

Chang Jung Christian University International Student Handbook

1. Organization of Student Affairs

Offices	Location	Services	Extensions & Emails	
Office of Student Affairs	Military Training Division	1 st Floor administration Building	Military training education, Campus Security Incident Handling Procedure	(06)2785123#1226-1228 gao0704@mail.cjcu.edu.tw
	Student Activities Division	1 st Floor Student activity Center	Scholarship, student groups and work study	(06)2785123 #1211-1215 ead@mail.cjcu.edu.tw
	Student Life and Residential Service Section	1 st Floor administration Building	Student Housing Services, Attendance and Assistance	(06)2785123#1260.1267 kuo126@mail.cjcu.edu.tw
	Health Centre	1 st Floor of First Educational building	Health check-ups and First Aid	(06)2785123 #1256
	Counseling Center	5 th Floor of Second Educational building	Individual counseling Psychological Health Resources Life Education	(06)2785123#1657 yang@mail.cjcu.edu.tw

2. Student Insurance and National Health Insurance (NHI)

(1) National Health Insurance (NHI)

According to National Health Insurance Act, anyone with valid Alien Resident Certificate or Resident Certificate for the Taiwan area (including those from Hong Kong, Macau and mainland China) must be registered in the National Health Insurance program after living in Taiwan for 6 continuous months. If anyone departs during the first 6-month duration, it will affect your rights to have insurance coverage. A NTD \$749 NHI fee will be added to your school fee.

For students applying NHI for the first time :

After staying in Taiwan for 6 continuous months, student will receive a notification from the Office of International and Public Affairs with Instruction on how to apply.

For students who are currently insured with NHI through other institutions and would like to move their insurance plan to CJCU:

Please request for NHI account move out through the original institution (for examples, language schools, workplaces, local District offices). Make a copy of the proof of transferring and turn it into Office of International and Public Affairs.

NHI Southern Division

No. 96, Gongyuan Rd., Jhongsia District, Tainan City, Taiwan R.O.C (70006)

TEL: +886-6-2245678

Monday through Friday 08:30 -17:30



b. Student Insurance

If the student is not yet qualified for the NHI insurance, CJCUC will help student obtain Student Insurance through Cathay Life Insurance. A NTD \$520 fee will be charged through your CJCUC registration fee.

3. Housing

(1) Applications

Student Life and Residential Service Section (1th Floor of administration Building)

TEL: +886-6-2785123 # 1249

Email: lifeplan@mail.cjcu.edu.tw

Office Hours: 8am-5pm

(2) Important Contact information

Unit	Contact Number
Emergencies & Campus Safety (24hr)	+886-6-2785730#1119
Maintenance (Equipment Maintenance)	+886-6-2785730#1310
Health Centre (08:00-22:00)	+886-6-2785995#1256 or 1257
Office of Student Affairs	+886-6-2785123 #1211(day time) +886-6-2785123 #1119(night time)
Security Guards	+886-6-2785732 #1390
Housing	+886-6-2785420
First housing office	+886-6-2785420#1100
Second housing office	+886-6-2785420#2100
Third housing office	+886-6-2785420#3100
Fourth housing office	+886-6-2785420#4100

(3) Outside Housing

Student Life and Residential Service Section (1st Floor of administration Building)TEL: +886-6-2785123 # 1251

Email: ligodra@mail.cjcu.edu.tw

Office Hours: 8am-5pm

CJCUC Rental Site : <http://140.130.34.31/house/CJCUC.html>

4. Absence

(1) Rule of Absence

If student needs to be absent from classes for any reason, he or she must notify the Office of Student Affairs prior to the absence. For medical reason and need to miss more than two days of school, student must provide doctors note for absence. Minors are required to provide their guardian's consent for absence.

Students who miss classes after notifying the Office of Student Affairs will be marked as "Noted Absence." Students who are absent without notifying the Office of Student Affairs will be marked as "Unnoted Absences."

(2) Absents :

1. Student needs to mark absentees online for all excuses that might prevent student from attending classes.

2. To mark absent :

Log-in <https://eportal.cjcu.edu.tw/student/home/>→Application→leave for class

3. Type of Absentees (need to provide proper documentations)

Official Leave : Limited to hosting or attending school related business function (Including competitions) and draftees' health check.

Funeral Leave : Death certificate from direct blood line descendant. Cannot be absent

For more than 7 days.

Maternity Leave (including miscarriage and child care) : Doctor's note

Sick Leave : Absent more than 4 hours- hospital receipt or prescription paper. (Except for menstrual leave). Absent more than 2 days –public/private hospital diagnose paper.

Personal Leave : Personal or family affairs.

5. Emergency Contact Information

For emergency situation, please dial 119 for the fire department or 110 for police.

Fire: 119 Police: 110 Anti-scam: 165	
Department	Contact Information
Military Staff on Call	(06) 2785119 # 1280, 1119
Security Staff	(06) 2785732 # 1390
Police Department	Tainan City Police Department (06)6322210 Da tan Station (06)-2781450 Foreigner Service Division (06)-6354531

6. Work Permit

(1) Important Information

Applicant of the work permit must obtain legal status as student in Taiwan.

Work authorization will not exceed 6 months. If applied during the first semester,

work authorization will expire by March 31st of the following year. If applied during the second semester, work authorization will expire on September 30th within the same year.

International student are not permitted to work for more than 20 hrs/per week during the semesters.

failing to follow the above rules can result in losing of work permit.

Illegal employment would be fined between NT\$30,000 and NT\$150,000

(2) Required Documents

Work permit application (Application Form for Certificate of Work Permit Records)(<http://ezworktaiwan.wda.gov.tw/ezworkch/home.jsp?pageno=201508100047&acttype=view&dataserno=201509020004>)

Job application

Copy of passport (please be aware of expiration date)

Front and back copy of Visa (please be aware of expiration date)

Copy of student ID and prove of enrollment

NT\$100 (Need receipt of money transfer)

You may make the money transfer at the post office.

Receiver : 勞動部勞動力發展署聘僱許可收費專戶, Account Number : 19058848

(3) Application Process

Online or by Mail

Please send it by registered mail to 「勞動部勞動力發展署收」 at: 10F, No.39, Sec. 1, Zhonghua Rd. Zhongzheng Dist., Taipei City 10042 Taiwan (R.O.C.)

(4) For more details please visit 「勞動部勞動力發展署」

Website : <http://ezworktaiwan.wda.gov.tw/ezworkch/index.jsp>

Address : 10F, No.39, Sec. 1, Zhonghua Rd. Zhongzheng Dist., Taipei City 10042

Taiwan (R.O.C.) Phone : (02) 8995-6000 #6182

Hours : Monday ~ Friday 08:30-12:30 ; 13:30-17:30

7. Health Center : Health care

Provide freshman health check-up (blood pressure, weight and height, vision and body fat) First-Aid care and transfer to hospital.

1st Floor of First Educational building TEL: (06)2785995#1256 or 1257

8. Psychological Counseling:

The certified counselor from counseling center will help the student to address many of the psychological issues such as relationships, emotional control, stress handling, social skills, and more problems those they face in their life.