original and photocopy of your residence permit (tape to the application form). c. Recent 2 inch hatless, front facing photo with white background (tape to the application form).
	5	How do International and overseas Chinese students apply for re-entry?	International and overseas Chinese students holding foreign passports that leave the country after a suspension of studies will need to apply for a new residence visa before re-entry.
	6	After I graduate, if I know I am admitted further studies in Taiwan, do I need to leave the country and re-enter?	No need. Please apply for a replacement Alien Resident Certificate (ARC) at the National Immigration Agency (NIA) Service Station after registering for the new semester.
	7	How do I proceed with exiting the country after graduation?	The school will inform the National Immigration Agency (NIA) to nullify your Alien Residence Certificate (ARC) after graduation. Graduation usually falls in June.

Category	Number	Question (Q)	Answer (A)
Study	7	How do I proceed with exiting the country after graduation?	The actual completion of the notification will be around July to September, so you must leave before your Alien Residence Permit expires.
	8	Why do I need to participate in the off-campus internship?	Through off-campus internships, students can combine theory with practice, and at the same time increase employment opportunities for graduates. Overall, students are able to enhance their employment competitiveness.
	9	Can I be exempt from tuition and fees if I spend half or all of the school year on off-campus internships?	The off-campus internship program promoted by the Ministry of Education is an elective or compulsory credit and part of the school's formal course as well as graduation credit. Even though you spend a limited amount of time at, your school still needs to be responsible for internship planning, evaluation, and allocating students to the internship. The school is also in charge of pre-internship preparational classes, internship counseling, post-internship assessments, etc., so it is still necessary to pay according to the tuition and fees of each school.
	10	How are internship partnering institutions selected?	a. Not to worry, your school will pair you with the appropriate institution. When the school implements the off-campus internship course, your department first affirms the core values of the undergraduate department, evaluates the properties of the internship institution and the internship content provided, and establishes related forms. The internship institution will also need to be approved by the department's internship committee. b. Your faculty will negotiate with the internship organization to adjust the duration of student internships, and will also ask the internship organization to confirm that they will not be able to prematurely terminate the contract under any circumstances that causes interruption in your internship.
	11	What should I pay attention to when signing an internship contract?	When an internship contract is established between your school and the internship institution, the contract should clearly state the internship position, whether there is an allowance, internship insurance and responsible departments, as well as other rights and obligations of the institutions, schools and interns.

Category	Number	Question (Q)	Answer (A)
Intern-ship	12	Can I ask for time off during the internship?	When the department and partnering organization negotiate the contents of internship and its contract, they will discuss the related attendance as well as reward and punishment regulations regarding student's leave, and recommend that it is included in the contract and legally binding.
	13	How do you arrange accommodation and transportation for interning students?	Your department will properly plan and address any safety concerns regarding your internship in advance. If necessary, the school will ask the partner institution to provide accommodation for students in order to reduce concerns. If the partner institution is unable to provide accommodation, the school and the partner institution are instructed to help the interns to solve any issues concerning accommodation and traffic safety.
	14	What are the rights and obligations of students participating in off-campus internships?	a. Internship hours must be met within time regulations. b. Take responsibility for your duties, accept guidance with humility, learn diligently, and maintain the school's reputation. c. During the internship, your attendance shall be recorded according to the partner institution or school regulations. If you need to apply for leave under any circumstances during your internship, please request in advance and receive approval by both the internship unit supervisor and internship instructor. For emergencies please phone the institution and school to inform your situation. d. Please hand in internship reports regularly as requested by the school. e. Stay in touch with your instructor during the internship to inform them of recent developments. (a) When encountering an unreasonable request during your internship, please contact the school as soon as possible and let the school assist in resolving the issue. (b) Please do not engage in emotional entanglement with internship organization staff or clients.

Category	Number	Question (Q)	Answer (A)
Intern-ship	14	What are the rights and obligations of students participating in off-campus internships?	(c) Do not spread unfounded statements on communication channels such as the Internet or Facebook that may damage the internship organization's operation or reputation. (d) Do not breach confidentiality regarding your internship organization's operation.
	15	Who do I contact if I have any questions during the internship?	The school will establish an off-campus internship contact mechanism ranging from the department's liaison window to a school-level contact window, and will be announced before students' participation in the off-campus internship. You may contact your internship instructor or the school related contacts should questions arise.
	16	What do I do if my internship organization does not provide insurance?	In order to ensure students' safety during internships, in addition to the mandatory student safety insurance during your internship, the school or the internship institution will provide each student with accident insurance. During the insurance period, the off-campus internship course is divided into 12 periods (1~12 months). The insurance rate is fixed at each class. The students of different departments of the school can enjoy the same insurance premium of 2,000,000 yuan during the relevant insurance period. And the protection of the medical insurance insurance limit of 50,000 yuan (including the actual payment of outpatient services and the payment of hospitalization days). During your insurance period your insurance will be divided according to the length of the off-campus internship course (from 1~12 months) into 1~12 installments. The insurance rate is fixed for each class. Students from different departments of the school enjoy the same insurance premium of NT\$2,000,000 during the subsequent insurance period with additional medical insurance insurance protection at the limit of NT\$50,000 (including the actual payment of treatment services and a payment according to days of hospitalization should they incur).

Category	Number	Question (Q)	Answer (A)
Intern-ship	17	Are interning students eligible for Labor insurance?	The internship institution (insurance unit) is entrusted by the school to provide an internship environment for the students, and to assess internship results for grading reference for the school. There is no employment relationship between the intern students and the internship institution, and there is no agreement regarding paid salary between the two parties. According to Labor insurance regulations articles 6 and 8, internship students are not eligible for labor insurance.
	18	Is there an accompanying assessment mechanism after the internship course?	After the internship, you are required to submit relevant internship results or reports. The results and reports should at least contain professional content relevant to your department of study, so that you can reflect on the implementation of professional knowledge you've learned at school and actual practices. After the school receives your report, you will receive feedback according to your professional opinion in order and further the learning results of the internship course.
	19	What should I do if an accident occurs during the off-campus internship?	a. When the school signs a contract with the internship institution, it will specify the process and responsibility in case of student accidents, and confirm the cause and compensation of the accident. b. If a student participates in the internship accident insurance, the insurance terms and details should be provided to the student and his/her guardian after the insurance is approved. If an accident occurs during the insured period, the school's insurance liaison will also be asked to collaborate with the insurance company in filing insurance claims for the accident.
	20	Is the off-campus internship equivalent to part-time work?	a. The off-campus internship course refers to the school planning off-campus internships opportunities based on the career skills development needed for your future employment. The school arranges for partnering industries to assign special personnel to serve as industry instructors who participates in curriculum planning as well as the design and practice of instructing and counseling students during internships. Internships are not normally arranged in the first year of university and no work permit is required.

Category	Number	Question (Q)	Answer (A)
Intern-ship	20	Is the off-campus internship equivalent to part-time work?	b. Additionally, a part-time job refers to students working part-time in privately-owned business institutions that abide by the "Labor Standard Law." Various working conditions such as wages, working hours, rest, vacation, leave and occupational hazard compensations must all follow Labor Standard Law regulations. Students who wish to work in other institutions that do not follow the Labor Standards are required to ask the employer to refer to the law. Your work permit must be approved before starting part-time work. c. The off-campus internship course is a formal course offered by the school and differs from the time-based labor that does not involve professional arrangements and detailed planning.
	21	Will I be paid during the internship?	No. Student and internship institutions are not in an employment relationship, and only the provisional methods established by the school and your internship contract are applicable. However, some internship institutions will give students an allowance or a scholarship.
	22	Are international and overseas Chinese students allowed to work during their studies?	a. According to the "Permits and Regulations for Employing Foreign Talent," international students and overseas Chinese who come to Taiwan to study in the formal academic system can apply for a work permit from the Ministry of Labor after school registration. b. Work permits are valid up to six months. c. Work permits for applicants applying during the first semester are valid until March 31st in the second semester. Work permits for applicants applying during the second semester are valid until September 30th of the same year. d. You can work up to 20 hours a week, though winter and summer vacations are not limited to this restraint.
	23	Can I apply for a work permit and stay in Taiwan if I suspend my studies?	You are not eligible for a work permit during suspension. National Immigration Agency (NIA) will nullify your Alien Resident Certificate (ARC) and order you to leave the country.

Category	Number	Question (Q)	Answer (A)
study	24	Is there an appeal channel if I encounter any problems during the internship?	You can first file your complaint through the school pipeline. If the solution is not satisfactory to your needs, you may appeal to the foreign students counseling service platform. Exclusive webpage and email address are found at www.nisa.moe.gov.tw ; service hotline (0800-789-007).
Living Information	25	Where can foreign students buy living supplies?	Supplies are easily purchased at a school campus store, or off-campus supermarkets, warehouses, or retail outlets.
	26	What do I do if there is a natural disaster?	Please pay attention to the Weather Bureau's reports during typhoon season and store food in advance to avoid going out. In the event of an earthquake, don't panic, follow professional instructions at the scene, take refuge in an open area, or lower your body to hide under a solid table or corner and protect your head.
	27	Can international students and overseas students participate in student organizations and societies?	Yes, though the establishment of student self-governing organizations and cadre (including the student council) must be in accordance with your school's student self-governing organization regulations.
		How do international students and overseas Chinese students obtain information regarding student organizations?	Freshmen in each universities have equal opportunities to participate in student organizations. You may obtain information from the school's website or contact the organization individually.
	28	If you have a driver's license issued by a foreign country, can you change to a Taiwanese driver's license? How do I apply?	a. If you hold a "driver's license from an equal reciprocal country or region," you will be exempted from testing and will qualify for an ordinary driver's license for the same vehicle grade b. If you hold an "international license from an equal reciprocal country or region," you will need to apply for a visa at a local motor vehicles office. International license visas will expire after one year. c. If you are over the age of 18, you may apply for a car or scooter driver's license. Please pay attention to the following details during your application:

Category	Number	Question (Q)	Answer (A)
Living Information	28	If you have a driver's license issued by a foreign country, can you change to a Taiwanese driver's license? How do I apply?	(a) Proof (with a permit) to stay or remain in Taiwan for more than 6 months (for example: Alien Residence Permit). (b) To apply for a driver's license, you must have a learner's permit for more than 3 months; if you are applying for vehicles less than motorcycle grade then a learner's permit is exempt. (c) Two 1 inch glossy photos with a plain background taken in the last 6 months, no hat with clear facial features. Black and white or color photos are both acceptable (3 photos are needed for ordinary small cars). Synthesized photos are not allowed. (d) A driver's license registration certificate that verifies you've passed the physical examination and fitness test conducted by a governmental designated hospital, clinic or group in Taiwan.

V

Appendix

A. Taiwan's Food and Landscape and Trip to an Island

(A) Learning About Taiwan

(B) Food and Beverage in Taiwan

(C) National Parks

(D) Trip to an Island

B. Distribution of Universities and Colleges in Taiwan

(Source: Department of Higher Education's website, Ministry of Education)

(A) Distribution of Public Universities and Colleges

(B) Distribution of Private Universities and Colleges

C. Information on Related Services

A. Taiwan's Food and Landscape and Trip to an Island

(A) Learning About Taiwan

In traditional Taiwanese society, based on agriculture, farmers generally preferred using the Chinese (lunar) calendar and created festivals according to their religious and social customs. The fusion of history and ethnic culture in these festivals imbues them with special cultural meanings. To Taiwanese people, the important traditional festivals are, listed by their dates on the Chinese calendar in ascending order, the Chinese New Year, the Lantern Festival, the Dragon Boat Festival, the Ghost Festival and the Mid-Autumn Festival.

Traditional Taiwanese art includes operas and hand puppetry. In the early days, Taiwanese operas were performed outdoors; today, they are performed in modern theaters in a more refined manner. Hand puppetry, which combines folktales and opera-based martial art, has become a critical part of Taiwan's culture. Beijing opera, was introduced to Taiwan from mainland China and embodies artistic depth and modern elements. The incorporation of both traditional and modern elements has enabled art and cultural activities to flourish in Taiwan, contributing to the birth of many remarkable performance groups such as Ming Hwa Yuan (an arts and cultural group that performs by integrating traditional and modern elements together), the Cloud Gate Dance Theater (a famous dance group), and the U-Theatre (a drumming troupe that moves its audience with its performances). These performance groups collaborate with one another to spread the beauty of art to not only Taiwan, but also to the rest of the world. In addition, institutions such as cultural centers, auditoriums and activity centers in major cities, townships and communities regularly host music, dance, drama and other performances and relevant groups frequently organize music events and various performances in outdoor venues including parks and beaches to bring the public closer to art and culture.

The National Palace Museum, which enjoys a reputation similar to that of other world-renowned museums such as the Metropolitan Museum of Art, the British Museum and the Louvre Museum, boasts a wealthy collection of artifacts passed down from the Song, Yuan, Ming and Qing imperial courts. In addition to the National Palace Museum, Taiwan possesses various museums of history, natural history, museums, crafts, video and industry. Examples include the National Museum of History, the National Taiwan Museum of Fine Arts and the National Museum of Natural Science. These museums connect local culture and aesthetics to open, international viewings to present local culture in a more

complete and detailed fashion, facilitating the development and exchanges between civilizations. In addition to the aforementioned medium and large museums, Taiwanese cities and counties have many small, beautiful local cultural centers that demonstrate local cultural characteristics and vitality. Information of some of the museums in Taiwan is provided below:

Name of Museum	Website	Tel.	Location
National Palace Museum	http://www.npm.gov.tw/	02-28812021	Taipei City
National Museum of History	http://www.nmh.gov.tw/	02-23610270	Taipei City
National Taiwan Museum	http://www.ntm.gov.tw/tw/index.aspx	02-23822566	Taipei City
Taipei Fine Arts Museum	http://www.tfam.museum/	02-25957656	Taipei City
Tamsui Historical Museum	http://www.tshs.tpc.gov.tw/	02-26212830	New Taipei City
New Taipei City Yingge Ceramics Museum	http://www.ceramics.ntpc.gov.tw/zh-tw/Home.ycm	02-86772727	New Taipei City
National Center for Traditional Arts	http://www.ncfta.gov.tw/ncfta_ce/main/index.aspx	03-9507711	Yilan County
Lanyang Museum	http://www.lym.gov.tw/ch/Index/index.asp	03-9779700	Yilan County
Hualien County Stone Sculptural Museum	http://stone.hccc.gov.tw/	03-8227121	Hualien City
National Museum of Natural Science	http://www.nmns.edu.tw/	04-23226940	Taichung City
National Taiwan Museum of Fine Arts	http://www.ntmofa.gov.tw/chinese/index.aspx	04-23723552	Taichung City
National Palace Museum Southern Branch	http://south.npm.gov.tw/zh-TW	05-3620777	Chiayi county
National Museum of Taiwan History	http://www.nmth.gov.tw/	06-3568889	Tainan City
Chimei Museum	https://www.chimeimuseum.org/	06-2660808	Tainan City
National Science and Technology Museum	http://www.nstm.gov.tw/	07-3800089	Kaohsiung City

Name of Museum	Website	Tel.	Location
Kaohsiung Museum of Fine Arts	http://www.kmfa.gov.tw/	07-5550331	Kaohsiung City
National Museum of Marine Biology & Aquarium	http://www.nmmba.gov.tw/	08-8825678	Pingtung county
National Museum of Prehistory	http://www.nmp.gov.tw/	089-381166	Taitung City

(B) Food and Beverage in Taiwan

Rice is one of the three staple foods in Taiwan. In addition to using rice to prepare traditional food, people combine it with local ingredients (that are abundant supply) to create different types of delicious rice-based food such as minced pork rice, chicken rice, rice served with meat and/or vegetables on top, rice noodles, rice vermicelli and various forms of fried rice. Additionally, different rice-based food can be made based on the characteristics of different types of rice. Examples include radish cakes, mochi zongzi and nian gao.

Restaurants in Taiwan also serve a variety of noodle dishes, among which ta-a noodles and beef noodles have developed into unique Taiwanese food.

Taiwan is known as the “kingdom of tea”. Tea drinking is common and special in Taiwan. In addition to producing authentic tea, Taiwan has developed creative tea drinks such as bubble tea, one of the most popular and widely-talked-about tea drinks among foreigners.

In terms of cuisine varieties, Taiwan is a melting pot of cuisine from all over the world, where Chinese restaurants as well as those serving foreign food can be found. Foreign cuisine in Taiwan retains its original flavor and is added to the unique taste of Taiwan. When preparing Taiwanese cuisine, a great deal of attention is paid to enhancing the natural characteristics of the ingredients and condiments such as soy sauce, rice wine, sesame oil, fermented black soybeans, basil, onions, crispy fried shallots and coriander are used to strengthen the colors, aroma and taste of Taiwanese cuisine. Other cuisine includes seafood (which is a major part of Taiwanese cuisine given that Taiwan is an island surrounded by seas); Hakka cuisine that emphasizes saltiness, fattiness and aroma; and the cuisine of indigenous peoples that preserves the flavor of nature. The last cuisine, served with sweet wine made from foxtail millet, is a mesmerizing experience that will blow people’s minds.



Night markets are a distinct culture in Taiwan and are generally located near the busiest markets and temples in cities and townships. Night markets feature bright lights, rows upon rows of stores, lively layouts and mouthwatering food that satisfy visitors' visual senses as well as their taste buds. Examples of mouthwatering food include oyster omelettes, milkfish congee, fried rice noodles, "small bun wrapped in large bun" and oyster vermicelli. Eating and drinking at night markets is convenient, fast and inexpensive, and the night markets in different regions offer varying characteristics and flavor. The unique atmosphere of night markets in Taiwan, particularly at night, will enrich visitors' experience.

Name of Night Market	Characteristics	Location
Miaokou Night Market	The Miaokou Night Market is known for its famous snacks including potside sticker soup, bubble ice, tempura, salad boat sandwiches, and bean sprout thick soup.	Rensan Rd. and Aisi Rd. near the Dianji Temple, Keelung City
Shilin Night Market	The Shilin Night Market offers cuisine from all over the world and is a must-see night market for tourists.	Between Wenlin Rd., Dadong Rd., and Anping Rd., Taipei City
Raohe Street Night Market	The Raohe Street Night Market is the first tourist night market in Taipei. Measuring approximately 600 meters in length, this night market has a number of shops offering ribs stewed in medicinal herbs, making it the perfect place for dietary supplementation.	From the intersection of Sec. 4, Bade Rd. and Fuyuan St. to the Ciyou Temple (on Bade Rd.), Taipei City
Huaxi Street Night Market	The Huaxi Street Night Market is Taiwan's most famous tourist night market.	Between Xiyuan Rd. and Huanhe S. Rd., Taipei City
Liaoning Street Night Market	The Liaoning Street Night Market is famous for its snacks such as goose, seafood, tube rice pudding, shawarma, oyster omelettes, and lou mei.	Between Chang'an E. Rd. and National Chung Hsing Senior High School, Taipei City
Jingmei Night Market	With more than 30 years of history, the Jingmei Night Market features hundreds of hawkers and is the most popular shopping location in Taipei's southern districts.	Jingmei St., Taipei City
Linjiang Street (Tonghua) Night Market	The Linjiang Street Night Market consists of two streets that form a "+" shape. With one street offering food and beverage and the other offering groceries, this night market is perfect for dining and shopping.	Between Sec. 4, Xinyi Rd. and Sec. 2, Keelung Rd., Taipei City

Name of Night Market	Characteristics	Location
Ningxia Night Market	The Ningxia Night Market is one of Taiwan's traditional night markets that sells traditional delicacies such as oyster omelettes and pork intestine vermicelli as well as unique local snacks.	On Ningxia Rd. and between Minsheng W. Rd. and Nanjing W. Rd., Taipei City
Fengjia Night Market	The surrounding areas of the Feng Chia University are like a town that never sleeps. The Fengjia Night Market offers all types of snacks, clothing, and accessories at affordable prices.	Fuxing Rd., Fengjia Rd., and Wenhua Rd. (between Sec. 2, Xitun Rd. and Xi'an St.), Taichung City
Lugang Night Market	The Lugang Night Market offers seafood including sturgeons, eels, oysters, mantis shrimps, and mudskippers and refreshments including phoenix eye cakes and ox-tongue cakes. This night market is also home to Yu Jen Jai, a famous bakery specializing in Chinese pastries.	Lukang Township, Changhua County
Tainan Flower Night Market	The Tainan Flower Night Market is large in scale and transportation to and from the market is convenient. In addition to providing a wealth of Tainan cuisine, the night market's wide variety of clothing has attracted numerous tourists.	Intersection of Sec. 3, Hwei Rd. and Sec. 3, Hai'an Rd., North Dist., Tainan City
Liuhe Night Market	The Liuhe Night Market offers all types of food and beverage including mountain food, seafood, local specialty food, and snacks. Among them, papaya milk and salt-steamed shrimps are the most popular.	Liuhe Rd., Kaohsiung City
Luodong Night Market	The Luodong Night Market sells authentic local snacks including salty silver needle noodles, smoked ducks, starch-coated pork, phoenix legs, tofu rolls, rice noodle geng, sea food, chitterlings, "sausage wrapped in fried bean curd," and oyster omelettes.	Center of Luodong Township and areas surrounding the Zhongshan Park, Yilan County
Dongdamen Night Market	The Dongdamen Night Market is Hualien's largest night market. Here, visitors can eat fresh seafood stir-fry and local specialty food while enjoying the beautiful view of the sun setting into the sea.	Hualien Railway Culture Park

(C) National Parks

Name	Characteristics
Yangmingshan National Park	Yangmingshan National Park has successfully preserved its volcano and crater lake landscapes and is bursting with flowers every spring.



Shei-pa National Park	Shei-pa National Park boasts breathtaking alpine and stream views and rare, precious protected species including the Formosan landlocked salmon, Papilio maraho, Formosan black bears, and Formosan serows.
Taroko National Park	Taroko National Park is home to towering, deep canyons as well as ruins from the late-Neolithic period.
Yushan National Park	With a main peak of 3,952 meters above sea level, Yushan is the highest mountain in Taiwan and Northeast Asia. In 2009, it was voted as the “New 7 Wonders of Nature”. The Yushan National Park possesses subtropical, temperate, and polar vegetation and forests, wild animals, and the remains of the Batongguan Historic Trail built during the Qing dynasty.
Taijiang National Park	Taijiang National Park preserves a large expanse of precious wetlands, in which mangroves account for a large proportion. The park is also a crucial habitat for rare birds such as black-faced spoonbills.
Kenting National Park	Filled with a Southeast Asian ambiance, Kenting National Park is famed for its beautiful coral reef ecology.
Kinmen National Park	Kinmen National Park features a special battlefield history and rich human culture, and is a place for migratory birds to rest between the fall and winter. The countless varieties of birds make the park an ideal place for birdwatching.
Dongsha Atoll National Park	The Dongsha Atoll National Park houses coral reef debris and weathered shells that give birth to a unique white sand geological landscape (this park is not yet open for sightseeing).

(Note: This chapter (i.e., “Learning About Taiwan and Its Food, Beverage, Mountains, and Rivers”) is an excerpt from The Handy Guide for Foreigners in Taiwan.

(D) Trip to an Island

Taiwan is located at the eastern edge of the Asian Continental Shelf and at the junction between the Eurasian Plate and the Philippine Sea Plate. The island’s unique geographical location and frequent geological activities (caused by the plates pressing against one another) have led to the formation of complex terrain and ecological environments and varying outlying islands. Taiwan’s major outlying island sightseeing areas include the Penghu Islands, Green Island, Orchid Island, Kinmen County, Lienchiang County, Guishan Island and Xiao Liliu. The differences in location, geological background and human activity between Taiwan’s outlying islands have resulted in their unique natural and cultural landscapes.

* Penghu Islands

Located between mainland China and Taiwan (and southeast of the Taiwan Strait), Penghu is the largest island (featuring a coastline of over 320 km) in Taiwan and consists of more than 90 islands. It possesses a rich history, human culture and natural ecology as well as weather and landscapes that change throughout the year. The main islands and landscapes of the Penghu Islands include basalt “square mountains” (mountainous terrain with a flat top and steep cliffs), coastal coral reefs, beaches, fishing cultural villages and habitats for migratory birds. Basalt square mountains constitute the Penghu Islands’ unique geological landscapes, and the islands’ cold currents that run into the Kuroshio Current (and vice versa) provide the region with countless fish. Moreover, the islands possess world-class the Columnar Basalt Nature Reserve and a variety of rare, protected birds and green sea turtles.

* Green Island

Located approximately 33 kilometers east of Taitung City, Green Island is composed of volcanic agglomerates. Long-term weathering and seawater erosion have created the island’s tortuous coastal landscapes. Steep tablelands, ragged coral reefs, cushion-like grassland, pure white sand beaches and the surrounding green mountains and blue seas and sky form for an awe-inspiring scenery. Furthermore, the island possesses rare underwater hot springs and a wealth of varying marine organisms (due to the existence of the Kuroshio Current and ocean currents). The colorful underwater world makes the island a dreamland for those who love snorkel.

* Orchid Island

Located in the southeastern seas of Taitung County, Orchid Island, similar to Green Island, is volcanic and formed when magma from volcanic eruptions were solidified by seawater. The island has a hot and humid climate, densely populated rainforests in the mountains and numerous types of flora and fauna. With an abundance of corals in the surrounding seas and the Kuroshio Current flowing through it (that causes fish to pass through when migrating), the island is a paradise for fishing and diving. Yami people living on the island still preserve their traditional culture and living customs. In addition, their practice of building huts halfway into the ground to stave off the hot climate and typhoons, as well as traditional festivals (e.g., the Flying Fish Festival and New Boat Festivals) are rare even among minority groups worldwide. Thus, visitors visiting Orchid Island are encouraged to enjoy not only its wonderful scenery, but the unique folk customs of the Yami people.

* Kinmen County

Located a mere 2,100 meters from mainland China, Kinmen County has a hilly terrain and is made of mostly granite gneiss. With war being a major part of its history, the county is called the “Island of War” and has a distinct battlefield scenery. Additionally, there are many historic sites on the county; despite being small in total area, the county has 21 historic sites that are preserved by the government. Regarding residential housing, most consists of traditional Minnan sanheyuan. These simple ancient houses evoke a sense of meditating on the past.

* Lienchiang County

Located in the northwest of the Taiwan Strait, Lienchiang County is separated from mainland China by only a little water and serves as a shipping hub. The county has mostly granite terrain and features sea-eroded landscapes, natural gravel beaches, sand dunes, island reefs and cliffs. In addition, it possesses a beautiful and tortuous coastal geology, migratory birds, battlefield facilities constructed for military defense and traditional Mindong settlements built based on the shapes of the mountains.

* Guishan Island

Located approximately 10 kilometers east of the coast of the Toucheng Township, Yilan County, Guishan Island is a turtle-shaped volcanic island floating alone in the sea. The island has precipitous hills, lingering sulfur gas, hot springs, multi-peaked mountains, sea caves, lakes, special cliff plants and rich marine ecological resources. It is the best place to study volcanic geology and natural ecology.

* Xiao Liuqiu

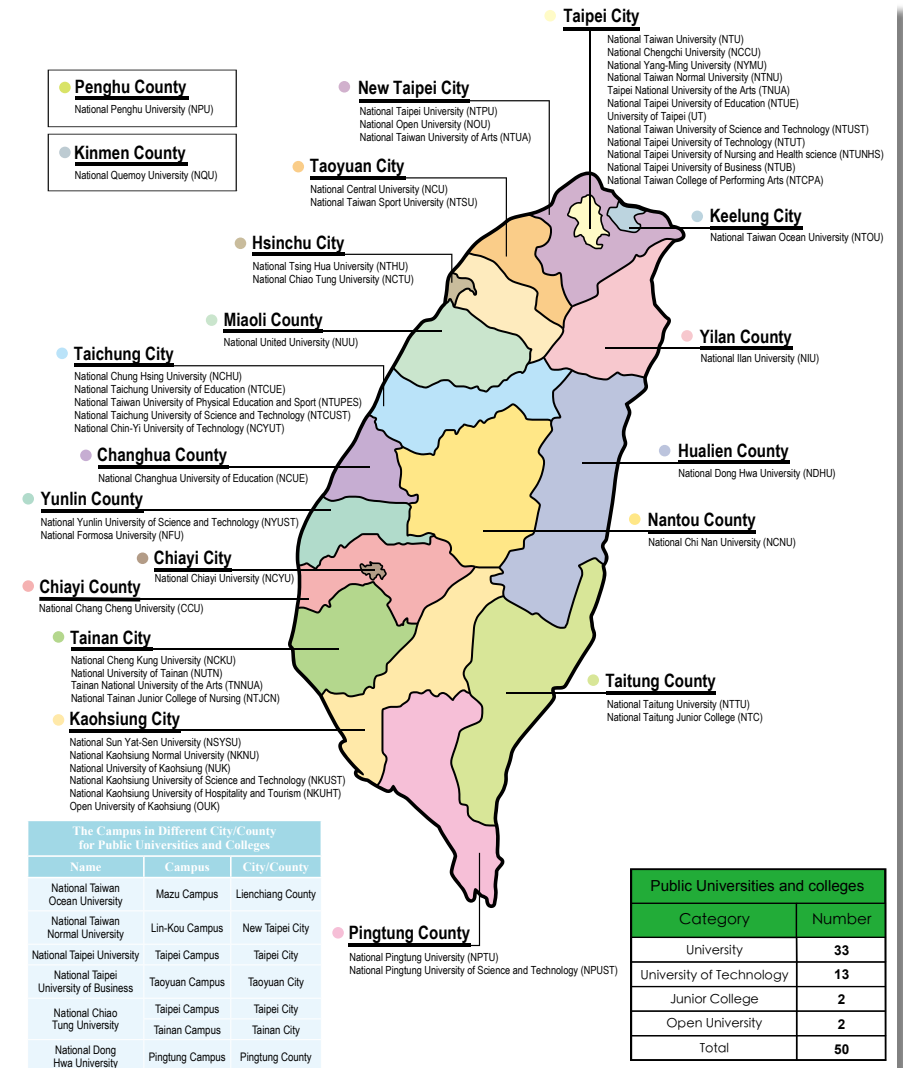
Located 14 kilometers southwest of Donggang Township, Pingtung County, Xiao Liuqiu is the only coral reef island among the numerous outlying islands in Taiwan. It has the world's three “bests,” which are the best sun-viewing location, the most coral species and being an island made of exclusively coral reefs. The island is brimming with strange rocks and stones and magnificent ocean landscapes. Additionally, because the island is also a fishing port, the people of Xiao Liuqiu are incredibly religious, leading to the creation of many fascinating temples that are worth exploring.

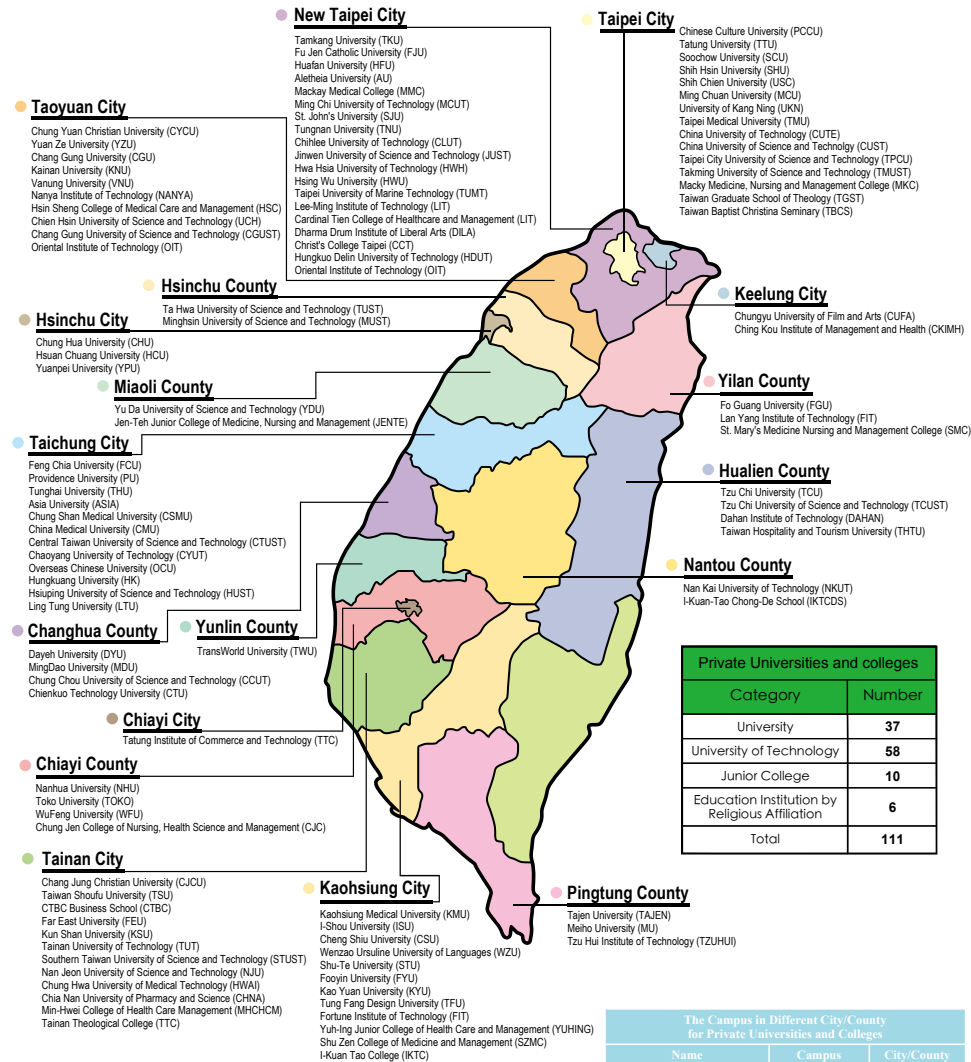
(Note: This chapter “Trip to an Island” is an excerpt from the Tourism Bureau website: <http://www.taiwan.net.tw/m1.aspx?sNo=0001037>).

B. Distribution of Universities and Colleges in Taiwan

(Source: Department of Higher Education's website, Ministry of Education)

(A) Distribution of Public Universities and Colleges (107.08.01)



**(B) Distribution of Private Universities and Colleges (107.08.01)**

Private Universities and colleges	
Category	Number
University	37
University of Technology	58
Junior College	10
Education Institution by Religious Affiliation	6
Total	111

The Campus in Different City/County for Private Universities and Colleges		
Name	Campus	City/County
Tamkang University	Taipei Campus	Taipei City
Aletheia University	Lanyang Campus	Yilan County
Shih Chien University	Kaohsiung Campus	Kaohsiung City
Ming Chuan University	Taoyuan Campus	Taoyuan City
University of Kang Ning	Kinmen Campus	Kinmen County
	Tainan Campus	Tainan City

The Campus in Different City/County for Private Universities and Colleges		
Name	Campus	City/County
China Medical University	Beigang Campus	Yulin County
China University of Science and Technology	Hsinchu Campus	Hsinchu County
China University of Technology	Yulin Campus	Yulin County
Chang Gung University of Science and Technology	Chiayi Campus	Chiayi County
Taipei University of Marine Technology	Shilin Campus	Taipei City
Cardinal Tien College of Healthcare and Management	Yilan Campus	Yilan County

C. Information on Related Services

(A) Network for International Student Advisors by Ministry of Education: <https://www.nisa.moe.gov.tw>

(B) Services and contacts provided by National Immigration Agency, Ministry of the Interior:

- Addresses and telephone numbers of various Service Centers are available at the National Immigration Agency website: <https://www.immigration.gov.tw>
- Telephone numbers of the National Immigration Agency, Ministry of the Interior:

(1) Operator: (02)2388-9393

(2) Information for Foreigners in Taiwan Hotline:

Domestic call 0800-024-111

International call 886-800-024-111

(C) Services and contacts provided by the Ministry of Labor:

Website: <https://www.mol.gov.tw>

Tel: 02-8995-6866

Toll-free Number: 0800-085-151

Fax: 02-8590-2960

Counseling and Protection Hotline for Foreign Workers: 1955

(D) Embassies in the R.O.C (Taiwan): Please refer to the Ministry of Foreign Affairs website: <https://www.mofa.gov.tw/Embassy.aspx?n=522907605A1042E0&sms=4E6073147ABF16C9>

(E) Foreign organizations in the R.O.C. (Taiwan): Please refer to the Ministry of Foreign Affairs website: <https://www.mofa.gov.tw/OfficesInROC.aspx?n=8CEB2B5F5436B997&sms=8EBFADC1592C7BFE>



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	28	29	30	31			

April		May		June	
Sun	31	28	26		
Mon	1	29	27		
Tue	2	30	28		
Wed	3	1	29		
Thur	4 Children's Day	2	30		
Fri	5 Tomb Sweeping Day	3	31		
Sat	6	4	1		
Sun	7	5	2		
Mon	8	6	3		
Tue	9	7	4		
Wed	10	8	5		
Thur	11	9	6		
Fri	12	10	7 Dragon Boat Festival		
Sat	13	11	8		
Sun	14	12	9		
Mon	15	13	10		
Tue	16	14	11		
Wed	17	15	12		
Thur	18	16	13		
Fri	19	17	14		
Sat	20	18	15		
Sun	21	19	16		
Mon	22	20	17		
Tue	23	21	18		
Wed	24	22	19		
Thur	25	23	20		
Fri	26	24	21		
Sat	27	25	22		
Sun	28	26	23		
Mon	29	27	24		
Tue	30	28	25		
Wed	1	29	26		
Thur	2	30	27		
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Sat	4	1	29		
Sun	5	2	30		
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Thur	4	1	5		
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Sun	7	4	8		
Mon	8	5	9		
Tue	9	6	10		
Wed	10	7	11		
Thur	11	8	12		
Fri	12	9	13 Mid-Autumn Festival		
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Wed	17	14	18		
Thur	18	15	19		
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Sat	20	17	21		
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Wed	24	21	25		
Thur	25	22	26		
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Sat	27	24	28		
Sun	28	25	29		
Mon	29	26	30		
Tue	30	27	1		
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Thur	1	29	3		
Fri	2	30	4		
Sat	3	31	5		
Sun	4	1	6		
Mon	5	2	7		



2019

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October

Sun	29
Mon	30
Tue	1
Wed	2
Thur	3
Fri	4
Sat	5
Sun	6
Mon	7
Tue	8
Wed	9
Thur	10 National Day (Double Tenth Day)
Fri	11
Sat	12
Sun	13
Mon	14
Tue	15
Wed	16
Thur	17
Fri	18
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November

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22	23	24	25	26	27	28
29	30	31				

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26	27	28	29	30		

January

Sun	29
Mon	30
Tue	31
Wed	1 New Year's Day
Thur	2
Fri	3
Sat	4
Sun	5
Mon	6
Tue	7
Wed	8
Thur	9
Fri	10
Sat	11
Sun	12
Mon	13
Tue	14
Wed	15
Thur	16
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Sat	25
Sun	26
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Tue	28
Wed	29
Thur	30
Fri	31
Sat	1
Sun	2
Mon	3

February

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March

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April		May		June	
Sun	30		27		1
Mon	31		28		2
Tue	1		29		3
Wed	2		30		4
Thur	3		1		5
Fri	4 Children's Day		2		6
Sat	5 Tomb Sweeping Day		3		7
Sun	6		4		8
Mon	7		5		9
Tue	8		6		10
Wed	9		7		11
Thur	10		8		12
Fri	11		9		13
Sat	12		10		14
Sun	13		11		15
Mon	14		12		16
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Wed	16		14		18
Thur	17		15		19
Fri	18		16		20
Sat	19		17		21
Sun	20		18		22
Mon	21		19		23
Tue	22		20		24
Wed	23		21		25 Dragon Boat Festival
Thur	24		22		26
Fri	25		23		27
Sat	26		24		28
Sun	27		25		29
Mon	28		26		30
Tue	29		27		1
Wed	30		28		2
Thur	1		29		3
Fri	2		30		4
Sat	3		31		5
Sun	4		1		6
Mon	5		2		7

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常用通訊錄 Telephone & Address

姓名Name	生日Birthday
電話Tel(O)	(H)
傳真Fax	行動電話Cell phone
地址Address	電子信箱E-mail
姓名Name	生日Birthday
電話Tel(O)	(H)
傳真Fax	行動電話Cell phone
地址Address	電子信箱E-mail
姓名Name	生日Birthday
電話Tel(O)	(H)
傳真Fax	行動電話Cell phone
地址Address	電子信箱E-mail
姓名Name	生日Birthday
電話Tel(O)	(H)
傳真Fax	行動電話Cell phone
地址Address	電子信箱E-mail
姓名Name	生日Birthday
電話Tel(O)	(H)
傳真Fax	行動電話Cell phone
地址Address	電子信箱E-mail
姓名Name	生日Birthday
電話Tel(O)	(H)
傳真Fax	行動電話Cell phone
地址Address	電子信箱E-mail
姓名Name	生日Birthday
電話Tel(O)	(H)
傳真Fax	行動電話Cell phone
地址Address	電子信箱E-mail

常用通訊錄 Telephone & Address

姓名Name	生日Birthday
電話Tel(O)	(H)
傳真Fax	行動電話Cell phone
地址Address	電子信箱E-mail
姓名Name	生日Birthday
電話Tel(O)	(H)
傳真Fax	行動電話Cell phone
地址Address	電子信箱E-mail
姓名Name	生日Birthday
電話Tel(O)	(H)
傳真Fax	行動電話Cell phone
地址Address	電子信箱E-mail
姓名Name	生日Birthday
電話Tel(O)	(H)
傳真Fax	行動電話Cell phone
地址Address	電子信箱E-mail
姓名Name	生日Birthday
電話Tel(O)	(H)
傳真Fax	行動電話Cell phone
地址Address	電子信箱E-mail
姓名Name	生日Birthday
電話Tel(O)	(H)
傳真Fax	行動電話Cell phone
地址Address	電子信箱E-mail
姓名Name	生日Birthday
電話Tel(O)	(H)
傳真Fax	行動電話Cell phone
地址Address	電子信箱E-mail



Appendix

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