

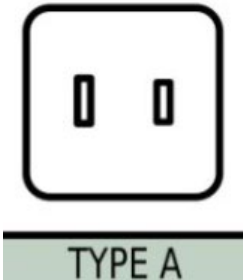
境外學位新生手冊

Overseas Students Handbook

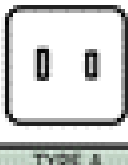


來台準備資料檢核表 Checklist

① 僑外生 (Overseas Chinese Students, International Students)

Tick	Item
☐	1. Passport 護照
☐	2. Resident Visa 居留簽證
☐	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
☐	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
☐	5. At least four 2” profile photos (white background) 至少 4 張 2 吋白底大頭照
☐	6. Plug Adaptor 轉接插頭 (110 Voltage) 

②港澳生 (Students from Hong Kong or Macau)

勾選	項目
☐	1.護照
☐	2. 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
☐	3.經過驗證的中學/大學畢業證書和中學/大學歷年成績單
☐	4. 2 吋白底近身照片至少 3 張
☐	5.永久性居民身分證(香港/澳門)
☐	6.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】
☐	7.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】
☐	8.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。
☐	9.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】
☐	10.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

國際事務室 國際專修部

Office of Global Engagement International Foundation Program

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

簽署境外生須知切結書

Sign Information for CJCUC 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，即取消入學資格或開
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

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

- (1) 學校屬教育部大陸地區高等學校認可名冊所列

Link:

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。

- (3) 無「大陸地區學歷採認辦法」第 8 條所列不予採認情形。

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](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 個月以上之護照正本、影本各 1 份；
- 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/通知正本及影本各 1 份；
- 5 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；
- 6 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；文件驗證，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>
- 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。

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/lp-402-1-xCat-05.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/>

抵達後

居留簽證→居留證

1. 居留簽證轉居留證須於抵臺 30 天內完成申請。
2. 線上申請網站：<https://coa.immigration.gov.tw/coa-frontend/student/entry>
3. 所需文件（電子檔）：
 - ✓ 相片（二吋半身脫帽正面）
 - ✓ 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室

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. Original and copy of the Admission Letter Notice
05. 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.
06. 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>
07. 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:
https://www.cdc.gov.tw/En/Category/ListContent/C4w0xUaCBCKzdd6BxDGWcA?uaid=LgG4_1kPzR7S1IAA634XJg

*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. 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 admission letter from the university.
05. Diploma of your highest level of education and related academic records. These must be authenticated by ROC overseas missions.
06. Proof of financial support. Foreign documents shall be translated in Chinese or English and authenticated by ROC overseas missions.
07. 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:
<https://www.cdc.gov.tw/Category/Page/nU7y97g0GqJbB3kn5B-nPg>

*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 30 days after arrival °
2. Website : <https://coa.immigration.gov.tw/coa-frontend/student/entry>
3. Required documents (jpg file) :
 - ✓ Photo(2"*2")
 - ✓ 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」。

申請流程：

1. 入出境許可證線上申請：<https://coa.immigration.gov.tw/coa-frontend/overseas-honk-macao>，申請事由點選「留學」。
2. 所需文件：
 - ✓ 2年內拍攝之2吋白底彩色證件照片
 - ✓ 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）
3. 如無須補正相關證明文件，自送件翌日起算5個工作天完成辦理。
4. 單次入出境證：新臺幣600元整。
5. 電子入出境許可證及收據下載。

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

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

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.gov.mo/zh-hant/services/ps-1068/ps-1068a/>

抵達後

一、「入出境許可證」轉「居留證」需於抵臺 30 天內完成申請

1.由申請人上居留證線上申辦系統 <https://coa.immigration.gov.tw/coa-frontend/student/entry> 申請。

2.上傳申請文件：

- ✓ 中華民國臺灣地區入境居留申請書乙份，並貼正面白底彩色脫帽照片乙張（同中華民國國民身分證照片規格）。
- ✓ 香港或澳門永久居民身分證正本、影本 1 份。（驗正本繳影本，正反面印在同一面）
- ✓ 入境許可證正本、影本各 1 份。（驗正本收影本）
- ✓ 3 個月內健康檢查合格證明書。（依中央衛生主管機關公告之健康檢查證明應檢查項目表（乙表）辦理）。
- ✓ 本校錄取通知書（單獨招生）或海外聯合招生分發通知書。（驗正本收影本）
- ✓ 在學證明。
- ✓ 住宿證明。（校內住宿證明需加蓋單位戳章，在外居住者需附租約證明）
- ✓ 三個月內經駐外館認證最近 5 年內無刑事犯罪記錄證明書（又稱良民證）；未滿 20 歲者（年滿 20 歲當年度 9 月 1 日前亦計算之）免附。

3.申請地點：內政部移民署第一服務站

4.申請費用：臺灣地區居留入出境證：新臺幣 2,600 元。於該證 40 次出入境許可欄位用畢前，無需申請出入境許可；於 40 次次出入境許可欄位用畢後，需重新申請本證。

5.取得居留證後，請務必繳交 1 份影本至國際事務室。

台南市移民署 Tainan Immigration Office Address

① 移民署台南第一服務站 地址：700 台南市中西區府前路一段 262 號 電話：06-2937641 上班時間：周一至周五 8:00~17:00	① First Tainan City Service Center Station Address: No.262, Sec. 1, Fuqian Rd., West Central Dist., Tainan City, Taiwan (R.O.C.) Telephone No.: 06-2937641 Trading hour: Monday to Friday 8:00~17:00
② 移民署台南第二服務站 地址：741 台南市善化區中山路 353 號 電話：06-5817404 上班時間：周一至周五 8:00~17:00	② Second Tainan City Service Center Station Address: No.353, Zhongshan Rd. Shanhua Dist., Tainan City 74157 Taiwan (R.O.C.) Telephone No.: 06-5817404 Trading hour: Monday to Friday 8:00~17:00

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
 理賠規定以保單內容為準。 1 請到有加入健保的醫院或診所就醫。 2 申請診斷證明書，並且保留所有收據。 3 備齊理賠所需文件，繳交給國際事務室。	 Claims regulations are according to the contract of the insurance. 1 Please go to hospitals or clinics which join with National Health Insurance. 2 Apply a medical certificate and keep all receipts. 3 Hand in all required documents for applying claims to the Office of Global Engagement.
所需文件 1 所有收據正本 2 診斷證明書正本 3 存摺影本 4 居留證影本 5 護照影本 6 理賠申請書 ※保險公司會將費用匯入你的帳戶	Required documents 1 all original receipts 2 medical certificate 3 a copy of bank or post office account book 4 a copy of ARC 5 a copy of passport 6 Claims applying form ※The money will transfer to your account by the Insurance company.

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 600 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 NTD 600.

理賠資訊	Claims information
 理賠規定以保單內容為準。 1 請到有加入健保的醫院或診所就醫。 2 申請診斷證明書，並且保留所有收據。 3 備齊理賠所需文件，繳交給國際事務室。	 Claims regulations are according to the contract of the insurance. 1 Please go to hospitals or clinics which join with National Health Insurance. 2 Apply a medical certificate and keep all receipts. 3 Hand in all required documents for applying claims to the Office of Global Engagement.
所需文件 1 所有收據正本 2 診斷證明書正本 3 存摺影本 4 居留證影本 5 護照影本 6 理賠申請書 ※保險公司會將費用匯入你的帳戶	Required documents 1 all original receipts 2 medical certificate 3 a copy of bank or post office account book 4 a copy of ARC 5 a copy of passport 6 Claims applying form ※The money will transfer to your account by the Insurance company.

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.

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：	International students who are qualified for enrolling in NHI program may apply for the program through CJCUC or the local district office. Qualifications:
(1) 進入臺灣並且取得居留證後，在台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，累計在台灣居留的天數達六個月	(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.

*透過長榮大學辦理全民健保的注意事項

1. 加保

- (1) 第一次加保的學生，國際事務室會協助提供資訊予健保署進行加保作業。
- (2) 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，到國際事務室辦理加保。
- (3) 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：

- (1) 在學期間在外打工並依附公司投保，請提供公司投保證明，辦理健保轉出退費。
 - (2) 如果你畢業之後，繼續留在台灣工作，或者是轉學，請到國際事務室辦理健保轉出。
- #### 3. 退保：如果你因畢業或休退學離開台灣，請到國際事務室辦理退保事宜。

*Applying for NHI through CJCUC Notice

1. Applying for NHI

- (1) Students Applying NHI for the first time, the Office of Global Engagement will provide the information to HNI office.
- (2) If you transfer to CJCUC, please hand in the NHI transfer report from your original school to the Office of Global Engagement with your ARC and a copy of ARC.
- (3) After you join NHI through CJCUC, 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

- (1) During studies, if you are working part-time and are issued under a company's labor insurance, please provide proof of the company's insurance coverage in order to process the withdrawal from the student health insurance and apply for a refund.
- (2) If you work in Taiwan after graduation or transfer to other universities, please come to the Office of Global Engagement to deal with the NHI transfer.

3. Cancelling NHI

If you graduate, leave of absence or withdrawal from studying at CJCUC, please come to the Office of Global Engagement 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

2022/9/1 入境

居留期間未出境



★2022/9/1+6個月→**2023/3/1加保**，2023/3/1符合居留滿6個月

B. 出境1次未逾30日

2022/9/1 入境

10/1 出境

10/11 入境



★2022/9/1+6個月+10天→**2023/3/11加保**，2023/3/11符合居留滿6個月

C. 出國逾30日

2022/9/1 入境

10/20 出境

2023/2/1 入境

居留期間未出境



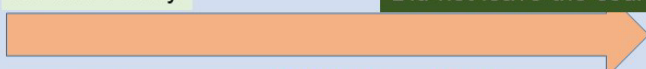
★2023/2/1+6個月→**2023/8/1加保**，2023/8/1符合居留滿6個月

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

A. having continuously stayed in Taiwan for 6 months

2022/9/1 entry

Did not leave the country during the stay



★2022/9/1+6 months→**2023/3/1 qualified**，2023/3/1 after a full 6 months of residence (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

2022/9/1 entry

10/1 go aboard

10/11 entry



★2022/9/1+6 months+10 days→**2023/3/11 qualified**，2023/3/11 having stayed in Taiwan for actual 6 months with a departure for less than 30 days, and the actual duration of residence should exclude the number of days staying abroad

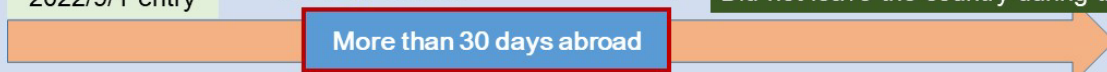
C. go aboard more than 30 days

2022/9/1 entry

10/20 go aboard

2023/2/1 entry

Did not leave the country during the stay



★2023/2/1+6 months→**2023/8/1 qualified**，2023/8/1 after a full 6 months of residence (having continuously stayed in Taiwan for 6 months)

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

115 新生 (轉學生)

身份證字號

身份證字號



民國出生年月日 (生日格式: 910514)

民國出生年月日



查詢

- 查完學號，請記得到學生系統登錄學籍資料。(說明點我)
- Hi,同學!新生懶人包，您要資訊都在這。
- 開放查詢：2026/4/13 下午 02:00:00
- 截止日期：2026/9/30 下午 05:00:00
- 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(1111-1113)。About Student ID , International student please contact [Registration and Curriculum Section](#)。



若查無資料，請洽註冊課務組(+886 2785123 #1112-1113)。

About Student ID , please 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>

The screenshot shows the login interface for the CJCUC Single sign-on Student Portal in Chinese. At the top, the CJCUC logo is displayed. Below it, the title '長榮大學 單一簽入 學生系統' (CJCUC Single sign-on Student System) is centered. There are two input fields: '帳號' (Account) and '密碼' (Password), each with a corresponding icon. A blue '登入' (Login) button is positioned below the password field. At the bottom, a list of links and instructions is provided, including '查詢我的學號' (Check my student ID), '第一次登入密碼為身份證後四碼' (First login password is the last four digits of the ID card), and '資訊安全政策 | 隱私權政策' (Information Security Policy | Privacy Policy).

CJCUC

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。
- 如果您是畢業校友請至[校友平台](#)
- [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：
1. 帳號驗證失敗超過五次，將鎖定15分鐘。
2. 每六個月變更密碼。
- [資訊安全政策](#) | [隱私權政策](#)

The screenshot shows the login interface for the CJCUC Single sign-on Student Portal in English. At the top, the CJCUC logo is displayed. Below it, the title 'CJCUC Single sign-on Student Portal' is centered. There are two input fields: 'Account' and 'Password', each with a corresponding icon. A blue 'Sign in' button is positioned below the password field. At the bottom, a list of links and instructions is provided, including '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.', and 'Information Security Policy | Privacy Policy'.

CJCUC

CJCUC 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?

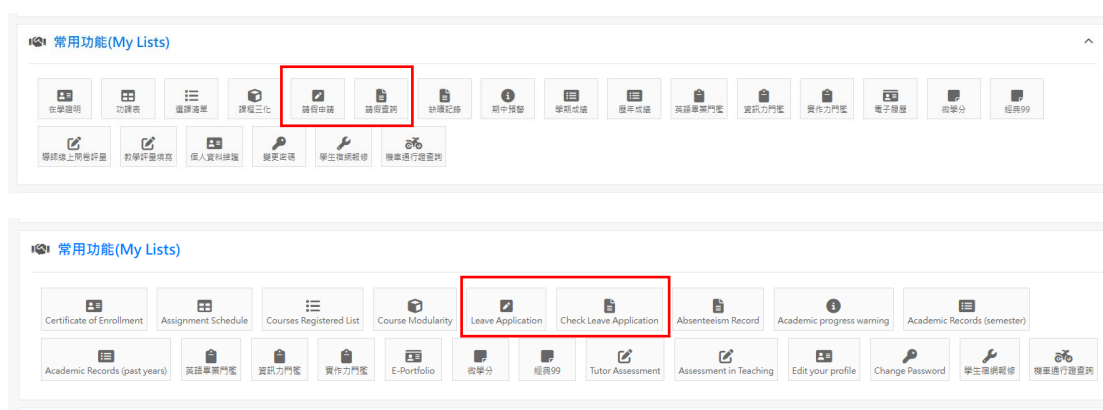
學生如因故無法出席課程、集會或其他規定應參與之活動，應依規定辦理請假手續。未完成請假程序或請假未獲核准者，將以曠課處理。因病請假逾一日者，應檢附醫師診斷證明。

Students who are unable to attend classes, meetings, or other required activities due to any reason must complete the leave application procedure in accordance with the regulations. Those who fail to complete the leave application process or whose leave requests are not approved will be considered absent without leave. Students applying for sick leave for more than one day are required to provide a doctor's certificate.

長榮大學學生系統 <https://cweb.cjcu.edu.tw/sso/student>

CJCU Student Portal <https://cweb.cjcu.edu.tw/sso/student>

✦ Step1: Select [Application Form 請假申請作業] / 請假申請 Apply Leave-Application



上圖顯示學生入口網站的主頁面。使用者可以從此處申請請假並查詢自己的請假紀錄。

The figure above shows the main page of the student portal. Users will be able to apply for leave and check their leave records from here.

✦ Step 2: Select [我同意以上條款(I AGREE TO THE ABOVE TERMS)] and then click [NEXT STEP(下一步)].

【學生線上請假說明】

1.請確認請假資料正確再送出。
2.送出後請自行審核准假狀況，未審核完成需立即聯絡導師確認核准狀況。
3.學生請假辦法第七條 學生請假有下列情況者，採上填填具假單，列印系統匯出紙本轉送權責師長核准後送生輔組登錄。

(一) 當學期課業計畫20小時以上者。
(二) 每月請事、病假累計超過7日者。
(三) 未依請假時限辦理請假者。

以上同學請注意：
• 1.列印紙本後立即重見導師。
• 2.需提供證明書需重見導師。
• 3.送出後請自行上網查詢請假審核狀況。
• 4.就課補課的請假或缺課，若有疑問請至生輔組，可協助於系統中獲取請假課程。
• 5.當您完成閱讀後，您同意以上內容並於勾選「我同意以上條款」後進行下一步。

☐ 我同意以上條款

下一步

【Instructions for Student Online Leave Application】

- 1.Ensure that information on the Leave Application is correct before sending.
- 2.After submitting application, check the status of the leave application. If approval has not been given, immediately contact advisor to verify approval status.
- 3.According to Article VII of Student Leave Application Regulations, under the following conditions, students who apply for leave online must complete and print out the application, personally deliver the application to the teacher-in-charge for approval, then submit it to the Student Life and Residential Service Section for records.
 - (→) Those who have missed more than 20 hours of classes within the current semester.
 - (□) Those who have taken more than 7 days of personal leave or sick leave within the current month.
 - (□) Those applying outside the application time deadline.

The above students should be reminded to:

- 1.See their advisor immediately after printing the application.
- 2.Those who need supporting documents must see their advisor.
- 3.After submitting the application, go online to check the application status.
- 4.For any questions about changing or making up classes for leaves or absences, go to the Student Life and Residential Service Section for help with selecting courses through the System.
- 5.After reading and agreeing with the above, check "I agree with the above terms" and proceed to the next step.

☐ I agree with the above terms

[Next step](#)

▲ The figure above shows the agreement of apply leave.

Remarks:

- 1 Ensure that information on the Lease Application is correct before sending.
- 2 After submitting application, check the status of the leave application. If approval has not been given, contact advisor to verify approval status.
- 3 According to Article VII of Student Leave Application Regulations, under the following conditions, students who apply for leave online must complete and print out the application, personally deliver the application to teacher-in-charge for approval, then submit it to the Student Life and Residential Service Section for records.
 - ① Those who have missed more than 20 hours of classes within the current semester.
 - ② Those who have taken more than 7 days of personal leave or sick leave within the current month.
 - ③ Those applying outside the application time deadline.

The above students should be reminded to:

- i. See their advisor immediately after printing the application.
- ii. Those who need supporting documents must see their advisor.
- iii. After submitting the application, go online to check the application status.
- iv. For any questions about changing or making up classes for leave or absences, go to the Student Life and Residential Service Section for help with selecting courses through the System.
- v. After reading and agreeing with the above, check “ I agree with the above terms” and proceed to the next step.

◆ Step 3: 請假申請 Apply Leave-Taking

請輸入請假日期、請假理由及假別

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

請假日期: 起 ~ 迄
日期格式: yyyy/mm/dd
格式說明: 2026 年 1 月 1 日 請輸入 2026/01/01

請假事由:

(↑請儘可能描述清楚，不可僅填假別類別二字，核假師長可因事由不清楚不准假。)
(因防疫「嚴重特殊傳染性肺炎」，請同學填寫病假，清楚說明理由，如牙痛/急性腸胃炎...等，俾利老師核假單)

請假類別:

[下一步 \(Next\)](#)

Application Procedure / Leave Application

Date of Leave
From ~
to

Date format : yyyy/mm/dd
Format instruction : January 1, 2026 . Please enter 2026/01/01

Reason for leave

(† Please describe in detail. Do not just fill in with a leave category. If the reason is unclear, the teacher-in-charge might not approve the leave application.)

(Due to the prevention of 'severe acute respiratory syndrome coronavirus 2' (COVID-19), students are required to fill out sick leave forms, clearly stating the reason for illness, such as toothache/acute gastroenteritis, etc., for the convenience of teacher review of the leave request.)

Leave Category

事假 Personal Leave

下一步 (Next)

※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)

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 9/18(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 1st ~ July 31st. Fall Semester: August ~ January ; Spring Semester: February ~ July.

2. **學雜費應於每學期初註冊時繳交**，每學期約新臺幣46,210~56,000 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 46,210~56,000 (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>

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.

3. 住宿費，依照不同房型收費，約每學期新臺幣 14,800~29,700元 (學期住宿費包含寒/暑假至7/20)，經許可住宿同學，應在規定期限內繳納保證金。

Dormitory fees vary depending on the room type, ranging from NT\$14,800 to NT\$29,700 per semester. The semester fee includes winter/summer break accommodation up to July 20. Students who are approved for dormitory accommodation must pay a NT\$3,000 deposit within the specified deadline.

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22條至第30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 22 to Article 30) 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 30 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 30 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）請記得提供您的姓名及學號
Bank Transfer: Be sure to provide your name and student ID number for reference.
《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 : FCBKWTWP
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

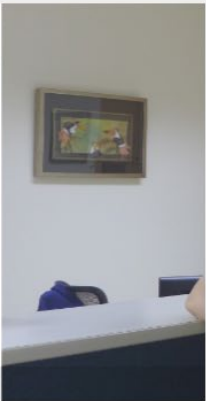
Link: <https://dweb.cjcu.edu.tw/ShepherdFiles/B0505/File/20200831085751622.pdf>

CJCU 出納組

長榮大學 English

關鍵字搜尋...

訊息中心 成員介紹 服務資源 學雜費專區 常見問題



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 Branch	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 SWIFT CODE	FCBKTWTP
	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	☐ VISA ☐ Master card ☐ JCB
	卡號 Card Number	- - -
	有效月年 Expiration Date	Month/Year ____/____
	金額 Amount	新台幣 NT\$_____ 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 m². 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. 本校宿舍無門禁，晚上 12 點宿舍大門採單一出入口刷卡管制、並由幹部實施點名，平時憑刷卡進出宿舍。
CJCU dormitories have no curfew. However, starting from 12:00 a.m., access is restricted to a single entrance with card swiping and roll call conducted by dorm staff. At other times, students may enter and exit the dormitory using their access cards.
- 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

國際事務室 Office of Global Engagement (OGE)

業務：工作證、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 30 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 30 days**.

Q2:住宿境外生跨海來台求學，是否提供宿舍？

Will CJCUC provide accommodations for overseas students?

A2:本校提供境外同學在學期間優先住宿權，每學期依國際事務室/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事務室向生輔組提出申請，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: <https://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: <https://dweb.cjcu.edu.tw/slc/files/111>

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事務室製單，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 the office of Global Engagement 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 826 per 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(學士班及碩士班學生)，並自當期學雜費總額扣減，欲申請者請至 https://dweb.cjcu.edu.tw/overseas_student/article/4439 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。)

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 (Students in Bachelor's and Master's Programs), which will be deducted from the total tuition and fees for the current period. More information please refer to https://dweb.cjcu.edu.tw/overseas_student/article/4439. (Students can apply for scholarship only after receiving the admission notice.)

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 20,000 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

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\$ 20,000 per semester per person).

III、入學後如辦理退學，需繳回已領之此項獎助學金。

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

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)；**惟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事務室網站-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 CJCUC 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，每餐約 NTD 70~120 內，交通費用長榮大學→台南市區火車單程車票約 NTD 31。

In Southern Taiwan, one meal is about NTD 70~120. One-way train ticket from CJCUC to Tainan downtown is about NTD 31.

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：台灣的气候有春(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：國際專修部(行政大樓 3 樓國際事務室)

International Foundation Program 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, 8:10 AM - 5:10 PM

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