

## Alien Resident Certificate (ARC) and Re-entry Permit Application Process for International Students and Overseas Chinese Students (excluding students from Macau and Hong Kong)

International students including Overseas Chinese Students are required to apply for ARC within 15 days upon arrival to Taiwan. Bring all the necessary documents to the National Immigration Agency in Kaohsiung City and apply for ARC. The ARC is valid for one (1) year. Students should apply for their ARC annually until they graduate. The re-entry permit is included in the ARC. Please remember to bring your valid ARC and passport when leaving or entering Taiwan.

ARC Application Process:



### Required documents (first time applicants):

1. Application form (Appendix 1: Sample of ARC Application Form for Foreigners)
2. Passport (original and copy) (valid for 6 months)
3. Visa (original and copy)
4. Letter of acceptance and letter of enrollment (original and copy)
5. Most recent 4.5cm X 3.5cm phot with white background
6. Proof of accommodation (or residential lease agreement) (original)
7. Application fees: International student: NTD 1,000; Overseas Chinese student: NTD 500
8. Other documents (e.g. proof of Taiwan scholarship, etc.)

※ **PHOTO REQUIREMENT:** The photo should be 4.5cm X 3.5cm with an image of the head that should not be shorter than 3.2cm or longer than 3.6cm from the top of the head to the chin, should not be wearing a hat or a pair of color glasses, with clear facial features not covered and identifiable, and should not be modified or composed.

## **ARC Extension**

All international students should extend their ARC at least 15 days before the expiration date. If the expiration date is during winter or summer break, renew or extend your ARC at the local National Immigration Agency before leaving Taiwan.

### **Required documents for ARC extension:**

1. Application form (Appendix 1: Sample of ARC Application Form for Foreigners)
2. Passport (original and copy) (valid for 6 months)
3. ARC (original and copy)
4. Certificate of enrollment or school ID (original and copy) (the school ID should have a stamp or sticker of the current semester)
5. Most recent 4.5cm X 3.5cm phot with white background
6. Application fees: International student: NTD 1,000; Overseas Chinese student: NTD 500
7. Other documents (e.g. proof of Taiwan scholarship, etc.)

### **Required documents for ARC replacements (lost or destroyed)**

1. Application form (Appendix 1: Sample of ARC Application Form for Foreigners)
2. Passport (original and copy) (valid for 6 months)
3. NTD 500
4. Proof of accommodation (or residential lease agreement) (original)
5. Certificate of enrollment or school ID (original and copy) (the school ID should have a stamp or sticker of the current semester)
6. Most recent 4.5cm X 3.5cm phot with white background

### **Required documents for change of information (e.g. address, school or new passport number)**

1. Application form (Appendix 1: Sample of ARC Application Form for Foreigners)
2. Passport (original and copy) (valid for 6 months)
3. Most recent 4.5cm X 3.5cm phot with white background.
4. ARC (original and copy)
5. Certificate of enrollment or school ID (original and copy) (the school ID should have a stamp or sticker of the current semester)
6. Based from the change of information:
  - Address: Proof of accommodation of your new address (or residential lease agreement) (original)
  - School: Certificate of enrollment from the new school, transcript of records from your old school and proof of accommodation of your new address (or residential lease agreement) (original)
  - Applied new passport: old and new passport (original and copy)

Application fees for changing information:

Change of address, school or passport=free; other changes= NTD 500

**Reminders:**

Principles for ARC application of international students:

1. Obtaining a letter of acceptance from a school does not mean you have a valid visa and does not mean you are permitted to enter Taiwan with only that document.
2. Holder of other types of visa (e.g. tourist visa) are not allowed to change it to resident visa and won't be allowed to study in Taiwan.
3. Resident visa holders with the purpose of study are not allowed to change their visa to other types.
4. International students are prohibited to work illegally in Taiwan.
5. Please go to your nearest National Immigration Agency within 15 days after changing your residential address, school or if you applied for a new passport to register your new information.

Policy for overstaying:

1. In case the 29<sup>th</sup> day of overstaying is on a Sunday or national holiday, you should apply for the ARC next day or else the 29<sup>th</sup> day will be taken into account.
2. In case the 29<sup>th</sup> day of overstaying is on a Saturday, apply for your ARC the following Monday.
3. If your ARC has already expired for 30 days, you have to leave Taiwan within 7 days after paying the fine even if the semester is still on-going and apply for a new resident visa to be able to continue with your schooling.

Fines for overstaying:

- Less than 10 days = NTD 2000
- 11 to 30 days = NTD 4000
- 31 to 60 days = NTD 6000
- 61 to 90 days = NTD 8000
- 91 days and above = NTD 10,000

If you did not renew your information 15 days after changing your information, the fines are as follows:

- First offense = NTD 2000
- Second offense = NTD 5000
- Third offense = NTD 10,000

For further information, please inquire with:

Kaohsiung City First Service Center, National Immigration Agency

Address: 7F., No.436, Chenggong 1st Rd., Qianjin Dist., Kaohsiung City 801, Taiwan (R.O.C.)

Tel.: (07) 282 - 1400

Website: <http://www.immigration.gov.tw/>

Service hours: Monday to Friday 08:00~17:00, no lunch break