

切結書

Affidavit

本人_____ (學號：_____)已瞭解休退學相關規定，並知道依據外國學生來臺就學辦法(106.09.08) 第 9 條: 招收外國學生之大專校院，即時於本部指定之外國學生資料管理資訊系統，登錄外國學生入學、轉學、休學、退學或變更、喪失學生身分等情事。除符合其他可在臺停留或居留之身分且經內政部移民署（以下簡稱移民署）許可者外，應於生效之翌日起 10 日內，備齊下列文件：

I _____ (Student Number: _____) understand the relevant regulations pertaining to leave of absence and withdrawal from school. I am also aware that according to Article IX of the Regulations Regarding International Students Undertaking Studies in Taiwan (September 8, 2017), colleges and universities enrolling overseas students shall immediately log-in information such as overseas student registration, transfer, leave of absence from school, withdrawal from school, and change or loss of student status into the overseas student data management system designated by the Ministry. Except for those otherwise approved by the National Immigration Agency of the Ministry of the Interior (hereinafter referred to as the Immigration Agency) to stay or reside in Taiwan, the following documents shall be in order within 10 days from the date of effect:

(1)填寫入出境申請書。

(1) Completed entry and exit application form.

(2)休(退)學證明。

(2) Certificate of leave of absence (or withdrawal) from school.

(3)繳回居留證。

(3) Resident Certificate to be returned.

(4)照片。

(4) Photo.

(5)回程機票(10 天內離境日期機票)。

(5) Return air ticket (Dated 10 days within departure date).

申請單次出境證，並自核證之翌日起 10 日內離境。

Apply for a single exit permit, and depart the country within 10 days of approved date.

立切結人：

Signatory:

統一證號：

Unified ID Number:

連絡電話：

Contact Telephone:

中 華 民 國

年

月

日

Date: _____(yy)_____ (mm)_____ (dd)

注意事項

Reminders

◇ 簽證

◇ Visa

申請離校（休、退學、畢業）且持以就學為目的之居留證件者，於完成離校手續後，居留證件便會失效。請至居留地之移民署繳回居留證件並於移民署規定時間內離境。休學結束後欲返台復學時，必須重新申請簽證入境。

至移民署繳回居留證件時，需準備以下文件：

Holders of resident certificate for study purposes who are applying to leave school (leave of absence, withdrawal, graduation) shall have their resident certificate invalidated upon completion of school leaving procedures. Please return the resident certificate to the Immigration Agency in the region of residency and leave the country within the deadline specified by the Immigration Agency. Those wishing to resume study in Taiwan after their leave of absence must re-apply for visa.

Have the following documents ready when returning the resident certificate to the Immigration Agency:

1. 機票
1. Air ticket.
2. 休退學證明書
2. Certificate of leave of absence (or withdrawal) from school.
3. 居留證
3. Resident certificate.
4. 相片
4. Photo
5. 母國身分文件(身分證或護照)
5. Identity document from home country (Personal identity card or passport).

若您還有任何簽證問題，歡迎撥打電話至內政部移民署台南第二移民署詢問 06-5817404

For any visa related questions, please call the Tainan No. 2 Immigration Agency of the National Immigration Agency of the Ministry of the Interior at 06-5817404.

◇ 全民健康保險

◇ National Health Insurance

I. 境外生因畢業、退學、休學而返回僑居地或離境前，應至入學服務處辦理退保手續。

1. Overseas students returning to their home of residence or leaving the country because of graduation, withdrawal from school or leave of absence from school shall go to the Office of Admissions to withdraw enrollment from the National Health Insurance.

II. 如未立即離境，仍在台滯留者，且其居留證仍在效期內，應向原就讀學校辦理轉出，並至居留證所載之居留地(住)址所屬的鄉(鎮、市、區)公所辦理轉入加保手續。

2. Those who are not leaving immediately and will be remaining in Taiwan, and whose resident certificate is still valid may go to the Town (City, Town, District) Office of the residence (housing) address specified in

their resident certificate to transfer their National Health Insurance enrollment from their original school of study.

III. 境外生辦理復學入境，則須重新申請居留資料後要等 6 個月才能加保。

3. Overseas students applying for the entry of resumption of study must wait 6 months after re-applying for resident certificate before they can enroll in the insurance.

若您還有任何健保問題，歡迎撥打電話至衛生福利部中央健保署南區業務詢問 06-2245678

For any National Health Insurance related questions, please call the Tainan Office of the National Health Insurance Administration of the Ministry of Health and Welfare. the Interior at 06-2245678.

◇ 工作證

◇ **Work Permit**

境外生休/退學期間不得在台工作。

Overseas students are not permitted to work in Taiwan during their period of leave of absence /withdrawal from school.

若您還有任何工作證問題，歡迎撥打電話至勞動力發展署詢問 02-89956000

For any work-related questions, please call the Workforce Development Agency of the Ministry of Labor at 02-89956000.

◇ 獎學金

◇ **Scholarship**

依不同入學年度、身分別及獎學金法規之規定，獲獎助境外生如辦理休學、保留學籍或退學，應依規定確認是否需追回已受領之獎助學金。

Overseas students awarded scholarships or grants according to the regulations during their year of admission, individual status and scholarship regulations shall verify whether they are required to return awards received when they apply for leave of absence from school, retention of student status or withdrawal from school.

若您還有任何問題，歡迎至入學服務處詢問。

For any questions, please contact the Office of Admissions.