

# 境外學位新生手冊

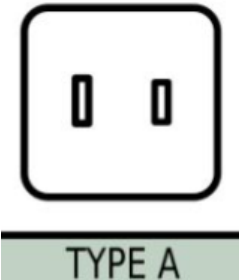
## Overseas Students Handbook



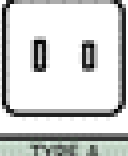
2023.12.13

## 來台準備資料檢核表 Checklist

### ① 僑外生 (Overseas Chinese Students, International Students)

Tick	Item
<input type="checkbox"/>	1. Passport 護照
<input type="checkbox"/>	2. Resident Visa 居留簽證
<input type="checkbox"/>	3. 分發通知單(海外聯招會之錄取生) – Overseas Chinese Students 僑生 有教文號之錄取通知書(單獨招生之錄取生) – Overseas Chinese Students 僑生 Admission letter 錄取通知單 – International Students 外國學生
<input type="checkbox"/>	4. The official highest degree diploma and transcript verified with official stamps by the representative office of the R.O.C (if the original diploma is not in English, a notarized copy of translation in English is necessary) 經駐外館驗證之畢業證書和歷年成績單
<input type="checkbox"/>	5. At least four 2” profile photos (white background) 至少 4 張白底大頭照
<input type="checkbox"/>	6. Plug Adaptor 轉接插頭 (110 Voltage)  <div style="text-align: center;">  </div>

②港澳生 (Students from Hong Kong or Macau)

勾選	項目
<input type="checkbox"/>	護照
<input type="checkbox"/>	分發通知單(海外聯招會之錄取生) – 港澳生 有教文號之錄取通知書(單獨招生之錄取生) – 港澳生
<input type="checkbox"/>	經過驗證的中學/大學畢業證書和中學/大學歷年成績單 香港_ <a href="http://cjcu.tw/r/gwQprH">http://cjcu.tw/r/gwQprH</a> 澳門_ <a href="http://cjcu.tw/r/gHXBqB">http://cjcu.tw/r/gHXBqB</a>
<input type="checkbox"/>	2 寸白底近身照片至少 3 張
<input type="checkbox"/>	永久性居民身分證(香港/澳門)
<input type="checkbox"/>	有效的回鄉證 (大陸地區出生者適用) <無效證件無法辦理居留證>
<input type="checkbox"/>	衛生局針簿(MMR 注射記錄) <在台健康檢查需要，未完成健康檢查者不能辦理居留證>
<input type="checkbox"/>	發出日期 3 個月內，經驗證後的「犯罪記錄證明書」(來台辦理居留證時滿 18 歲者) 如抵台前(為預約辦理時間之前)，請務必委託家人辦理。
<input type="checkbox"/>	有改過名字者，需繳交經驗證後的「登記事項證明書」<未驗證不能辦理居留證>
<input type="checkbox"/>	轉接插頭 (110 Voltage) 

# 境外新生報到及行政業務程序 Freshman Enrollment and Administrative Procedure

## 境外新生入學 Overseas Freshmen

### 國際交流與兩岸事務處 國際學生服務組 Office of Global Engagement International Student Section

護照/簽證資料檢驗留存  
Copy Passport/Visa  
加入境外學生臉書社團  
Join the Facebook Group  
加入 One-stop Service LINE 官方帳號  
Join the One Stop Service LINE Office Account  
簽署境外生須知切結書  
Sign Information for CJCU Overseas Students  
居留證申請資料  
Hand in the documents for ARC application  
寢具代訂費  
Bedding fees  
Join OGE FB and One-stop Service LINE  
填寫新生調查問卷  
Fill in the New student's survey questionnaire  
領取外籍生手冊  
Receive the International Student Handbook

### 出納組 Section of Cashier

繳交學雜費  
Pay the Tuition Fee  
繳交住宿保證金  
Pay the Dorm Deposit

※每學期開學前應完成繳交。  
※ Students must pay their tuition fee before the beginning of the semester.

### 註冊課務組 Section of Registration and Curriculum

繳交經驗證之學歷文件  
Hand in the notarized Academic Documents (Diploma/Transcripts)

※如經發現申請不符規定或所繳交之證件有不實、偽證、假借、塗改、學歷資格不具合法效力等情事，及取消入學資格或開除學籍，且不發給任何學力（歷）證明。  
※ If the submitted documents be found forged, fraudulent or altered, etc., students' admitted status will be revoked; no degree certificate will be given.

### 生活輔導組 Section of Life Guidance

住宿保證金確認  
Confirm the Dorm Deposit

## 學歷「文件驗證」 Document Authentication

1. 大陸地區學歷：應依大陸地區學歷採認辦法規定辦理 Regulations on Academic Qualifications from Mainland China。Link: <https://law.moj.gov.tw/LawClass/LawAll.aspx?PCode=H0010005>  
註：前學歷在大陸地區取得者須符合以下規定 Applicants with a previous degree from Mainland China are subjected to the following regulations:  
(1) 學校屬教育部大陸地區高等學校認可名冊所列 The university where the previous degree was obtained must be listed under MOE's "List of Recognized Higher Education Institutions in Mainland China"。Link: [https://depart.moe.edu.tw/ed2200/News\\_Content.aspx?n=5E9ABCBC24AC1122&s=2690D12DF5118DE0](https://depart.moe.edu.tw/ed2200/News_Content.aspx?n=5E9ABCBC24AC1122&s=2690D12DF5118DE0)  
(2) 修業期限符合「大陸地區學歷採認辦法」第 7 條最低門檻。The period of study must fulfill the minimum requirements of Article 7 of MOE's "Regulations on Academic Qualifications from Mainland China"  
(3) 無「大陸地區學歷採認辦法」第 8 條所列不予採認情形。One must not meet any circumstances listed under Article 8 of MOE's "Regulations on Academic Qualifications from Mainland China"
2. 香港或澳門地區：應依香港澳門學歷檢覈及採認辦法規定辦理。Link: <https://law.moj.gov.tw/LawClass/LawAll.aspx?pcode=Q0030008>  
【持香港地區學歷者】，請參閱 <http://www.tecos.org.hk/%E5%80%8B%E4%BA%BA%E5%AD%B8%E6%AD%B7%E8%AD%89%E4%BB%B6%E7%AD%89/>  
更多資訊請洽詢 台北經濟文化辦事處(香港) TEL: (852) 2887-5011  
【持澳門地區學歷者】，請參閱 <https://www.teco-mo.org/cp.aspx?n=9CC7D9EF47DBFA58&s=1680CAE13C36FA16>
3. 其他地區學歷：應依大學辦理國外學歷採認辦法規定辦理。Link: <https://law.moj.gov.tw/LawClass/LawAll.aspx?PCode=H0030039>

## 簽證需知 VISA Information

- 1 入學許可並不保證取得簽證，簽證須由我國外交部領事事務局或駐外管處核給。部分駐外館處受理簽證申請時要求繳交華語文能力證明(擬就讀中文授課之系所學程)或英語能力證明(擬就讀英文授課之系所學程)。

**The acceptance Letter or admission notice does not guarantee the issuance of a visa. A visa can be approved only by the Bureau of Consular Affairs, Ministry of Foreign Affairs or Taiwan Overseas Representative Office. Some Taiwan Overseas Representative Offices may require the applicants to submit the proof of Chinese Language Proficiency (for those enrolling in Chinese-taught programs) or proof of English Language Proficiency (for those enrolling in English-taught programs) for visa application.**

- 2 相關來臺辦理入學簽證申請規定，申請人請自行洽詢中華民國外交部領事事務局，網址為：<https://www.boca.gov.tw/cp-9-185-35222-1.html>；電話 +886-2-2343-2968。  
More information related to visa application requirement, please contact the Taiwan Overseas Representative Office in/near your country. Bureau of Consular Affairs under the Ministry of Foreign Affairs contact information: website: <https://www.boca.gov.tw/np-150-2.html>, Tel: +886-2-2343-2888

### 3 簽證資訊 Visa Information

#### ① 僑外生 (Overseas Chinese Students, International Students)

##### 抵達前

請依照外交部簽證內容指示完成居留簽證(Resident Visa)申請。

##### [僑生申請居留簽證所需資料]

- 1 效期 6 個月以上之護照；
- 2 簽證申請表 (請上領務局或駐外館處網頁填寫並下載列印具條碼之申請表。另申請表必須由申請人親自簽名以確認申報內容屬實。);
- 3 6 個月內 2 吋、背景為白色之彩色照片 2 張；
- 4 海外聯合招生委員會、僑務委員會或教育部核准分發通知書；
- 5 國外最高學歷證件及成績單，所持學歷證件倘非中文或英文，須先翻譯為中文或英文譯本，連同原持學歷證件併經駐外館處驗證或由僑務主管機關指定之單位核驗；  
馬來西亞地區文件驗證，請洽駐馬來西亞台北經濟文化辦事處 (60-3-21614439)  
<https://www.taiwanembassy.org/uploads/sites/63/2023/05/%E5%AD%B8%E6%AD%B7%E6%96%87%E4%BB%B6.pdf>  
或請洽駐各國台北經濟文化辦事處 <https://www.boca.gov.tw/sp-foof-countrylp-02-1.html>
- 6 最近 3 個月內健康檢查合格證明，須由衛生福利部疾病管制署指定之國內體檢醫院出具，或由國外合格醫院出具，國外文件須翻譯為中文或英文，並須經駐外館處驗證，[健康檢查項目](#)須符合該署「健康檢查證明應檢查項目表(乙表)」之規定。

持駐外館處核發之僑生停留簽證(簽證代碼 FC)入境者，得檢附上述文件及在學暨註冊證明(如已加蓋註冊章之學生證)，向領務局或四辦申請居留簽證。

網站連結: <https://www.boca.gov.tw/cp-215-715-db4b7-1.html>

##### [外國學生申請簽證所需資料]

- 1 效期 6 個月以上之護照；
- 2 簽證申請表 (請上領務局或駐外館處網頁填寫並下載列印具條碼之申請表。另申請表必須由申請人親自簽名以確認申報內容屬實。);
- 3 6 個月內 2 吋、背景為白色之彩色照片 2 張；
- 4 入學許可或通知書；
- 5 國外最高學歷證件及成績單，所持學歷證件倘非中文或英文，須先翻譯為中文或英文譯本，連同原持學歷證件併經駐外館處驗證；
- 6 財力證明，國外文件須翻譯為中文或英文，並經駐外館處驗證；

- 7 最近 3 個月內健康檢查合格證明，須由衛生福利部疾病管制署指定之國內體檢醫院出具，或由國外合格醫院出具，國外文件須翻譯為中文或英文，並須經駐外館處驗證，健康檢查項目須符合該署「健康檢查證明應檢查項目表（乙表）」之規定。
- 外國學生持駐外館處核發停留簽證（簽證代碼 FS）入境者，得檢附上述文件及在學暨註冊證明（如已加蓋註冊章之學生證），向領務局或四辦申請居留簽證。
- 另駐外館處、領務局或四辦受理簽證申請後，得視個案要求申請人面談或提供相關佐證資料。
- 網站連結: <https://www.boca.gov.tw/cp-215-719-49a7f-1.html>

### 抵達後

#### 居留簽證→居留證

1. 居留簽證轉居留證須於抵臺 15 天內完成申請。
2. 申請網站: <https://coa.immigration.gov.tw/coa-frontend/student/entry>
3. 所需文件（電子檔）：
  - ✓ 相片
  - ✓ 護照及居留簽證
  - ✓ 入學許可含及學生證
4. 申請地點：移民署台南第一服務站
5. 申請費用：新臺幣 1,000 元
6. 取得居留證後，請務必繳交居留證影本至國際事務與兩岸交流處

### Before Arrival

Please click the link and follow the respective instruction in order to apply for the Resident Visa.  
Q: [Overseas Chinese Students] I'm an overseas Chinese student. What documents do I need to prepare when applying for a resident visa?

- A:
01. A passport still valid for more than six months with empty pages. And copies of basic-data page of passport are also required.
  02. A properly completed visa application form. You need to first access the website <https://visawebapp.boca.gov.tw> to fill out application form online and print it out with the bar code. You must sign the form to confirm that the information you have provided is true.
  03. Two 2"x2" photographs (Photographs must be taken within the last six months, in color and with a white-color background.)
  04. An official letter of assignment to a university in Taiwan issued by the University Entrance Committee for Overseas Affairs Commission, the Overseas Community Affairs Council, or Ministry of Education.
  05. For diplomas and transcripts in languages other than Chinese or English, a Chinese- or English-translation version is also required. (Must be authenticated by an R.O.C(Taiwan)overseas mission.) More details about document authenticated, please contact with Taiwan Embassy or TECO in your country to determine how to apply, and the likely time required for the process of notarization to be accomplished. For Embassies or TECO (Missions) abroad, please check the website as below <https://www.boca.gov.tw/sp-foof-countrylp-01-2.html>
  06. A health certificate issued within the past three months either by one of the accredited local hospitals (list attached) or by a licensed foreign hospital or clinic. (For details, please visit the website of the Center for Disease Control: <http://www.cdc.gov.tw/english/info.aspx?treeid=e79c7a9e1e9b1cdf&nowtreeid=11a5b455c34bb13d&tid=0062B45265C983BF>)

For information regarding accredited hospitals, please visit:

<http://www.cdc.gov.tw/english/info.aspx?treeid=e79c7a9e1e9b1cdf&nowtreeid=11a5b455c34bb13d&tid=3A55BC8972235072>.

\*Foreign documents must be authenticated by an ROC mission abroad. If the documents are in a language other than English, they must be submitted together with a Chinese or English translation and authenticated by an ROC mission abroad.

Overseas Chinese students who have held a visitor visa with the code FC, issued by an ROC overseas mission, may submit the above documents and an enrollment certificate issued by the school (e.g. student I.D. with registration stamp on it) at the Bureau of Consular Affairs or the Central Taiwan Office, Southern Taiwan Office, Eastern Taiwan Office or Southwestern Taiwan Office of the Ministry of Foreign Affairs to convert the visitor visa into a resident visa.

Those who hold a visitor visa with the mark FC issued by an ROC overseas mission, who previously suspended their studies and have resumed their studies or who have transferred to another school, may also submit the aforementioned documents, an approval letter of resumption or a transfer certificate issued by the school and the academic records of all semesters, to convert his/her visitor visa into a resident visa.

ROC overseas missions, the Bureau of Consular Affairs or the Central Taiwan Office, Southern Taiwan Office, Eastern Taiwan Office or Southwestern Taiwan Office of the Ministry of Foreign Affairs may arrange an interview with the applicant or request other supplementary documents in certain individual cases.

Link: <https://www.boca.gov.tw/cp-181-479-4dece-2.html>

Q: [International Student] What documents do I need to prepare when applying for a resident visa to study at a university in Taiwan?

A:

01. A passport still valid for more than six months with empty pages. And copies of basic-data page of passport are also required.
02. A properly completed visa application form. You need to first access the website <https://visawebapp.boca.gov.tw> to fill out application form online and print it out with the bar code.
03. You must sign the form to confirm that the information you have provided is true.
04. Two 2"x2" photographs (\*Photographs must be taken within the last six months, in color and with a white-color background.)
05. An admission letter from the university.
06. Diploma of your highest level of education and related academic records. These must be authenticated by ROC overseas missions.
07. Proof of financial support. Foreign documents shall be translated in Chinese or English and authenticated by ROC overseas missions.
08. A health certificate issued within the past three months either by one of the accredited local hospitals (list attached) or by a licensed foreign hospital or clinic. (For details, please visit the website of the Center for Disease Control:  
<http://www.cdc.gov.tw/english/info.aspx?treeid=e79c7a9e1e9b1cdf&nowtreeid=11a5b455c34bb13d&tid=0062B45265C983BF>)  
For information regarding accredited hospitals, please visit:  
<http://www.cdc.gov.tw/english/info.aspx?treeid=e79c7a9e1e9b1cdf&nowtreeid=11a5b455c34bb13d&tid=3A55BC8972235072>

\*Foreign documents must be authenticated by an ROC mission abroad. If the documents are in a language other than English, they must be submitted together with a Chinese or English translation and authenticated by an ROC mission abroad.

Applicants in Taiwan who hold a visitor visa with the mark FS issued by an ROC overseas mission, may submit the abovementioned documents and the enrollment certificate issued by the university (e.g. student I.D. with registration stamp on it) at the Bureau of Consular Affairs or the Central Taiwan Office, Southern Taiwan Office, Eastern Taiwan Office or Southwestern Taiwan Office of the Ministry of Foreign Affairs to convert his/her visitor visa into a resident visa.



The ROC overseas missions, the Bureau of Consular Affairs or the Central Taiwan Office, Southern Taiwan Office, Eastern Taiwan Office or Southwestern Taiwan Office of the Ministry of Foreign Affairs may arrange an interview with the applicant or request other supplementary documents.

Link: <https://www.boca.gov.tw/cp-181-477-e95f0-2.html>

### After Arrival

#### Resident Visa→ARC

1. Resident Visa holders must apply for Alien Resident Certificate (ARC) within 15 days after arrival °
2. Website : <https://coa.immigration.gov.tw/coa-frontend/student/entry>
3. Required documents (jpg file) :
  - ✓ photo
  - ✓ Passport & Resident Visa
  - ✓ Admission Letter & Students ID
4. Location : First Tainan City Service Center Station, National Immigration Agency
5. Application Fee : NT \$1,000
6. **Submit one photocopy of ARC to the Office of Global Engagement**

## ②港澳生 (Students from Hong Kong or Macau)

### 抵達前

相關來臺辦理入學簽證申請規定，申請人請自行洽詢中華民國外交部領事事務局詢問。

依照外交部簽證內容指示完成中華民國台灣地區入出境許可證申請。

入出境許可證線上申請：<https://coa.immigration.gov.tw/coa-frontend/overseas-honk-macao>

所需文件：

- ✓ 白底大頭照
- ✓ 香港/澳門身份證正&副本 (改名者須提供改名契)
- ✓ 香港/澳門特區護照正&副本(入境台灣後，有效期限仍在六個月以上)
- ✓ 海外聯招生委員會分發通知書/有教文號之錄取通知書
- ✓ 內地出生者：港澳居民來往內地通行證(俗稱回鄉卡)
- ✓ 單次入出境證：新臺幣 600 元整

洽詢單位：

[香港學生]

單位：台北經濟文化辦事處 (香港辦事處)

地址：香港灣仔港灣道 18 號中環廣場 49 樓 4907 室

電話：(+852) 2525-8642

服務信箱：[service@teco.org.hk](mailto:service@teco.org.hk)

網址：<https://www.teco-hk.org/>

[澳門學生]

單位：台北經濟文化辦事處 (澳門辦事處)

地址：澳門新口岸宋玉生廣場 411-417 號皇朝廣場 5 樓 J-O 座

電話：(+853) 2830-6282

服務信箱：[macteco@mac.gov.tw](mailto:macteco@mac.gov.tw)

網址：<https://www.teco-mo.org/Default.aspx>

Q.: 港澳生如何辦理文件驗證?

A.: 香港\_請洽詢台北經濟文化辦事處 (香港辦事處) 電話：(852) 2887-5011

Link: <https://reurl.cc/dmMLN8>

澳門\_請洽詢台北經濟文化辦事處 (澳門辦事處) 電話：(+853) 2830-6282

Link: <https://reurl.cc/9RK7MY>

Q.: 港澳生如何辦理無犯罪紀錄證明書 (良民證)?

A.: 在臺辦理「居留證」時**年滿 18 歲者**，依規定須具備香港/澳門警務處發出之「良民證」。

✧ 香港

① 申辦「良民證推薦函」\_請先至台北經濟文化辦事處 (香港辦事處) 領取良民證推薦函，應備文件-

(1) 香港永久居民身分證副本。

(2) 分發通知書(聯招)/有教文號之錄取通知書(單招)。

② 預約辦理「良民證」至「香港警務處」網站線上預約 <https://reurl.cc/Ny7QG5>

!!務必保留辦理「良民證」收據

✧ 澳門

Link: [https://www.dsi.gov.mo/certificate\\_c.jsp](https://www.dsi.gov.mo/certificate_c.jsp)

### 抵達後

一、須於抵臺後至醫院進行健康檢查。

\*衛生局針簿(MMR 注射記錄)

二、中華民國台灣地區入出境許可證→居留證。

1. 申請網址：<https://coa.immigration.gov.tw/coa-frontend/student/entry/honk-macao-student>

2. 申請文件(電子檔)：

- ✓ 白底大頭照

- ✓ 中華民國台灣地區入出境許可證
  - ✓ 香港/澳門身份證 (有改過名字者，需繳交經驗證後的「登記事項證明書」) <未驗證不能辦理居留證>
  - ✓ 香港/澳門特區護照 (入境台灣後，有效期限仍在六個月以上)
  - ✓ 海外聯招生委員會分發通知書/有教文號之錄取通知書及學生證
  - ✓ 發出日期 3 個月內，經驗證後的「犯罪記錄證明書」(辦理居留證時已滿 18 歲者)
3. 申請地點：移民署台南第一服務站
  4. 申請費用：新臺幣 2,600 元
  5. 取得居留證後，請務必繳交居留證影本至國際交流與兩岸事務處

台南市移民署 Tainan Immigration Office Address

<p>①移民署台南第一服務站</p> <p>地址：700 台南市中西區府前路一段 262 號 電話：06 293 7641 上班時間：周一至周五 8:00~17:00</p>	<p>①First Tainan City Service Center Station</p> <p>Address: No.262, Sec. 1, Fuqian Rd., West Central Dist., Tainan City, Taiwan (R.O.C.) Telephone No.: 06 293 7641 Trading hour: Monday to Friday 8:00~17:00</p>
<p>②移民署台南第二服務站</p> <p>地址：741 台南市善化區中山路 353 號 電話：06 581 7404 上班時間：周一至周五 8:00~17:00</p>	<p>②Second Tainan City Service Center Station</p> <p>Address: No.353, Zhongshan Rd. Shanhua Dist., Tainan City 74157 Taiwan (R.O.C.) Telephone No.: 06 581 7404 Trading hour: Monday to Friday 8:00~17:00</p>

## 境外學生醫療保險 Overseas Student Medical Insurance

所有的境外學生，不論是學位學生或是交換生，新生註冊時，必須檢附已投保自入境當日起至少六個月效期之醫療及傷害保險證明文件。如果未提供，我們將強制要求同學加入境外學生醫療保險。此項保險由國泰壽險公司承保。六個月保費共計 3,000 元。

All overseas students, both degree students and exchange students, should arrange for at least 6 months of health insurance before their enrollment. Proof of health insurance is a prerequisite for enrollment. If you are failing to provide the documents, you must be required to join the Overseas Student Medical Insurance. This insurance is provided by Cathay Life Insurance Company. The fee for 6 months is NTD3,000.

理賠資訊	Claims information
<p data-bbox="97 589 796 629">✚ 理賠規定以保單內容為準。</p> <ol data-bbox="97 633 796 790" style="list-style-type: none"><li>1 請到有加入健保的醫院或診所就醫。</li><li>2 申請診斷證明書，並且保留所有收據。</li><li>3 備齊理賠所需文件，繳交給國際交流與兩岸事務處。</li></ol> <p data-bbox="97 835 240 875"><b>所需文件</b></p> <ol data-bbox="97 880 796 1081" style="list-style-type: none"><li>1 所有收據正本</li><li>2 診斷證明書正本</li><li>3 存摺影本</li><li>4 居留證影本</li><li>5 理賠申請書</li></ol> <p data-bbox="97 1086 796 1126">※保險公司會將費用匯入你的帳戶</p>	<p data-bbox="799 589 1497 667">✚ Claims regulations are according to the contract of the insurance.</p> <ol data-bbox="799 672 1497 947" style="list-style-type: none"><li>1 Please go to hospitals or clinics which join with National Health Insurance.</li><li>2 Apply a medical certificate and keep all receipts.</li><li>3 Hand in all required documents for applying claims to Office of Global Engagement.</li></ol> <p data-bbox="799 992 1110 1032"><b>Required documents</b></p> <ol data-bbox="799 1037 1497 1227" style="list-style-type: none"><li>1 all original receipts</li><li>2 medical certificate</li><li>3 a copy of bank or post office account book</li><li>4 a copy of ARC</li><li>5 Claims applying form</li></ol> <p data-bbox="799 1232 1497 1317">※The money will transfer to your account by the Insurance company.</p>

## 僑保 Overseas Chinese Student Medical Insurance

大一新入學僑生、港澳生於新生註冊時，提供僑生保險。此項保險由國泰壽險公司承保。六個月保費共計 580 元。

Overseas Chinese Students, students from Hong Kong and Macau are encouraged to join Overseas Chinese Medical Insurance. This insurance is provided by Cathay Life Insurance Company. The fee for 6 months is NTD580.

<b>理賠資訊</b>	<b>Claims information</b>
<p>✚ 理賠規定以保單內容為準。</p> <ol style="list-style-type: none"><li>1 請到有加入健保的醫院或診所就醫。</li><li>2 申請診斷證明書，並且保留所有收據。</li><li>3 備齊理賠所需文件，繳交給國際交流與兩岸事務處。</li></ol> <p><b>所需文件</b></p> <ol style="list-style-type: none"><li>1 所有收據正本</li><li>2 診斷證明書正本</li><li>3 存摺影本</li><li>4 居留證影本</li><li>5 理賠申請書</li></ol> <p>※保險公司會將費用匯入你的帳戶</p>	<p>✚ Claims regulations are according to the contract of the insurance.</p> <ol style="list-style-type: none"><li>1 Please go to hospitals or clinics which join with National Health Insurance.</li><li>2 Apply a medical certificate and keep all receipts.</li><li>3 Hand in all required documents for applying claims to OA.</li></ol> <p><b>Required documents</b></p> <ol style="list-style-type: none"><li>1 all original receipts</li><li>2 medical certificate</li><li>3 a copy of bank or post office account book</li><li>4 a copy of ARC</li><li>5 Claims applying form</li></ol> <p>※The money will transfer to your account by the Insurance company.</p>

## 全民健保 National Health Insurance, NHI

在台灣，全民健保是強制性計畫，符合資格者就必須加入。應加入而未加入者，將被處以罰款，並且必須補繳自應加入日期起之保費。

加入全民健保之後，你會拿到一張健保卡。在台灣，絕大多數的醫療院所都納入全民健保體系，出示健保卡，醫療費用就會有大幅差異。

**In Taiwan, NHI is a mandatory program so anyone qualified for the regulations of the program must enroll. Any qualified one who doesn't enroll will be fined and be required to pay all premium counted from the date she or he should have been enrolled.**

After you enroll in NHI program, you will receive a NHI card. This card can be used at hospitals and clinics which join NHI system in Taiwan and you will receive a significant discount on medical fee.

<p>符合健保計畫資格的國際學生可以在就讀學校或是當地區公所申請加入。資格如下：</p>	<p><b>International students who are qualified for enrolling in NHI program may apply for the program through CJCU or the local district office. Qualifications:</b></p>
<p>(1) 進入臺灣並且取得居留證後，在臺灣連續居留達六個月 (2) 進入臺灣並且取得居留證後，曾經出境過1次，出境日期未達30天，扣除這一次的出境天數後，累計在臺灣居留的天數達六個月</p>	<p>(1) After entering Taiwan and receiving an ARC, you have stayed in Taiwan for six consecutive months. (2) After entering Taiwan and receiving an ARC, you have ever exited Taiwan once for less than 30 days. After the number of days that you have been away from Taiwan is deducted, the period of staying Taiwan amounts to six months.</p>
<p><b>*透過長榮大學辦理全民健保的注意事項</b></p> <p>(1) 加保 A. 第一次加保的學生，國際交流與兩岸事務處會協助提供資訊予健保署進行加保作業。 B. 若欲轉入長榮大學投保(例如轉學)，請向原投保單位申請轉出證明，攜帶居留證正本及影本，到國際交流與兩岸事務處辦理加保。 C. 透過長榮大學加入全民健保之後，每個學期的註冊單上會直接預收六個月的保費 4,956 元 (826 元/月)。 (2) 轉出：如果你畢業之後，繼續留在臺灣工作，或者是轉學，請到國際交流與兩岸事務處辦理健保轉出。 (3) 退保：如果你因畢業或休退學離開台灣，請到國際交流與兩岸事務處辦理退保事宜。</p> <p><b>* Applying for NHI through CJCU Notice</b></p> <p>(1) Applying for NHI A. Students Applying NHI for the first time, the Office of Global Engagement will provide the information to HNI office. B. If you transfer to CJCU, please hand in the NHI transfer report from your original school to OIA with your ARC and a copy of ARC. C. After you join NHI through CJCU, every semester six months NHI fee will be included in registration fee. It will be NTD 4,956 (NTD 826/one month). (2) Transferring NHI If you work in Taiwan after graduation or transfer to other universities, please come to Office of Admission to deal with the NHI transfer. (3) Cancelling NHI</p>	

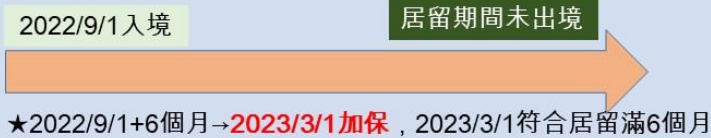
If you graduate, leave of absence or withdrawal from studying at CJCUC, please come to Office of Admission to cancel your NHI coverage.

Q.: 健保法規居留滿六個月之計算方式 Calculation of six months of residence in accordance with health insurance regulations

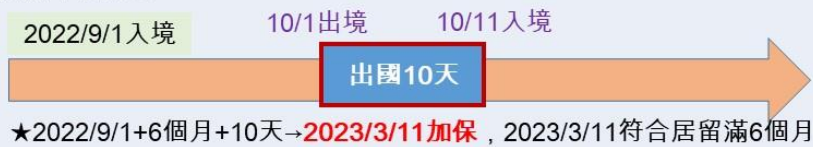
A.:

### 健保法規居留滿六個月之計算方式

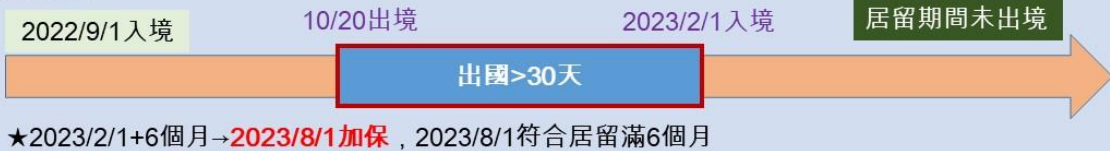
#### A. 連續居留



#### B. 出境1次未逾30日



#### C. 出國逾30日



### Calculation of six months of residence in accordance with health insurance regulations

#### A. having continuously stayed in Taiwan for 6 months



#### B. having stayed in Taiwan for actual 6 months with a departure for less than 30 days



#### C. go aboard more than 30 days





# 學校地圖 Campus Map



## 學號查詢 Student ID Number Query

Website: <https://eportal.cjcu.edu.tw/student/home/getstudno>

### 學號查詢

112 新生 (轉學生)

身份證字號



民國出生年月日 (生日格式: 910514)



查詢

- 開放查詢: 2023/2/6 上午 08:00:00
- 截止日期: 2023/9/30 下午 05:30:00
- 因應個資法, 不另公佈學號, 僅提供線上查詢。
- 外國學生、僑生 (港澳生) 及大陸地區同學, 若查無資料, 請洽註冊課務組(1111-1114)。 About Student ID, International student please contact [Registration and Curriculum Section](#)。

## CJCU, GROW WITH YOU!



外國學生、僑生 (港澳生) 及大陸地區同學, 若查無資料, 請加入 One Stop Service Line 官方帳號或洽註冊課務組(+886 2785123 #1111-1114)。

About Student ID, International student please join One Stop Service Line Office Account for inquire or contact Registration and Curriculum Section (<https://dweb.cjcu.edu.tw/regis/staff/>)

## 學生系統資料確認 Student Data Confirmation

Website: <https://cweb.cjcu.edu.tw/sso/student>

English

CJCU

長榮大學 單一簽入 學生系統

帳號

密碼

登入

- 查詢我的學號
- 第一次登入密碼為身份證的最後四碼。
- 境外生同學【外國學生、僑生（港澳生）及大陸地區學生】第一次的登入密碼 請洽系辦公室或註冊課務組。
- I-Learning 雲端智慧教室
- 因應資通安全管理法與相關細則要求，遵循以下規範：
  - 帳號驗證失敗超過五次，將鎖定15分鐘。
  - 每六個月變更密碼。
- [資訊安全政策](#) | [隱私權政策](#)

正體中文

CJCU

CJCU Single sign-on Student Portal

Account

Password

Sign in

- Look up my student ID
- For international students, the default password for the first login please contact with your Dept. Office or Registration and Curriculum Section.
- I-Learning
- Follow the Cyber Security Management Act & Related Regulations :
  - 1.Enter an incorrect password 5 times. The user remains locked out for 15 minutes.
  - 2.Change password every 6 months.
- [Information Security Policy](#) | [Privacy Policy](#)

## 如何線上辦理請假 HOW TO APPLY LEAVE IN STUDENT PORTAL SYSTEM?

學生因故不能上課或參加集會及其他規定之活動時，均須請假，未經請假或請假未准者均作曠課論。如果學生因任何原因需要缺課，他或她必須在缺席之前通知生活輔導組辦公室。由於醫療原因並且需要錯過兩天以上的學校，學生必須提供醫生留言。未成年人必須提供監護人的同意才能離開。

Students are required to take leave when they are unable to attend class or participate in meetings and other prescribed activities. Those who have not taken leave or are not allowed to leave are all absent-minded. If student needs to be absent from classes for any reason, he or she must notify the Student Life and Residential Services Section 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.

生活輔導組將通知未於線上辦理請假的學生。如學生未於線上辦理請假作業並無通知生活輔導組，缺席的學生將被標記為“曠課”。

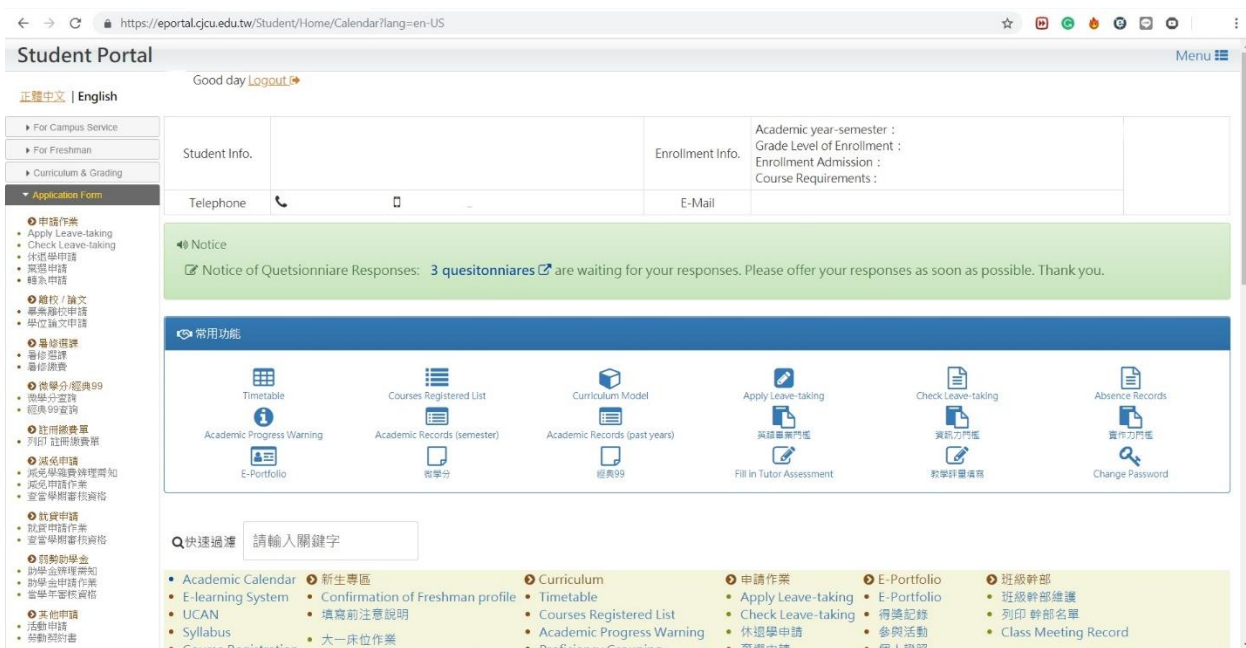
Students who miss classes after notifying the Office of Student Affairs will be marked as “Noted Absence”. Students who are absent without notifying the Office of Student Affairs will be marked as “Unnoted Absences.”

✦ Step1: Select [Application Form 申請作業] from the left column.

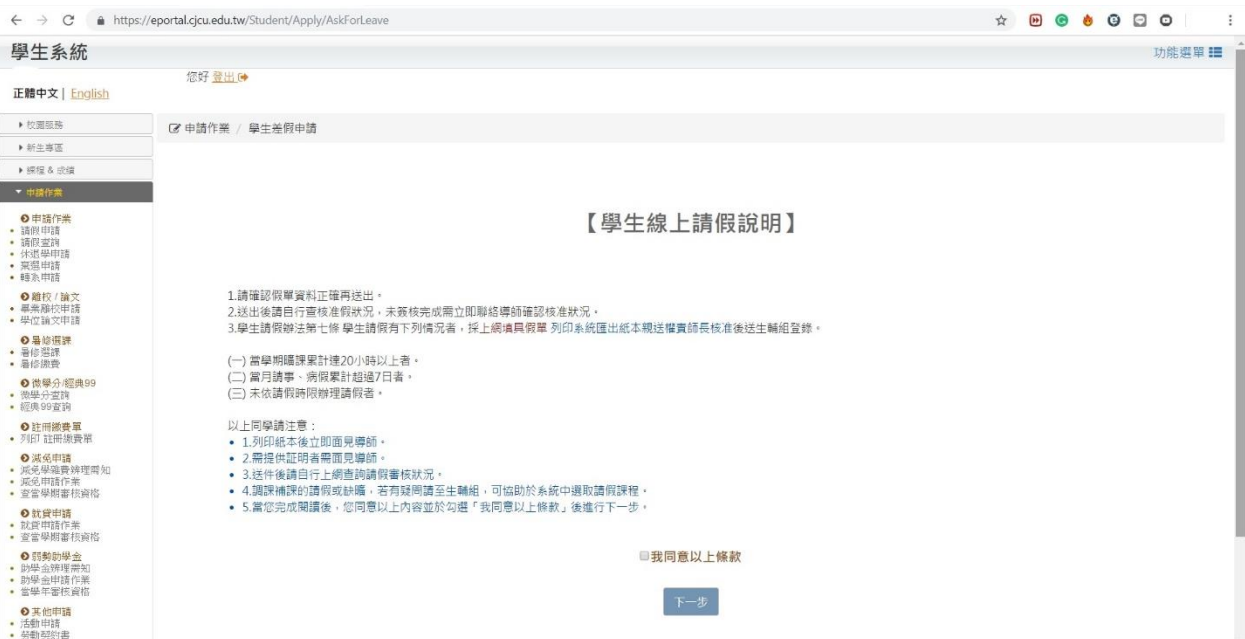
The screenshot shows the Student Portal interface. On the left, a navigation menu lists various services, with 'Application Form' highlighted. The main content area features a 'Notice' section with a green background, followed by a '常用功能' (Common Functions) section with a blue header. This section contains several icons for services like 'Timetable', 'Courses Registered List', 'Curriculum Model', 'Apply Leave-taking', 'Check Leave-taking', and 'Absence Records'. Below this is a search bar labeled '快速過濾' and a list of quick links including 'Academic Calendar', 'E-learning System', 'UCAN', 'Syllabus', 'Confirmation of Freshman profile', '填寫前注意說明', '大一床位作業', 'Curriculum', 'Timetable', 'Courses Registered List', 'Academic Progress Warning', '申請作業', 'Apply Leave-taking', 'Check Leave-taking', '休退學申請', 'E-Portfolio', 'E-Portfolio', '得獎記錄', '參與活動', '班級幹部', '班級幹部維護', '列印幹部名單', and 'Class Meeting Record'.

▲ The figure above shows the main page of student portal. Users will be able to apply and checks leave from here.

Step 2: Select [Apply Leave-Taking 請假申請].



Step 3: Select [我同意以上條款(I AGREE TO THE ABOVE TERMS)] and then click [NEXT STEP(下一步)].



▲ The figure above shows the agreement of apply leave.

Remarks:

- 1 Please confirm that the application information is sent correctly.
- 2 Please check the approval status after sending out. If your application is not approved yet, you need to contact the instructor immediately to confirm the approval status.
- 3 Student leave laws No. 7 Students who have the following conditions for leave are required to fill in online application and print out the hard copy from system and send out the paper to the teacher.

- ① Those who have accumulated more than 20 hours of class during the semester.
- ② Those who have requested personal leave and sick leave for more than 7 days in the month.
- ③ Those who have not taken leave according to the time limit for leave.

The above students please take note:

- i. Meet the instructor immediately after print out the paper.
- ii. If you need to provide a certificate, you need to meet the instructor.
- iii. After send out the documents, please check the status of the leave by your own.
- iv. If you have any questions, please go to the Student Life and Residential Services Section to help you edit the leave course in the system.
- v. When you have finished reading this, you have to click "I agree to the above terms" for agree the above information and proceed to the next step.

✦ Step 4: Select leave start and end date, enter your leave reason and select a leave type. Then, click [NEXT STEP].

▲ The figure above shows the leave application.

※Remarks: 請假日期- Leave date

請假事由- Leave reason

請假類別- Leave type- 事假(Personal leave);病假(Sick leave);公假(Official leave);喪假 (Funeral leave);婚假 (marriage leave);生產假 (Maternity leave);生理假 (Menstrual leave)

若有任何問題，請加入 One Stop Service Line 官方帳號詢問。

If you have any question, please join One Stop Service Office Line Account for inquiries.

## 英文免修說明 Explanation of Credits-Waiving for English Courses

### ◆ 英文免修規定

※免修英文課程僅限新生入學開學第一週可以辦理

新生請於 9/15(五)前至學生系統提出申請，列印申請單後，持相關證明文件(測驗日期以開學首日為基準，往前回溯兩年內之正本成績單或證書)於開學第一週星期五前向語文教育中心提出書面審查。甫入學之新生與英語系國家(英語為官方語言者)之外籍生欲申請免修英文課程者，應於新生入學開學第一週內攜帶相關證明文件(以每學年開學首日為基準，往前回溯測驗日期在兩年內之成績單或證書正本)向語文教育中心提出申請學分抵免，逾期不予受理。

### ◆ English Credit Waiver and Transfer Policies

※ The following regulation is suitable for freshman only.

Applications need to submit credit waiver and transfer application to the Language Education Center during the first week of the semester upon students' first enrollment.

Students coming from countries where English is their first or second language, are eligible to waive all the required English credits.

Link: <https://dweb.cjcu.edu.tw/language/Article/1076?lang=en>

## 學生應繳費用 Tuition and miscellaneous fees

1. 每一學年自8月1日始至翌年7月31日止，第一學期每年8月開始至1月結束，第二學期翌年2月開始至7月結束。Academic year: August 1<sup>st</sup> ~ July 31<sup>st</sup>. Fall Semester: August ~ January ; Spring Semester: February ~ July.
2. **學雜費應於每學期初註冊時繳交**，每學期新臺幣約 47,140~54,740 元(依照不同系所有不同的收費標準)。如未來學雜費調整，依本校規定辦理，請參閱 <http://dweb.cjcu.edu.tw/as/files/434>。**Tuition and miscellaneous fees must be paid when students register at the beginning of each semester.** The total amount for each semester is currently NTD 47,140~54,740 (Your tuition fees are based on the department you enroll). Any future changes to the tuition and miscellaneous fees will be made in accordance with the internal regulations of the college/university. More information please refer to <https://dweb.cjcu.edu.tw/as/files/434?lang=en>
3. 住宿費，每學期新臺幣 12,878~21,567 元 (學期住宿費不包含寒/暑假)，經許可住宿同學，應在規定期限內繳納保證金3,000元。Dormitory fees: NTD 12,878~21,567 per semester. The fees for the fall/spring semester do not include accommodation for the winter/summer vacation. Student whose accommodation has been approved should pay the deposit fee (NTD 3,000) by the official-designated deadline.

另外，您還需考慮額外的費用，包括海外學生健康保險，課程材料，住宿和其他生活費用等。There's also additional expenses you'll need to consider, including Overseas Student Health Cover, course materials, accommodation and other living costs.

住宿一律以兩個學期計，繳交住宿保證金後，不論是否有住宿，中途辦理退宿或放棄住宿資格，不退還住宿保證金。Dormitory students are obligated to reside in the dorm for one academic year. After paying dorm deposit fee, no matter what circumstances are, such as abandoned accommodation qualification or cancelled residence, the deposit will not be refunded.

### 休退學相關規定 Relevant regulations pertaining to leave of absence and withdrawal

1. 擬辦理休退學者，請於規定時間內至學生系統提出申請，自行「列印申請表」，再到各單位核章後繳至註冊課務組，即完成休退學手續。休學學生，經核准及辦理完成離校手續後，始發給休學證明書，除另有規定外，得一次核准一學期或一學年，累計以二學年為限。退學學生，如在校修滿一學期以上具有成績，於辦妥離校手續後得發給修業證明書。學生經退學或休學經核准者，其退費標準，依「專科以上學校學雜費收取辦法」規定辦理退費。(長榮大學學則第21條第2項、第26條及第29條規定) 更多相關問題，請洽註冊課務組 (<https://dweb.cjcu.edu.tw/regis?lang=zh-TW>) If a student leaves of absence or withdraws from their studies, please apply at the Student Portal within regulated time. Students shall print out the application form and complete the required part and proceed to Registration and Curriculum Section in order to complete the Suspension of Study. Applicant will receive a Leaving Certificate once application completed and approved. Students could only take one semester break or one academic year break for each application, maximum accumulation of 2 academic years. Students complete the Withdrawal of study with at least one academic year results, and applicant will receive an Enrollment Certificate & Studied Record. Permitted applicant shall receive a refund according to the Academic Policies. (Chang Jung Christian University Academic Policies Article 21 to Article 29) More information please contact with Registration and Curriculum Section (<https://dweb.cjcu.edu.tw/regis?lang=en>).
- ◇ 學雜費退費標準 The tuition and miscellaneous fee refund standards:
- (1) 第一週到第六週，已繳交費用者，退 2/3 費用。From the first week to the sixth week, Two-third of the fee will be refunded to the applicant who have already paid.
  - (2) 第七週到第十二週，已繳交費用者，退 1/3 費用。From the seventh week to the twelfth week, One-third of the fee will be refunded to the applicant who have already paid.



(3) 第十三週起，已繳交費用者，不退任何費用。From the thirteenth week, no any fees will be refunded to the applicant who have already paid.



註冊課務組

地點：行政大樓二樓

Registration and Curriculum Section

Location: 2F, Administration Building

2. 外國學生休學或退學，學校應即通報外交部領事事務局及學校所在地之內政部移民署服務站，移民署將註銷外僑居留證，學生應於 10 日內出境。(外國學生來臺就學辦法第 24 條、入出國及移民法第 31 條及 36 條規定) When an international student leaves of absence or withdraws their studies, the college/university must immediately notify the Bureau of Consular Affairs of the Ministry of the Foreign Affairs and the service center(s) of the National Immigration Agency of the Ministry of the Interior where their educational institution is located. The National Immigration Agency will then revoke the student's Alien Resident Certificate, and the student must leave Taiwan within 10 days. (See Article 24 of the Regulations Regarding International Students Undertaking Studies in Taiwan; and Article 31 and Article 36 of the Immigration Act.)
3. 外國學生休學後復學，須重新申辦居留簽證，並於入國後 15 天內備妥相關文件換發外僑居留證。(外國護照簽證條例施行細則第 11 條規定、入出國及移民法第 22 條規定) An international student who is resuming their studies after a deferral must reapply for a resident visa, and within 15 days after arriving in Taiwan they must submit all the necessary documents to be issued an Alien Resident Certificate (ARC). (See Article 11 of the Enforcement Rules for the Issuance of ROC Visas to Foreign-Passport Holders; and Article 22 of the Immigration Act)

## 境外生繳費方式說明 How & Where to pay my tuition fees

1. 可持國際金融卡至行政大樓 1 樓 ATM 領款，再到出納組繳交 Cash Payment: Please withdraw money at the ATM down at the ground floor of the Administrative Building.
2. 從國外直接匯款 (匯款資訊如下) Bank Transfer: Be sure to provide your name and student ID number for reference.

《匯款資訊 Bank information》

Bank name: FIRST COMMERCIAL BANK

Branch: FU-CHIANG BRANCH

Bank address: NO. 31 , Tung Men Rd., Sec. 3, East Dist., TAINAN 701 , TAIWAN R.O.C

Account No: 60450230639

SWIFT CODE : FCBKTWTP

Beneficiary's name: Chang Jung Christian University

3. 信用卡授權(請填-外籍生信用卡授權繳費單) Credit Card payment: See the attached payment form

Link: <https://dweb.cjcu.edu.tw/ShepherdFiles/B0505/File/20200831085751622.pdf>

關於出納組~

我們是忠實的出納人員，以正確及有效的方式，並按照學校相關規定及合法程序處理所有的現金收支業務。

- 收款作業:依據各項收費標準或繳款通知收費
- 付款作業:依據傳票辦理各種不同的付款(轉帳、匯款、支票、現金)
- 資金管理及調度
- 學雜費收費及作業管理
- 各項人事費用轉帳撥款
- 零用金撥補作業
- 帳務處理、核對、編製報表

帳務查詢

中信繳費系統

總務會計系統

**外籍生繳費方式**

第一銀行第e學雜費入口網

台灣銀行匯率查詢



出納組  
地點：行政大樓二樓  
Cashier Section  
Location: 2F, Administration

長榮大學 學年第學期 外籍生學雜費繳費單  
CJCU International Student Payment Form

學制：  
Undergraduate  
/Graduate

系(所)：  
Department

班級：  
Class

學號：  
Student ID  
Number

姓名：  
Name

填表日期  
Date of form  
completion

國外匯款 Beneficiary	銀行名稱 Bank name	第一銀行 FIRST COMMERCIAL BANK
	分行別	富強分行 FU-CHIANG BRANCH
	銀行地址 Bank address	台南市東區東門路3段31號 NO. 31, Tung Men Rd., Sec. 3, East Dist., TAINAN 701, TAIWAN R.O.C
	帳號 Account No	60450230639
	代碼	FCBKWTWP
	收款人名稱 Beneficiary's name	長榮大學 Chang Jung Christian University
信用卡授權 Payment Details	卡別 Credit Card Type	<input type="checkbox"/> VISA <input type="checkbox"/> Master card <input type="checkbox"/> JCB
	卡號 Card Number	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> 卡片背面末三碼 CVV Code <input type="text"/> <input type="text"/> <input type="text"/>
	有效月年 Expiration Date	Month/Year ____/____
	金額 Amount	新台幣 NTS _____ 元
	持卡人簽名 Card Holder Signature	(簽名務必與信用卡背面簽名樣式相同) (The signature must be the same as the one on the back of card)
	授權碼 Authorization Code	(由長榮大學填寫 Fill in by CJCU)

常見問題：<https://dweb.cjcu.edu.tw/scd/article/3330>

Q&A：<https://dweb.cjcu.edu.tw/scd/article/3330?lang=en>

## 境外生新生住宿需知

### The Accommodation Notice of Overseas Freshmen

- 一、一般寢室：為方便境外生新生登記宿舍，新生皆由學校直接安排宿舍，安排宿舍後，開學第一週補交住宿保證金 3,000 元(未交住宿保證金者，下學年不得申請宿舍)。

**Ordinary Room:** To the convenient of freshmen for accommodation registration, accommodation registration is supposed to be managed directly by competent authority. Each student should make a deferred accommodation deposit payment, which cost NTD 3,000 within one week upon the beginning of the new semester as the accommodation has been fixed up. (Those who do not make the accommodation deposit payment may not apply for accommodation registration in coming years.)

- 二、保證金說明：凡住宿生需繳交住宿保證金 3,000 元，以保留一學年床位與確保宿舍財產使用後歸還，住宿保證金於隔年 7 月退宿作業無誤後退款至學生繳交的銀行或郵局帳戶；繳交住宿保證金後，無論是否有入住，凡中途辦理退宿者，皆不退還住宿保證金。

**Notice of Accommodation Deposit Fee:** Each of dormitory students should submit the accommodation deposit fee to reserve for a year slot of accommodation, and ensure dormitories' properties are in a good condition as well. The accommodation deposit fee will be returned to the students' bank accounts by the next year as long as you pass from the final dormitory checking. The accommodation deposit fee may not be returned if anyone is abandoned for living on campus upon making a payment.

- 三、宿舍相關規定 Related Regulations of Dormitory:

A. 寢室大小約六坪，生輔組網頁宿舍專區有宿舍照片與宿舍 Q&A，歡迎查詢。

The width of room is about 6 m<sup>2</sup>. There are some photos of dormitory and Q&A on the Student Life and Residential Services Section – Dormitories web. Please do kindly refer to.

B. 進住宿舍當天，先於一樓大廳向宿舍管理員領取寢室鑰匙。

Please do hand in the room's key at the first floor in administrator office on the day.

C. 本校宿舍門禁，早上 5:30 開大門，晚上 12 點關大門實施點名；平時憑刷卡進出宿舍。

**CJCU Dormitory's access inhibition:** The dormitory access will be opened at 05.30 a.m. and closed at 12.00 p.m. as there will be a checking, and should swipe a card for access at the normal time.

D. 本校宿舍依據天氣狀況供應冷氣，供應時間：日間為 11:30 至 13:30；夜間 18:30 至凌晨 02:00，夏季及冬季視氣溫調整供應時間。

CJCU Dormitories will provide A/C in accordance with the weather. It will be working from 11.30 a.m. to 13.30 p.m. and 06.30 p.m. – 02.00 a.m. It would be any adjustments during winter or summer holiday.

E. 每日熱水供應為 17:30 起至 24:00 止。

The hot bath is provided from 05.30 p.m. to 00.00 a.m. everyday

F. 走廊及寢室於凌晨 12 時 30 分熄大燈，僅留小燈。

The light in the room or corridor will be switched off automatically at 00.30 a.m. It is only small light can be used.

G. 個人宜攜帶秋冬衣物、寢具、盥洗用具、拖鞋、吹風機、手電筒、檯燈等；建議自己物品繕寫自己的姓名。

You are suggested to stick your name on all your stuffs, like sweater, rain coat, toiletries, sandals, hairdryer, flashlight, desk lamp, etc.

H. 本校各宿舍均設有冰熱溫水開飲機、投幣式洗衣機、脫水機、烘乾機。

CJCU Dormitories provide water dispenser of each floor, self-financing washing machine, hydroextractor, and drying machine.

I. 為維護宿舍整體公共安全，宿舍區域內禁用高功率電器，如電鍋、電視機、冰箱、烤箱、電

爐、電磁爐、瓦斯爐、電火鍋、電熱水壺、電湯匙...等。

In attempt to keep the public safety, It is prohibited to use high-voltage electricity, like rice cooker, TV, small refrigerator, oven, e-stove, electromagnetic cooker, gas stove, e-cooker, e-heater, e-spoon, etc.

- J. 請勿攜帶高額現金，儘量使用銀行或郵局提款卡。

Please do kindly take the benefits of ATM or Postal ATM instead of keeping much cash on pocket.

- K. 本校設有元大銀行(行政大樓、第二教學大樓)、第一銀行(第三宿舍)、郵局(第二教學大樓、學生活動中心)自動提款機。

CJCU provides Yuan Da Bank ATM located in Administration Building and The Second Teaching Building, The First Bank of Taiwan ATM located in the third dormitory, and Chung Hwa Postal ATM located in the second teaching building and student activity center.

- L. 凡住宿生應主動參閱並遵守宿舍管理辦法，服從管理人員之督(指)導，外宿必須請假，宿舍內嚴禁亂丟垃圾、吸菸、賭博、打麻將、飲酒或異性進入，以維護宿舍安寧與建立優良讀書學習環境。

All the dormitory students should take initiative to read and respect the dormitory regulations, and obey to dormitory administrator' guidance. It is required to request for permission as you do not stay in the dorm. It is highly-prohibited for littering, taking drugs, gambling, playing mah-jong, drinking wine, or taking the opposite sex students in the dormitory in order to keep tranquil and peace, and set a great learning environment.

- M. 本校宿舍全面禁菸，住宿生於宿舍抽菸者，第一次舉發記小過，第二次舉發勒令退宿。

It is prohibited to smoke in whole campus area. Those who smoke in the dorm should get a minor demerit for the first time, leading to be abandoned for the second time.



生活輔導組

地點：行政大樓一樓

Student Life and Residential Services Section

Location: 1F, Administration Building

## 重要處室及專線 Offices and Hotline You Must Know

位置：行政大樓一樓

**Location : 1F, Administration Building**

**生活輔導組 Student Life and Residential Service Section**

業務：宿舍、缺曠請假

Duties : Dormitory、Attendance and Leave

**校安中心 Campus Security Center**

業務：校園安全事件處理

Duties : Campus Security Incident Handling Procedure

位置：行政大樓二樓

**Location : 2F, Administration Building**

**出納組 Cashier Section**

業務：學雜費收費

Duties : Cash Transactions, Payment Processing

**註冊課務組 Registration and Curriculum Section**

業務：學生證申請、休退學、學分抵免、加退選課、超修、輔系、雙主修、校際選課、棄選、轉系、學生提前畢業、成績單、畢業證書

Duties : Student ID issuance, Suspension and Termination of Studies, transfer of credit, Add or drop course, credit exemption, minor, double major, inter-university course election, course withdrawal, change departments, early graduation, transcripts, Degree Certificate

<http://cjcu.tw/d/regis>



位置：行政大樓三樓

**Location : 3F, Administration Building**

**國際交流與兩岸事務處 Office of Global Engagement (OGE)**

業務：工作證、One Stop Service、入學申請、獎學金、全民健保、境外生傷病醫療保險、僑保

Duties : Work Permit Application Approval, One Stop Service, Enrollment, Scholarship, National Health Insurance, Overseas Student Medical Insurance, Overseas Student Medical Insurance

位置：第一教學大樓一樓

**Location : 1F, First Teaching Building**

**衛生保健組 Health Service Section**

業務：健康檢查、急救

Duties : Health check-ups and First Aid

**緊急求助電話 Emergency Contacts**

◇ 緊急救助電話 Emergency Numbers

■ 消防與急救 Fire & Ambulance: 119

■ 警察 Police: 110

◇ 校園安全或緊急事件反應聯絡 Campus Security and Emergency Response Contact

■ 緊急專線電話 Emergency Hotline: (06)2785119、0911677072

■ 緊急傷病專線 Emergency Medical Care Hotline: (06)2785995

## 常見問題 Q & A

Q1:居留我已順利錄取長榮大學，進入台灣之前，我需要準備什麼文件呢？

What should I prepare before I come over Taiwan?

A1:境外生同學入境台灣就學換發居留證前，需至僑居地(國籍地)駐外單位申請入台之居留簽證(一年期)，入境時以居留簽證進入台灣地區，於**入境 15 天內**至學區管轄之移民署申請換發居留證。

For Overseas Students, before entering into Taiwan, you shall apply for a Student Resident Visa in your home country. After arrival in Taiwan, you shall visit a local Immigration Agency and apply for an Alien Resident Certificate (ARC) personally **within 15 days**.

Q2:住宿境外生跨海來台求學，是否提供宿舍？

Will CJCU provide accommodations for overseas students?

A2:本校提供境外同學在學期間優先住宿權，每學期依國際交流與兩岸事務處/生輔組公告時間內辦理申請。※註：大一新生第一學期統一於確認入學後統一由國際交流與兩岸事務處向生輔組提出申請，大一下以後則自行上學生系統申請。

保證金說明：凡住宿生需繳交住宿保證金 3,000 元，以保留一學年床位與確保宿舍財產使用後歸還，住宿保證金於隔年 7 月退宿作業無誤後退款至學生繳交的銀行或郵局帳戶；繳交住宿保證金後，無論是否有入住，凡中途辦理退宿者，皆不退還住宿保證金。

網址: <http://dweb.cjcu.edu.tw/slc/files/111>

All overseas students are guaranteed four years of on-campus housing (dormitory). Office of Global Engagement will register housing for every freshman at the first semester, while you need to access the housing application by yourselves from the following semester through student online system. Notice of Accommodation Deposit Fee: Each of dormitory students should submit the accommodation deposit fee to reserve for a year slot of accommodation, and ensure dormitories' properties are in a good condition as well. The accommodation deposit fee will be returned to the students' bank accounts by the next year as long as you pass from the final dormitory checking. The accommodation deposit fee may not be returned if anyone is abandoned for living on campus upon making a payment.

Link: <http://dweb.cjcu.edu.tw/slc/files/111?lang=en>

Q3 一學年有多少個學期？

How many semesters of an academic year?

A3: **一學年有兩學期**，每學期上課時間 18 週。第一學期(Fall semester)自八月到一月，接著放寒假；第二學期(Spring semester)自二月到七月，接著放暑假。詳細日期請參考本校行事曆：

<https://dweb.cjcu.edu.tw/regis/files/49>

**There are two semesters of an academic year**, and 18 weeks for studying of a semester.

Fall semester: from August to January. After that, it is winter vacation.

Spring semester: from February to July, and continue with a summer vacation. More calendar information please refers to the website: <https://dweb.cjcu.edu.tw/regis/files/49>

Q4 A：每學期的開學日是什麼時候？

When does the school starts in every semester?

A4：第一學期大約在九月中旬開學，第二學期大約在二月中旬。

Fall semester: Mid-September.

Spring Semester: Mid-February.

Q5 學費我在長榮大學求學的學費大約是多少呢？

How much is the tuition?

A5:各院所之學雜費請參考本校會計室網頁-長榮大學當年度各學制日間部學雜費收費標準。

<http://dweb.cjcu.edu.tw/as/files/434> (相關問答亦請參考網頁上資訊)

Specific programs and departments may have different tuition amounts. You could refer to the website of Accounting Section for estimates based on currently approved amounts. Please note these figures may not be final. <http://dweb.cjcu.edu.tw/as/files/434>

Q6 學費每次是繳交一學期的金額還是一學年?

Regarding the tuition fee, do I have to pay for one semester or two semesters at a time?

A6: **每學期繳交。**

Students pay their tuition fee at the beginning of every semester. So, you **pay for a semester at a time.**

Q7 學費繳交期限?

When should I pay the tuition fee?

A7: **每學期開學前應完成繳交。**

**Students must pay their tuition fee before the beginning of the semester.**

Q8 醫療在台灣如果生病了怎麼辦?我該事先投保台灣地區的醫療保險嗎?

What if I were sick when I study in Taiwan?

A8: 大一新生取得健保資格前, 統一向國泰保險單位投保境外生醫療傷病保險, 費用為:\$500/月, 一次投保半年。

To ensure access to health care when you need it, before you are eligible to join National Health Insurance (NHI), all International Student freshmen are encouraged to join Overseas Student Medical Insurance. The cost is NTD 500 per month.

Q9 醫療什麼是健保?可以選擇投保或不投保嗎?

What is NHI?

A9: 健保即台灣全民健康保險, 台灣全區涵蓋健保補助的醫療院所, 同學們均可持健保卡就醫, 就診同學除特定醫藥檢測外僅需支付掛號費用及部分負擔即可安心就醫; 全民健康保險為**義務性質, 即一旦符合加保資格, 便需強制性加保健保。**

NHI is Taiwanese National Health Insurance, founded to provide all citizens a friendly and high quality health environment in Taiwan. Joining in NHI is compulsory: everyone who meets the eligibility criteria must join in the insurance plan.

Q10 醫療健保資格應如何計算呢?

How should I know whether I am eligible to join NHI or not?

A10: 大一新生入台居留期滿6個月、居留期間出境至多1次且不超過30天, 出境天數不列入居留6個月計算中。

※註:居留期滿之6個月, 持外僑居留證之僑生、外籍生自持居留簽證入台日起算; 港澳學生自居留入出境證換領日起算; 持台灣身分證之雙國籍同學自設籍日起算, 但出入境不受限制。

You will be eligible as the following situations,

(1) After entering Taiwan and receiving an ARC, you have stayed in Taiwan for six consecutive months. Or

(2) After entering Taiwan and receiving an ARC, you have ever exited Taiwan once for less than 30 days. After the number of days that you have been away from Taiwan is deducted, the period of staying Taiwan amounts to six months.

Q11 醫療健保費用應如何計算呢?

How much do I have to pay for NHI?

A11: **健保費用為\$826/月**, 大一新生於符合加保後由國際交流與兩岸事務處製單, 學生自行至出納組繳費, 大一下以上舊生統一於學費單中併入學雜費收取。

After you join NHI through CJCU, for the first time OA will provide a form demanding the fee and you have to pay the fee with the form in the Cashier Section in CJCU. In the following every semester you study in CJCU, six months NHI fee will be included in registration fee. It will be **NTD 4,956 (NTD826/one month).**

Q12 獎助學金 學校提供哪些獎學金鼓勵境外學生在台求學時申請呢?

Is there any scholarship or funds for Overseas students?

A12:

I、外國學生新生(不含109學年度後開設之全英授課班別、學程、系所之學生), 於第一學期定額補助新台幣35,000元整, 並自當期學雜費總額扣減, 欲申請者請至 <http://cjcu.tw/r/VaamLs> 查詢申請。(學生於收到入學通知書後, 才得提出獎助學金申請。)

II、第二學期開始境外生可依規定申請境外生獎助學金(符合續領資格者, 每學期每人新台幣



25,000 元整)。可受獎助學生之名額需視本校經費預算彈性調整之。請參考：

[http://dweb.cjcu.edu.tw/overseas\\_student/article/2855](http://dweb.cjcu.edu.tw/overseas_student/article/2855)

III、入學後如辦理退學，需繳回已領之此項獎助學金。

I、International students newly enrolled in the university (excepts for students who enroll English-taught classes, courses and departments offered after the 109 academic year) will receive a fixed subsidy of NT \$ 35,000 in the first semester, which will be deducted from the total tuition and fees for the current period. More information please refer to [http://dweb.cjcu.edu.tw/overseas\\_student/article/4439](http://dweb.cjcu.edu.tw/overseas_student/article/4439). (Students can apply for scholarship only after receiving the admission notice.)

II、At the beginning of the second semester, those foreign students can apply for overseas student scholarship (those who meet the renewal conditions shall receive NT\$ 25,000 per semester per person).

III、If a funding recipient withdraws from the University, his or her funding eligibility will be revoked. He or she will also be required to return all amounts of money received previously.

Link: [http://dweb.cjcu.edu.tw/overseas\\_student/article/2855?lang=en](http://dweb.cjcu.edu.tw/overseas_student/article/2855?lang=en)

Q13 工讀 境外學生在台求學期間可以工讀嗎？

Could I work part time as I study in CJCU?

A13：可以。除陸生以外之僑生、港澳生、外籍生得於工作證核可後在台灣合法工讀，雇主應依法投保勞保(學生需依規定負擔部分保費)；**唯學期上課期間工讀時數不得超過每週 20 小時(寒、暑假不受此限)(校內工讀依校內規定辦理)。**

※註：境外生工作證申請請參考國際處網站-工作證申請

<https://dweb.cjcu.edu.tw/intl/article/6717?lang=en>

Yes, as long as you are issued a work permit by the Workforce Development Agency. An employer should help you to join labor insurance. **Except winter and summer vacation, working hours for one week cannot exceed 20 hours.**

※The following is the website for work permit application.

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

Q14 交通 我在台灣沒有交通工具，我該如何到其他地方（城市、景點）？

I do not have a car, scooter or bicycle. How can I move to other cities in Taiwan?

A14：學校地理位置位南部交通樞紐，交通便利，校園內即有以學校名稱命名的火車站(長榮大學站)，可自由前往其他城市，往台南市區需 18 分鐘，到台南高鐵站 4 分鐘，搭乘高鐵前往台北僅需 1 小時 50 分鐘；開車前往台南航空站 20 分鐘(亦可從高鐵站搭乘接駁車前往)；校內亦有大台南公車設點，可前往附近據點。

There is a train station on campus named CJCU station. It just takes 18 minutes to Tainan downtown and 4 minutes to High Speed Railway (HSR) Tainan station. By HSR, you could go to most main cities in Taiwan.

Q15 是否提供華語課程？

Does school offer Mandarin lessons?

A15：本校教學以中文(國語)為主，各學系錄取學生應具備中文聽、說、讀、寫能力(部分系所以英文授課除外)，入學後如中文能力較差，無法聽課者，應參加華語文加強課程或自費於本校華語中心修習華語文。

The principal language of instruction at CJCU is Chinese (Mandarin). Applicants should be proficient in listening, speaking, reading, and writing Chinese (except some courses are taught in English). If students are unable to keep up with their regular course work due to their inadequate Chinese language skills, they could be requested to take remedial Chinese language courses from the Chinese Language & Culture Center of Chang Jung Christian University at their own expense.

Q16 綜合 我來到台灣就學可以申辦電話卡嗎？

Could I apply for a cellphone SIM card in Taiwan?

A16：建議入境台灣後，直接在機場購買電話卡，因機場的方案會比較優惠。

Yes. Taiwanese cell phone providers generally provide pre-paid card to overseas users. You could apply it in an international airport.

**Q17 綜合** 除了學費外，我應該還要準備多少錢來學校？

How is the living expense in Tainan, Taiwan?

A17：一般在台生活費用，以南部為基準每日三餐約 NTD\$200-400 內，交通費用長榮大學→台南市區火車單程車票 NTD\$15-25。

In Southern Taiwan, one meal is about NTD50-100. One-way train ticket from CJCUC to Tainan downtown is about NTD15-25.

**Q18 綜合** 「西元」的出生年月日該怎麼換算成「民國」？

How to transfer my birth date from A.D. to Republic Era (民國), the calendar used in Taiwan?

A18：在不同的國家/區域會有當地標示年份的方式，「西元」全世界通用，在台灣大部分的人也都可以理解，不過，台灣有屬於自己的年份標示方式，也就是「民國」。在某些文件上會需要以民國寫出自己的出生年月日，只要把自己的西元出生年減掉 1911，就是民國出生年，例如 1997 年出生，就是民國 86 年，而民國的月日與西元相同，不須換算。

Different countries/areas may have its own calendar. A.D.is used worldwide and most Taiwanese can understand it. However, Taiwan has its own calendar, called Republic Era (民國). In certain documents you need to write down your birth date in Republic Era (民國). You could just have the A.D. year minus 1911 and the number will be the year for Republic Era (民國). For example, A.D.1997 is Republic Era (民國) 86. Month and day for Republic Era (民國) are the same as those for A.D. so you do not have to transfer month and day.

**Q19 綜合** 學校甚麼時候放假？甚麼時候上課？

When are summer and winter vacations?

A19：台灣的學制用學年度來算，一個學年度有上、下兩個學期，每個學期間會有一個長假，我們統稱為寒、暑假。上學期開學約為 9 月中，上課到隔年 1 月中，接著放寒假(大約一個月)，寒假結束後，下學期開始。下學期開學約為 2 月中，上課到 6 月中，接著放暑假(大約三個月)，暑假結束後，9 月中新的學期又開始。

In Taiwan, there are two semesters and the period for one semester is 18 weeks. Between two semesters, students have summer vacation and winter vacation. The first semester generally starts from the middle of September, then in the following January students will have winter vacation for about one month. The second semester begins around February and from June students will have summer vacation for about 3 months.

**Q20 綜合** 台灣的天氣如何呢？我該帶些什麼樣的衣服？

How about the weather in Taiwan?

A20：台灣的氣候有春(3-5 月)、夏(6-8 月)、秋(9-11 月)、冬(12-2 月)四季之分，一般說來，短袖、長袖都要帶，而冬天寒流來時還需要穿到厚外套跟羽絨外套。

There are four seasons in Taiwan: Spring (Mar-May), Summer (Jun-Aug), Autumn (Sep-Nov) and Winter (Dec-Feb). There is huge temperature difference between Summer and Winter so that you'd better prepare short-sleeved and long-sleeved clothes and even a windcheater.

**Q21 綜合** 我還有其他問題想要詢問，可以和誰聯絡？

Who I supposed to contact once I have further questions?

A21：國際學生服務組 One stop service (行政大樓 3 樓國際交流與兩岸事務處)

One stop service at CJCUC provides international students with a central location to seek assistance and trained staff to either provide that assistance or make an appropriate referral.

Location: 3rd floor of the administration building

Office hours : Monday - Friday, 8:30 AM - 5:10 PM

Link: <https://dweb.cjcu.edu.tw/intl/article/4302>