



2025 秋季班Fall

新生手冊Student Manual

國際學位生

International Degree Students

正修科技大學 114 學年度第 1 學期行事曆

週次	月份	星期							日間部: 四技、二技、五專、研究所碩博士班
		日	一	二	三	四	五	六	
	八月						1	2	8/25 在校生註冊
		3	4	5	6	7	8	9	
		10	11	12	13	14	15	16	
		17	18	19	20	21	22	23	
		24	25	26	27	28	29	30	
		31							
	九月		1	2	3	4	5	6	9/8 開學日 9/8-9/19 辦理加退選課作業 9/28 教師節・放假一日 9/29 教師節補假
1		7	8	9	10	11	12	13	
2		14	15	16	17	18	19	20	
3		21	22	23	24	25	26	27	
4		28	29	30					
4	十月				1	2	3	4	10/6 中秋節・放假一日 10/10 國慶日・放假一日 10/20 轉系申請開始 10/24 光復節補假 10/25 光復節・放假一日 10/27-10/31 期中考
5		5	6	7	8	9	10	11	
6		12	13	14	15	16	17	18	
7		19	20	21	22	23	24	25	
8		26	27	28	29	30	31		
8	十一月							1	11/3-11/7 校慶週(60 校慶典禮) 11/7 期中考試成績登錄截止日 11/11 創校紀念日
9		2	3	4	5	6	7	8	
10		9	10	11	12	13	14	15	
11		16	17	18	19	20	21	22	
12		23	24	25	26	27	28	29	
13		30							
13	十二月		1	2	3	4	5	6	12/25 行憲紀念日・放假一日
14		7	8	9	10	11	12	13	
15		14	15	16	17	18	19	20	
16		21	22	23	24	25	26	27	
17		28	29	30	31				
17	一月					1	2	3	1/1 元旦・放假一日 1/5-1/9 期末考 1/10 寒假開始 1/14 學期成績登錄截止日
18		4	5	6	7	8	9	10	
19		11	12	13	14	15	16	17	
		18	19	20	21	22	23	24	
		25	26	27	28	29	30	31	

Overview Calendar 2025-2026 School Year, First Semester

wk	mo	Days							Day Division
		S	M	T	W	Th	F	Sat	
	Aug						1	2	8/25 Registration Day
		3	4	5	6	7	8	9	
		10	11	12	13	14	15	16	
		17	18	19	20	21	22	23	
		24	25	26	27	28	29	30	
		31							
	Sep		1	2	3	4	5	6	9/8 Opening ceremony
1		7	8	9	10	11	12	13	9/8-9/19 Adding/Dropping courses
2		14	15	16	17	18	19	20	9/28 Teacher' s Day
3		21	22	23	24	25	26	27	9/29 Day off (in lieu of Teacher' s Day)
4		28	29	30					
4	Oct				1	2	3	4	10/6 Moon Festival
5		5	6	7	8	9	10	11	10/10 Double Tenth Day
6		12	13	14	15	16	17	18	10/20 Application to transfer to another department begins.
7		19	20	21	22	23	24	25	10/24 Early Holiday (One Day in Advance)
8		26	27	28	29	30	31		10/25 Retrocession Day 10/27-10/31 Mid-term exams
8	Nov							1	11/3-11/7 School Anniversary Week (The 60th School Anniversary Celebration) 11/7 Deadline for submitting mid-term exam grades 11/11 School anniversary celebration
9		2	3	4	5	6	7	8	
10		9	10	11	12	13	14	15	
11		16	17	18	19	20	21	22	
12		23	24	25	26	27	28	29	
13		30							
13	Dec		1	2	3	4	5	6	12/25 Constitution Day
14		7	8	9	10	11	12	13	
15		14	15	16	17	18	19	20	
16		21	22	23	24	25	26	27	
17		28	29	30	31				
17	Jan					1	2	3	1/1 New Year' s Day
18		4	5	6	7	8	9	10	1/5-1/9 Final exams
19		11	12	13	14	15	16	17	1/10 Start of the winter break
		18	19	20	21	22	23	24	1/14 Deadline for submitting semester grades
		25	26	27	28	29	30	31	



正修科技大學國際學生新生手冊
CSU International Students' Student Manual

2025~2026

正修科技大學 114 學年度國際學生須知

1. 學生應繳費用

1. 以下提供113學年度秋季班學雜費收費標準供參考，實際費用依當年度學校公告為準。

(https://account102.csu.edu.tw/wSite/lp?ctNode=9224&mp=A10000&idPath=9195_9224)

學雜費 (每學期)			
學院 (含學士、碩士及博士學位)	學費	雜費	總計
工學院	NTD 40,805	NTD 14,709	NTD 55,514
健康暨管理學院 (資訊管理系、長期照護與 健康管理系、護理系)	NTD 40,805	NTD 14,709	NTD 55,514
健康暨管理學院 (國際企業系、企業管理系、 金融管理系、幼兒保育系)	NTD 39,007	NTD 9,369	NTD 48,376
生活創意學院	NTD 39,007	NTD 9,369	NTD 48,376
備註	■本表幣別以新台幣(NTD)計。 學雜費依當年度學校公告為準。		

2. 欲申請學生宿舍之國際學生，請填寫住宿調查表。

住宿費		
文山宿舍 (二人房)	NTD 17,000	一學期之費用，未含押金
正修宿舍 (四人房)	NTD 12,500	一學期之費用，未含押金及寒暑假費用
國際學舍	NTD 10,000	一學期之費用，未含押金
備註	■本表幣別以新台幣(NTD)計。 住宿費依當年度學校公告為準。	

3.

其他費用		
電腦及網路通訊使用費	NTD 1,200	全校學生
學生平安保險費	NTD 779 (已含在學雜費內)	全校學生
居留證	NTD 1,000/一年	國際學生
	NTD 500/一年	僑生
國際學生保險費	NTD 3,000	尚未具有健保資格之國際學生
全民健康保險	NTD 826/月	國際學生 (一年級第二學期開始每學期收一次 NT\$4,956/6 個月)
工作證	NTD 100/次	需要工讀的國際學生必須申請工作證。

- 學生平安保險費實際費用依當年度學校公告為準。
- 居留證實際申請費用依內政部移民署公告為準。
- 全民健康保險實際費用依衛生福利部中央健康保險署公告為準。
- 僑外生工讀申請工作證實際費用依勞動部公告為準。

2. 獎助學金資訊

項目	說明
外國學生助學金	外國學生進入就讀本校後學校提供每月新台幣 \$5000 元助學金，如無違反校規，大學部學生最多補助 4 年、碩士班最多補助 2 年、博士班最多補助 4 年。同學抵台的第一個月生活助學金以百分比計算。已就讀本校外國學生，其前一學年每學期至少修習 9 學分且學期操行平均成績均達 70 分(含)以上方可申請。當月離開台灣 10 日以上者，該月停發生活助學金。(依正修科技大學國際學生獎助學金實施要點辦理)
教育部清寒僑生獎助金	補助對象：就讀高級中等以上學校在學清寒僑生，符合下列資格條件者，得申請補助： (一) 依僑生回國就學及輔導辦法來臺就學之僑生。但不包括研究生、延長修業期限學生(以下簡稱延修生)、國立臺灣師範大學僑生先修部先修班及國語文特別輔導班留班重讀生。 (二) 參酌下列情形認定為清寒： 1. 依僑生所提供正式之海外財力證明或清寒證明。必要時，得由學校逕函請僑務委員會查證。 2. 僑生在臺生活情形。 (三) 僑生就讀二年級以上者，其前一學年之全學年學業成績平均及格，且於大專校院未受申誡以上或於高級中等學校未受小過以上之懲處。 已依其他規定領取政府提供之學雜費補助、減免或助學金者，不得重複申請本助學金。

住宿助學金

國際學生於進入就讀本校後如無違學校規定且成績優秀者，每學期可申請住宿費抵免，大學部學生最多補助 4 年、碩士班最多補助 2 年、博士班最多補助 4 年。

更多獎助學金資訊請參考

外籍生：

<https://b015.csu.edu.tw/>



僑生：

<https://b024.csu.edu.tw/p/412-1084-1022.php?Lang=zh-tw>



<https://cmn-hant.overseas.ncnu.edu.tw/further-study-area/must-know/scholarships/>



3. 休退學相關規定

■休退學事宜依正修科技大學學生休退學作業要點規定辦理。

■學生休退學作業分為二個階段，學生須先經「第一階段晤談輔導」之後，始能進入「第二階段辦理休退學申請程序」。

■其他詳細休退學規定，請參考正修科技大學學生休退學作業要點

https://academic.csu.edu.tw/var/file/7/1007/attach/85/pta_5503_7078291_92075.pdf

■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)

■外國學生退學後，如擬再來臺入學學士班，其入學方式應與我國內一般學生相同；如擬再來臺入學碩士班以上學程，得逕依各校規定辦理。(外國學生來臺就學辦法第 4 條規定)

■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)

4. 意見反映管道

■校內管道

國際事務處電話: 07-7358800 ext. 1195

國際事務處信箱: oia@gcloud.csu.edu.tw

■校外管道

1. 境外學生諮詢平臺 : www.nisa.moe.gov.tw

2. 專線電話 0800-789-007 (中、英、印尼及越南語)

5. 打工重要規定

■外國學生打工應申請工作許可證，工作時間除寒暑假外，每星期最長為 20 小時。(就業服務法第 43 條及第 50 條)

■未經許可在臺工作，應處新臺幣 3 萬元以上 15 萬元以下罰鍰，並即令其出國，不得再於我國境內工作；屆期不出國者，入出國管理機關得強制出國，於未出國前，入出國管理機關得收容之。(就業服務法第 68 條第 1 項、第 3 項及第 4 項規定)

■如涉在臺非法工作，依本校學生獎懲規定，視情節予以處分。

■詳細申請工作證流程及規定，請參考本冊第 36 頁說明。

Information for 2025 International Students of Cheng Shiu University

1. Tuition and miscellaneous fees

1. The following list is the tuition and miscellaneous fees for the academic year 2025-2026. The exact costs are based on Cheng Shiu University's website under "Tuition and Miscellaneous Fee".

(https://account102.csu.edu.tw/wSite/lp?ctNode=9224&mp=A10000&idPath=9195_9224)

Tuition and Miscellaneous Fees (Per Semester)			
College (includes Bachelor's, Master's, and Doctorate Degrees)	Tuition	Miscellaneous	Total
College of Engineering	NTD 40,805	NTD 14,709	NTD 55,514
College of College of Health and Management (Department of Information Management, Department of Long-Term Care and Health Management, and Department of Nursing)	NTD 40,805	NTD 14,709	NTD 55,514
College of College of Health and Management (Department of International Business, Department of Business Administration, Financial Management, and Early Childhood Care and Education)	NTD 39,007	NTD 9,369	NTD 48,376
College of Life and Creativity	NTD 39,007	NTD 9,369	NTD 48,376
Remarks	■ The currency in this table is New Taiwan Dollar (NTD) Each semester tuition fees will be per the university's official announcement.		

2. New students who intend to apply for the school dormitory should fill out the accommodation survey.

Dormitory Fees		
Wenshan Dormitory (Twin room)	NTD 17,000	The deposit is not included in the dorm fee per semester.
Cheng Shiu Dormitory (Quad room)	NTD 12,500	The deposit, and winter and summer break fees are not included in the fee per semester.
CSU International Dormitory	NTD 10,000	The deposit is not included in the dorm fee per semester.
Remarks	■The currency in this table is New Taiwan Dollar (NTD) Each semester dormitory fees will be per the university's official announcement.	

3.

Other Fees		
Computer Lab and Internet Usage Fee	NTD 1,200	All Students
Student Insurance Fee (Included in tuition and fees)	NTD 779	All Students
Alien Resident Certificate (ARC)	NTD 1,000	International Students
	NTD 500	Overseas Chinese Students
Insurance Fee for International Students	NTD 3,000	International Students who are not yet eligible for the NHI
National Health Insurance (NHI)	NTD 826/ month	International Students (NT\$4,956 per semester starting from the second semester of the first year/6 months)
Working Permit	NTD 100/ application	Students with part-time jobs are required to apply for a working permit.
● The actual cost for the “Student Insurance Fee” is subject to change based on the school's announcement for the specific school year. ● The actual cost for the “Alien Resident Certificate (ARC)” is subject to change based on the announcement of the National Immigration Agency. ● The actual cost for the “National Health Insurance (NHI) Fee” is subject to change based on the announcement of the National Health Insurance Administration, Ministry of Health and Welfare. ● The actual cost for the “Work Permit for Foreign Students, Overseas Chinese Students, and Ethnic Chinese Students” is subject to change based on the announcement of the Workforce Development Agency.		

2. Information for Scholarship

Topic	Explanatory Details
Scholarship for International Students	CSU will award a NT\$5,000 scholarship monthly to eligible international students. If there are no violations of school regulations, Bachelor's degree students can continue to apply for scholarships for up to 4 years, Master's degree students can apply for up to 2 years, and Ph.D. students can apply for up to 4 years. The student's living stipend for the first month of arrival in Taiwan is calculated based on the percentage of days they are in Taiwan. Those who are enrolled in our university should at least have 9 credits each semester of the previous academic year and an average semester score of 70 points or more (inclusive). Those who have left Taiwan for more than 10 days in the same month won't receive the scholarship for that month. (per the "Scholarship Guidelines for International Students of Cheng Shiu University").
Scholarships for Underprivileged Overseas Chinese Students	Subsidy Eligibility: The financial aid is available to underprivileged overseas Chinese students currently enrolled in senior high school or higher institutions, who meet the following qualifications: Eligibility: The student must be an overseas Chinese student who came to Taiwan for education according to the "Regulations for Overseas Chinese Students Returning to Study and Counseling." However, this excludes graduate students, students with extended study periods (hereinafter referred to as extended students), students in the preparatory program of the Overseas Chinese Preparatory School of National Taiwan Normal University, and students who are repeating a year in the Special Chinese Language Counseling Class. Criteria for Determining Financial Hardship: Based on the formal overseas financial proof or proof of financial hardship provided by the student. If necessary, the school may request verification from the Overseas Community Affairs Council.

	Consideration of the student's living conditions in Taiwan. Academic Requirements: For students in their second year or above, the average grade for the previous academic year must be passing, and the student must not have received any demerits above a warning in colleges/universities or any demerits above a minor demerit in senior high schools. Students who have already received government-provided tuition subsidies, fee reductions, or scholarships under other regulations are not eligible to apply for this scholarship.
Dormitory scholarship	If there is no violation of school regulations and outstanding academic performance, students can continue to apply for scholarships every semester to waive accommodation fees. Bachelor's degree students can continue to apply for up to 4 years, Master's degree students can apply for up to 2 years, and Ph.D. students can apply for up to 4 years.

- For more information on scholarships, please refer to

International Students: <https://b015.csu.edu.tw/>



Overseas Chinese Students: <https://b024.csu.edu.tw/p/412-1084-1022.php?Lang=zh-tw>



<https://cmn-hant.overseas.ncnu.edu.tw/further-study-area/must-know/scholarships/>



3. Regulations regarding students deferring or withdrawing from their studies

■ Matters regarding suspension of study shall be handled in accordance with the “regulations on suspension and withdrawal of students of Cheng Shiu University”.

■ There are two phases to the student withdrawal process. Students are required to go through the “Phase I Counseling Interview” before they can proceed to the “Phase II Withdrawal Procedures”.

■ For other detailed rules and regulations, please refer to the “regulations on suspension and withdrawal of students of Cheng Shiu University”.

https://academic.csu.edu.tw/var/file/7/1007/attach/85/pta_5503_7078291_92075.pdf

■ When an international student defers or abandons 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.)

■ If a student who has withdrawn from their studies wants to resume their studies in a program at bachelor’s degree level, they will need to go through the same application and admission procedure as a domestic student.

If a student who has withdrawn from their studies wants to apply for readmission to a program at master’s degree level or higher, the college/university will handle their application in accordance with its regulations. (See Article 4 of the Regulations Regarding International Students Undertaking Studies in Taiwan)

■ 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)

4. Channels for overseas students to express their opinions and inquiries

■ Inside the college/university: contact the Office of International Affairs

OIA Tel: 07-7358800 ext. 1195

OIA E-mail: ويا@gcloud.csu.edu.tw

■ Outside the college/university

1. Use the Overseas Student Inquiry Window at: www.nisa.moe.gov.tw

2. Call the Overseas Student Inquiry_Hotline: 0800-789-007.

(You can talk to someone in Chinese, English, Indonesian, or Vietnamese.)

5. Regulations regarding working in Taiwan

- An international student must apply for a work permit to work in Taiwan.

An international student is not permitted to work more than 20 hours per week, except during the winter and summer vacations. (See Article 43 and Article 50 of the Employment Service Act.)

- A student who works without a valid work permit will be fined an amount between NTD 30,000 and NTD 150,000, and the person will immediately be ordered to leave Taiwan and will not be permitted to work in Taiwan in the future. If the person fails to leave Taiwan within the specified period, the national entry and exit administrative authority may enforce their departure and may hold the person in detention until they depart. (See Paragraphs 1, 3 and 4 of Article 68 of the Employment Service Act.)

- An international student who works in Taiwan illegally will be subject to disciplinary action in accordance with the regulations of the college/university governing student awards and penalties depending on the circumstances of the case.

- Please refer to page 36 of this manual for details of the work permit application process and requirements.

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認識正修 **GETTING TO KNOW CSU**

簡介 About CSU

相關行政單位及教學單位
Locations of Administrative and Academic Departments

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簡介 About CSU

民國 54 年 (1965)，由鄭駿源、龔金柯、李金盛等先生，擇定高雄澄清湖畔創建本校，取《大學》「正心」「修身」之宏旨，特定校名為『正修』，並以「止於至善」為校訓。

本校沿革：創校時為「正修工專」，79 年增設商業類科，改制為「正修工商專校」，87 年設立附設進修專科學校，88 年改制為「正修技術學院」，89 年設立附設進修學院，92 年改名為「正修科技大學」，105 年更名為「正修學校財團法人正修科技大學」。

現有學制包括研究所博士班、碩士班、碩士在職專班、大學部四技、四技進修部、二技進修部、專科部五專、二專進修部，計分工學院、管理學院、生活創意學院等 3 個學院；含土木與空間資訊系、電子工程系、機械工程系、電機工程系、工業工程與管理系、建築與室內設計系、資訊工程系、電競科技管理系、國際企業系、企業管理系、資訊管理系、金融管理系、幼兒保育系、應用外語系、休閒與運動管理系、化妝品與時尚彩妝系、數位多媒體設計系、觀光遊憩系、視覺傳達設計系、餐飲管理系、長期照護與健康管理、護理系等 22 系，及化妝品與時尚彩妝系碩士班、土木與空間資訊系營建工程碩士班、電子工程系碩士班、機械工程系機電工程碩士班、電機工程系碩士班、工業工程與管理系碩士班、企業管理系經營管理碩士班、資訊管理系碩士班、休閒與運動管理系碩士班、金融管理系碩士班、資訊工程系碩士班、幼兒保育系碩士班、視覺傳達設計系文創設計與藝術保存碩士班、環境毒物與新興污染物研究所等 14 個碩士班；其中機械工程系設有機電工程博士班。

歷任校長依次為吳仁民先生、唐守謙先生、黃企臣先生，現任校長為龔瑞璋先生。

簡介 About CSU

Our school was set out as “Cheng-Shiu Junior College of technology” in 1965. It was then reorganized with the approval of the Ministry of Education, and was renamed as “Cheng-Shiu Institute of Technology & Commerce” in 1980. In 1999, the school was promoted to be “Cheng Shiu Institute of Technology” and was further upgraded to “Cheng-Shiu University” in 2003.

We currently offer Day-Time Programs (Graduate Institute; Two-year technical college for graduates from junior college; Four-year technical college for graduates from vocational senior high school; Five-year junior college for graduates from junior high school; Two-year junior college for graduates from vocational senior high school), Continue-Education Programs (Two-year technical college for graduates from junior college; Four-year technical college for graduates from vocational senior high school; Two-year junior college for graduates from vocational senior high school), and the weekend Programs in the affiliated Institute of Continuing Education (Two-year technical college and junior college). We have successively founded undergraduate programs namely in Civil Engineering and Geomatics, Electronic Engineering, Mechanical Engineering, Electrical Engineering, Industrial Engineering and Management, Architecture and Interior Design, Computer Science and Information Engineering, Medical Engineering, International Business, Business Administration, Financial Management, Information Management, Creative Industry Management, Early Childhood Care and Education, Cosmetics and Fashion Styling, Applied Foreign Languages, Leisure and Sports Management, Food and Beverage Management, Tourism and Recreation, Modern Living and Creative Design, Digital Multimedia Design, including the most important disciplines in the field of business, technology and liberal arts.

Being up-graded to a university, we will spare no efforts to pursue outstanding achievements and innovations with a brand new atmosphere and a grand setup. It's not only an honor to us, but also it's our responsibility to contribute our best to our country. We look forward to forge further ahead, and are determined to lead Cheng-Shiu University into a magnificent future.

相關行政單位及教學單位

行政單位：

➤ 國際事務處 Office of International Affairs

協助境外學生所有生活上相關事務、簽證與居留證、境外生健保卡申請及相關諮詢服務、工作證申請相關諮詢服務、境外學生以及交換生新生說明會等。

地點：行政(綜合)大樓3樓 (大樓編號：03棟)

電話：+886-7-735-8800 學術交流暨策劃組分機 1195

+886-7-735-8800 海外基地辦公室 分機 1194

+886-7-735-8800 處長室 分機1193

網址：oia.csu.edu.tw

➤ 教務處 Office of Academic Affairs

註冊組：申請 (補發) 學生證、在學證明書、成績單、辦理休、退學等。

課務組：課程加退選、學分抵免。

地點：行政(綜合)大樓3樓 (大樓編號：03棟)

電話：+886-7-735-8800 分機 1102 - 1106

網址：academic.csu.edu.tw

外語中心：提供語言學習多媒體相關的資源和材料、英語輔導課、為學生和教師開設的語言學習課程、舉辦新生分班測試、安排全校英語課程、舉辦英語相關競賽、設定英語能力畢業門檻標準等。

地點：人文大樓1樓 (大樓編號：11棟)

電話：+886-7-735-8800 分機 6250 - 6251

網址：llc.csu.edu.tw

華語中心：為提供各國人士對華語學習的熱烈需求，本校於2022年設置華語中心，中心旨在為本校國際學生及外籍人士提供華語學習場域，推廣華語文教學，為日後在台進修、工作或生活溝通奠定基礎，進而宣揚中華文化，增進國際交流。

地點：人文大樓6樓 (大樓編號：11棟)

電話：+886-7-735-8800 分機 6260

網址：clc.csu.edu.tw

➤ **學務處 Office of Student Affairs**

生活輔導組：生活教育、品德教育、法治教育、安全教育、服務學習、宿舍及賃居輔導、請假等。

地點：幼兒保育館1樓（大樓編號：22棟）

電話：+886-7-735-8800 分機 1117-1118

網址：osa.csu.edu.tw

課外活動組：管理學生社團、導師業務、學費分期付款申請等業務。

地點：學生活動中心3樓（大樓編號：09棟）

電話：+886-7-735-8800 分機 1121-1123

網址：osa.csu.edu.tw

衛生保健組：健康安全教育、學生團體保險、學生健康檢查、傷害救護等。

地點：學生活動中心2樓（大樓編號：09棟）

電話：+886-7-735-8800 分機 1124-1125

網址：osa.csu.edu.tw

學生輔導中心：三級預防、生命教育、生涯輔導、友善校園、性別平等。

地點：行政(綜合)大樓4樓（大樓編號：03棟）

電話：+886-7-735-8800 分機 1126-1127

網址：osa.csu.edu.tw/

校友及職涯發展中心：提供就業資訊、就業輔導服務、校友關懷服務、畢業生流向調查、就業滿意度調查。

地點：體育室2樓（大樓編號：04棟）

電話：+886-7-735-8800 分機 1198

網址：osa.csu.edu.tw

➤ **軍訓室 (校安中心) Military Training Office (Campus Security Office)**

校園安全、紫錐花運動、學生兵役、全民國防、辦理軍訓課程抵免等。

地點：幼兒保育館1樓（大樓編號：22棟）

校安緊急聯絡專線：07-7312787

網址：military.csu.edu.tw

※ 校安緊急聯絡專線：07-7312787

➤ **總務處 Office of General Affairs**

總務處主要負責校園整體規劃及管理等行政相關事務。

出納組：繳費單補印、學雜費及宿舍費查詢及補收、退費事宜（含休、退學之補收及退費）境外生健保費代收、開立學生繳費證明以及辦理銀行帳戶。

地點：行政(綜合)大樓2樓（大樓編號：03棟）

電話：+886-7-735-8800 分機 1134-1137

網址：general.csu.edu.tw

➤ **圖書資訊處 Office of Library and Information**

學生 email 帳號、校園網路使用、資訊服務（例如：正修訊息網）、借書相關事務。

同學前往圖書館諮詢時請記得攜帶學生證。

地點：圖書科技大樓1樓（大樓編號：15棟）

電話：+886-7-735-8800 分機 1256

網址：li.csu.edu.tw

➤ **體育室 Office of Physical Education**

體育課程之編排、體育課程加退選。

地點：體育室1樓（大樓編號：04棟）

電話：+886-7-735-8800 分機 1240

網址：csupe.csu.edu.tw

學術單位：

工學院 College of Engineering

- **土木與空間資訊系 Civil Engineering & Geomatics**
營建工程研究所 Construction Engineering (Grad School)
地點：土木工程館 2 樓 (大樓編號：07 棟)
電話：+886-7-7358800 ext. 3102
網址：civil.csu.edu.tw

- **電子工程系所 Electronic Engineering**
地點：電子工程館 3 樓 (大樓編號：06 棟)
電話：+886-7-7358800 ext. 3202-3204
網址：ee.csu.edu.tw

- **機械工程系/機電工程所 Mechanical Engineering/ Mechatronic Engineering**
地點：機械工程館 2 樓 (大樓編號：13 棟)
電話：+886-7-7358800 ext. 3302-3303
網址：me.csu.edu.tw

- **電機工程系所 Electrical Engineering**
地點：電機工程館 2 樓 (大樓編號：16 棟)
電話：+886-7-7358800 ext. 3402
網址：electrical.csu.edu.tw

- **建築與室內設計系 Architecture & Interior Design**
地點：圖書科技大樓 9 樓 (大樓編號：15 棟)
電話：+886-7-7358800 ext. 3602
網址：archi.csu.edu.tw

- **工業工程與管理系所 Industrial Engineering & Management**
地點：工業工程與管理館 2 樓 (大樓編號：10 棟)
電話：+886-7-7358800 ext. 3502
網址：iem.csu.edu.tw

- **資訊工程系所 Computer Science & Information Engineering**
地點：行政(綜合)大樓 6 樓 (大樓編號：03 棟)
電話：+886-7-7358800 ext. 3702-3703
網址：csie.csu.edu.tw

➤ **電競科技系 E-Sports Technology**

地點：生創大樓六樓 6 樓 (大樓編號：27 棟)

電話：+886-7-7358800 ext. 2786

網址：estm.csu.edu.tw

➤ **環境毒物與新興污染物研究所 Environmental Toxin and Emerging Contaminant**

地點：行政(綜合)大樓 4 樓 (大樓編號：03 棟)

電話：+886-7-7358800 ext. 2629,2238

網址：etec@gcloud.csu.edu.tw

健康暨管理學院 College of Health and Management

➤ **企業管理系/經營管理所 Business Administration**

地點：人文大樓 8 樓 (大樓編號：11 棟)

電話：+886-7-7358800 ext. 5103

網址：ba.csu.edu.tw

➤ **金融管理系所 Finance Management**

地點：人文大樓 7 樓 (大樓編號：11 棟)

電話：+886-7-7358800 ext. 5202-5203

網址：fb.csu.edu.tw

➤ **資訊管理系所 Information Management**

地點：圖書科技大樓 8 樓 (大樓編號：15 棟)

電話：+886-7-7358800 ext. 5302-5303

網址：mis.csu.edu.tw

➤ **幼兒保育系所 Early Childhood Care & Education**

地點：幼兒保育館 1 樓 (大樓編號：22 棟)

電話：+886-7-7358800 ext. 6012-6013

網址：ecce.csu.edu.tw

➤ **長期照護與健康管理系 Long-term Care and Health Management**

地點：幼兒保育館 1 樓 (大樓編號：22 棟)

電話：+886-7-7358800 ext. 6360

網址：lchm@gcloud.csu.edu.tw

➤ **護理系 Nursing**

地點：幼兒保育館 3 樓 (大樓編號：22 棟)

電話：+886-7-7358800 ext. 6266

網址：nurse@gcloud.csu.edu.tw

生活創意學院 College of Life and Creativity

➤ **休閒與運動管理系所 Leisure and Sports Management**

地點：生活創意大樓 1 樓 (大樓編號：27 棟)

電話：+886-7-7358800 ext. 6102

網址：csulsm.csu.edu.tw

➤ **觀光遊憩系 Tourism and Recreation**

地點：人文大樓 1 樓 (大樓編號：11 棟)

電話：+886-7-7358800 ext. 6502

網址：tourism.csu.edu.tw

➤ **餐飲管理系 Food & Beverage Management**

地點：南校區教學大樓 4 樓 (大樓編號：17 棟)

電話：+886-7-7358800 ext. 6162

網址：fbm.csu.edu.tw

➤ **應用外語系 Applied Foreign Languages**

地點：人文大樓 6 樓 (大樓編號：11 棟)

電話：+886-7-7358800 ext. 6202-6203

網址：aflweb.csu.edu.tw

➤ **化妝品與時尚彩妝系所 Cosmetics & Fashion Styling**

地點：行政(綜合)大樓 4 樓 (大樓編號：03 棟)

電話：+886-7-7358800 ext. 3012-3013

網址：cosmetic.csu.edu.tw

➤ **數位多媒體設計系 Digital Multimedia Design**

地點：生活創意大樓 7 樓 (大樓編號：27 棟)

電話：+886-7-7358800 ext. 5502

網址：media.csu.edu.tw

➤ **視覺傳達設計系 Visual Communication Design**

地點：生活創意大樓 8 樓 (大樓編號：27 棟)

電話：+886-7-7358800 ext. 6510

網址：vcd.csu.edu.tw

➤ **文創設計與藝術保存碩士班**

Creative Cultural Design and Art Preservation Techniques

地點：行政(綜合)大樓 7 樓 (大樓編號：03 棟)

電話：+886-7-7358800 ext. 6510

網址：creative.csu.edu.tw

Locations of Administrative and Academic Departments

Administrative Departments

➤ **國際事務處 Office of International Affairs**

Provide information and assistance to international students with their needs during their stay in CSU including VISA and ARC application, National Health Insurance card application and work permit application. OIA also organize freshmen orientations for international students and exchange students.

Location: 3F, Administration Building (Building 03)

Main Office Tel: +886-7-735-8800 ext. 1195

INTACT Base Office Tel: +886-7-735-8800 ext. 1194

Dean's Office Tel: +886-7-735-8800 ext.1193

Website: oia.csu.edu.tw

➤ **教務處 Office of Academic Affairs**

Registration and Curriculum Division: handles enrollment, registration and issuance (reissue) of academic documents including student ID card, certificate of enrollment, diploma, and transcript of record. This division also handles subject exemptions and credit and/or department transfer, adding and dropping of courses, and withdrawal and/or voluntary or involuntary leave of absence applications.

Location: 3F, Administration Building (Building 03)

Tel: +886-7-735-8800 ext. 1102-1106

Website: academic.csu.edu.tw

Foreign Language Center: provides multi-media resources and materials related to language learning, offers English tutoring sessions, offers language learning programs for students and faculties, handles the placement tests for freshmen, arrange the English curriculum for the whole school, host English-related competitions, and set English proficiency requirement before graduation.

Location: 1F, Humanities Building (Building 11)

Tel: +886-7-735-8800 ext. 6250 - 6251

Website: llc.csu.edu.tw

Chinese Language Center:

In light of international students' needs for learning Chinese, the Chinese Language Center was established in 2022, providing Chinese courses for international students who want to study Chinese language and culture or work in Taiwan, as well as promoting Chinese culture and international exchange.

Location: 6F, Humanities Building (Building 11)

Tel: +886-7-735-8800 ext. 6260

Website: clc.csu.edu.tw

➤ **學務處 Office of Student Affairs**

Student Assistance Division: life education, moral education, legal education, safety education, service learning, dorm and housing assistance and student requests for leave.

Location: 1F, Early Childhood Care Building (Building 22)

Tel: +886-7-735-8800 ext. 1117-1118

Website: osa.csu.edu.tw

Student Activity Division: in charge of clubs, and student extracurricular activities and installment payment plan application for tuition.

Location: 3F, Students' Activity Center (Building 09)

Tel: +886-7-735-8800 ext. 1121-1123

Website: osa.csu.edu.tw

Health Service Division: health care and sanitation education, student group insurance policy, students' health examination and first-aid assistance.

Location: 2F, Students' Activity Center (Building 09)

Tel: +886-7-735-8800 ext. 1124-1125

Website: osa.csu.edu.tw

Student Counseling Center: implements three-level preventative counseling system, life education, career counseling, friendly campus, and gender equality.

Location: 4F, Administration Building (Building 03)

Tel: +886-7-735-8800 ext. 1126-1127

Website: osa.csu.edu.tw

Alumni and Career Development Division: provide career planning information and counseling services, assist in alumni association activities, conduct alumni's employment satisfaction surveys and graduates' career destination surveys.

Location: 2F, Gymnasium (Building 04)

Tel: +886-7-735-8800 ext. 1198

Website: osa.csu.edu.tw

➤ **軍訓室 (校安中心) Military Training Office (Campus Security Office)**

Responsible for campus security and student emergency, Echinacea Campaign, students' military service and national defense courses, approving military training subject exemption/credit transfer.

Location: 1F, Early Childhood Care Building (Building 22)

24HR Emergency hotline: 07-7312787

Website: military.csu.edu.tw

※ **CSU 24HR Emergency hotline: 07-7312787**

➤ **總務處 Office of General Affairs**

Responsible for the overall planning and management of campus and other related administrative matters.

Cashier's Division: responsible for printing of billing statement and proof of payments for tuition and dorm fees, inquiries for dormitory and tuition fees, accepting payments for national health insurance fees of international students, refunds, opening bank accounts.

Location: 2F, Administration Building (Building 03)

Tel: +886-7-735-8800 ext. 1134-1137

Website: general.csu.edu.tw

➤ **圖書資訊處 Office of Library and Information**

Responsible for students' email accounts, on-campus wifi and internet services, information services (ex. CSU student portal) and lending of books. Bring your school ID every time you visit the library.

Location: 1F, Library and Information Building (Building 03)

Tel: +886-7-735-8800 ext. 1256

Website: li.csu.edu.tw

➤ **體育室 Office of Physical Education**

Handles the PE classes of the whole school, and adding and dropping of PE courses.

Location: 1F, Gymnasium (Building 04)

Tel: +886-7-735-8800 ext. 1240

Website: csupe.csu.edu.tw

工學院 College of Engineering

- **土木與空間資訊系 Civil Engineering & Geomatics**
營建工程研究所 Construction Engineering (Grad School)
Location: 2F, Civil Engineering Building (Building 07)
Tel: +886-7-7358800 ext. 3102
Website: civil.csu.edu.tw
- **電子工程系所 Electronic Engineering**
Location: 3F, Electronic Engineering Building (Building 06)
Tel: +886-7-7358800 ext. 3202-3204
Website: ee.csu.edu.tw
- **機械工程系/機電工程所 Mechanical Engineering/ Mechatronic Engineering**
Location: 2F, Mechanical Engineering Building (Building 13)
Tel: +886-7-7358800 ext. 3302-3303
Website: me.csu.edu.tw
- **電機工程系所 Electrical Engineering**
Location: 2F, Electrical Engineering Building (Building 16)
Tel: +886-7-7358800 ext. 3402
Website: electrical.csu.edu.tw
- **建築與室內設計系 Architecture & Interior Design**
Location: 9F, Library and Information Building (Building 15)
Tel: +886-7-7358800 ext. 3602
Website: archi.csu.edu.tw
- **工業工程與管理系所 Industrial Engineering & Management**
Location: 2F, Industrial Engineering and Management Building (Building 10)
Tel: +886-7-7358800 ext. 3502
Website: iem.csu.edu.tw
- **資訊工程系所 Computer Science & Information Engineering**
Location: 6F, Administration Building (Building 03)
Tel: +886-7-7358800 ext. 3702-3703
Website: csie.csu.edu.tw
- **電競科技系 E-Sports Technology**
Location: 6F, Life and Creativity Building (Building 27)
Tel: +886-7-7358800 ext. 2786
Website: estm.csu.edu.tw

- **環境毒物與新興污染物研究所 Environmental Toxin and Emerging Contaminant**
Location: 4F, Administration Building (Building 03)
Tel: +886-7-7358800 ext. 2629,2238
Website: etec@gcloud.csu.edu.tw

健康暨管理學院 College of Health and Management

- **企業管理系/經營管理所 Business Administration**
Location: 8F, Humanities Building (Building 11)
Tel: +886-7-7358800 ext. 5103
Website: ba.csu.edu.tw
- **金融管理系所 Finance Management**
Location: 7F, Humanities Building (Building 11)
Tel: +886-7-7358800 ext. 5202-5203
Website: fb.csu.edu.tw
- **資訊管理系所 Information Management**
Location: 8F, Library and Information Building (Building 15)
Tel: +886-7-7358800 ext. 5302-5303
Website: mis.csu.edu.tw
- **幼兒保育系所 Early Childhood Care & Education**
Location: 1F, Early Childhood Care Building (Building 22)
Tel: +886-7-7358800 ext. 6012-6013
Website: ecce.csu.edu.tw
- **長期照護與健康管理系 Long-term Care and Health Management**
Location: 1F, Early Childhood Care Building (Building 22)
Tel: +886-7-7358800 ext. 6260
Website: lchm@gcloud.csu.edu.tw
- **護理系 Nursing**
Location: 3F, Early Childhood Care Building (Building 22)
Tel: +886-7-7358800 ext. 6266
Website: nurse@gcloud.csu.edu.tw

生活創意學院 College of Life and Creativity

- **休閒與運動管理系所 Leisure and Sports Management**
Location: 1F, Life and Creativity Building (Building 27)
Tel: +886-7-7358800 ext. 6102
Website: csulsm.csu.edu.tw

- **觀光遊憩系 Tourism and Recreation**
Location: 1F, Humanities Building (Building 11)
Tel: +886-7-7358800 ext. 6502
Website: tourism.csu.edu.tw

- **餐飲管理系 Food & Beverage Management**
Location: 4F, South-Campus Building (Building 17)
Tel: +886-7-7358800 ext. 6162
Website: fbm.csu.edu.tw

- **應用外語系 Applied Foreign Languages**
Location: 6F, Humanities Building (Building 11)
Tel: +886-7-7358800 ext. 6202-6203
Website: aflweb.csu.edu.tw

- **化妝品與時尚彩妝系所 Cosmetics & Fashion Styling**
Location: 4F, Administration Building (Building 03)
Tel: +886-7-7358800 ext. 3012-3013
Website: cosmetic.csu.edu.tw

- **數位多媒體設計系 Digital Multimedia Design**
Location: 7F, Life and Creativity Building (Building 27)
Tel: +886-7-7358800 ext. 5502
Website: media.csu.edu.tw

- **視覺傳達設計系 Visual Communication Design**
Location: 8F, Life and Creativity Building (Building 27)
Tel: +886-7-7358800 ext. 6510
Website: vcd.csu.edu.tw

- **文創設計與藝術保存碩士班**
Creative Cultural Design and Art Preservation Techniques
Location: 7F, Administration Building (Building 03)
Tel: +886-7-7358800 ext. 6510
Website: creative.csu.edu.tw



正修科技大學 校園地圖

Campus Map | Cheng Shiu University

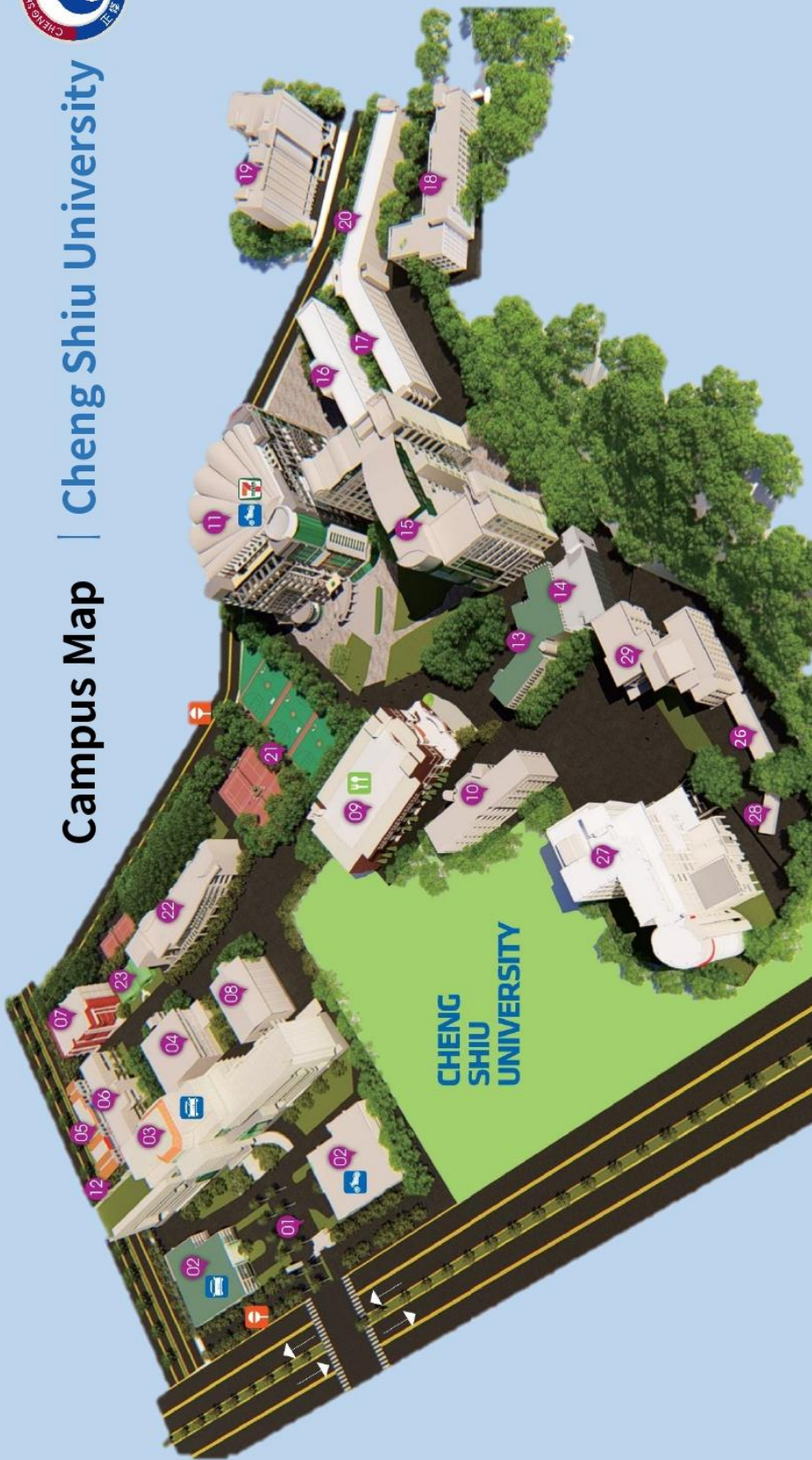
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認識正修 Getting to know CSU





Campus Map | Cheng Shiu University



- | | | |
|--|---|--|
| 1 Front Gate | 10 Industrial Engineering and Management Building | 19 Student Dormitory |
| 2 Parking Lot A and B | 11 Humanities Building | 20 CSU International Student Dormitory |
| 3 General Building | 12 Kindergarten | 21 Basketball and Tennis Court |
| 4 Physical Education Center | 13 Mechanical Engineering Building | 22 Early Childhood Care Building |
| 5 Kindergarten | 14 Ultra-Precision teaching building/Mechanic Plant | 26 Living Creative Carpentry Workshop |
| 6 Electronic Engineering Building | 15 Library and Technology Building | 27 Living Creativity Building |
| 7 Civil Engineering Building | 16 Electrical Engineering Building | 28 Comprehensive professional classroom |
| 8 Cosmetics and Fashion Styling Building | 17 Southern Lecture Building | 29 Academia-Industry Collaboration Complex |
| 9 Student Activity Center | 18 Management College | |



簽證、居留證及相關證件 VISA, ARC AND RELATED DOCUMENTS

簽證 Visa

居留證及重入國許可
Alien Resident Certificate (ARC) and Re-entry Permit

醫療保險 Health Insurance

工作許可證 Work Permit

在台駕駛須知 Driver's License

手機門號辦理 Purchasing Sim Cards

銀行帳戶辦理 Opening Bank Account

簽證、居留證及相關證件

■ 簽證 Visa

外籍學生(以及僑生)需在來臺就讀之前在所屬國家的中華民國(台灣)駐外使領館或代表辦事處辦好居留簽證(resident visa) (停留180天以上) , 持居留簽證入境後攜帶申請表以及相關文件前往內政部移民署服務站申請長期居留證。外國人必須有居留證才能開戶、申請健保卡以及考駕照。✖ 持免簽證及落地簽抵台者將無法在台讀書。

相關訊息，請查：www.immigration.gov.tw/

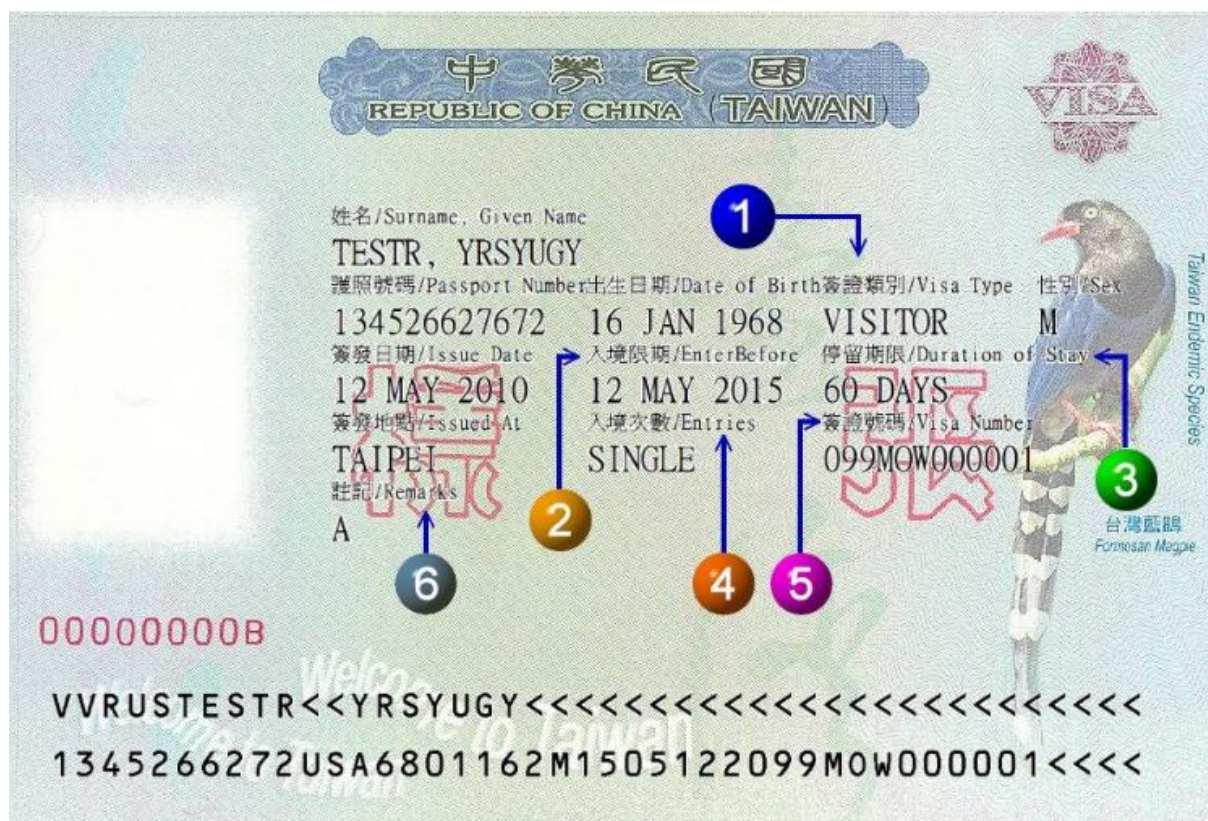
辦理居留簽證所需證件：

- 申請表
- 護照正本及影本各一份 (有效期需在六個月以上)
- 外籍生：正修科技大學入學許可(正本及影本各一份)
- 僑生（港澳生）：教育部或海外聯合招生委員會核發之分發通知書
- 最高學歷證明 (正本及影本各一份)
- 成績單正本 (正本及影本各一份)
(最高學歷證明以及成績單須經畢業學校所在地之中華民國駐外館處驗證並加蓋認證章戳)
- 財力證明
- 健康檢查合格證明(有效期需在三個月以內)
- 兩張 2 吋背景為白色的彩色照片 (需為六個月內的近照)
- 申請費用(請申請人向其本國所屬的中華民國(台灣)駐外使領館或代表辦事處洽詢)
- 其他證明文件 (請申請人向其本國所屬的中華民國(台灣)駐外使領館或代表辦事處洽詢) , 例如：台灣獎學金學生與國合會獎學金學生需出示官方證明)

中華民國駐外單位聯合網站 Taiwan (ROC) Embassies and Missions abroad :

www.taiwanembassy.org

中華民國居留簽證範本：



1. 簽證類別(Visa Type)：
 - 停留簽證 (Visitor Visas)：係屬短期簽證，在台停留期間在180天以內。
 - 居留簽證 (Resident Visas)：係屬於長期簽證，在台停留期間為180天以上。
2. 入境限期 (Valid Until/Enter Before)：係指簽證持有人使用該簽證之期限，例如：VALID UNTIL (或ENTER BEFORE) APRIL 8, 2014即2014年4月8日後該簽證即失效，不得繼續使用。
3. 停留期限(Duration of stay)：指簽證持有人使用該簽證後，自入境之翌日 (次日) 零時起算，可在台停留之期限。
 - 居留簽證不加停留期限：應於入境次日起30日內或在台申獲改發居留簽證簽發日起30日內，向居留地所屬之內政部移民署服務站申請外僑居留證 (ALIEN RESIDENT CERTIFICATE) 及重入國許可(RE-ENTRY PERMIT) ，居留期限則依所持外僑居留證所載效期。
4. 入境次數(Entries)：分為單次 (SINGLE) 及多次 (MULTIPLE) 兩種。
5. 簽證號碼(Visa Number)：旅客於入境應於入國登記表填寫本欄號碼。
6. 註記(Remarks)：係指簽證申請人申請來台事由或身分之代碼，持證人應從事與許可目的相符之活動。(例如：FS是指外籍留學生的代碼；FC是指僑生的代碼)。

Visa, ARC and Related Documents

■ 簽證 Visa

International students (and Overseas Chinese Students) should apply for a **valid resident visa** (will be staying in Taiwan for more than 180 days) in Taiwan (ROC) Diplomatic Embassies and Missions in their country BEFORE entering Taiwan. After entering Taiwan, the student must go to the National Immigration Agency in their city to apply for their Alien Residence Card (ARC) to be able to stay in Taiwan for more than 180 days. ARC is needed to open bank accounts, to apply for National Health Insurance (NHI) card or to apply for drivers' license.

※ **Foreign passport holders who enter Taiwan (R.O.C) on visa-exemption or landing visas are not allowed to study in Taiwan.**

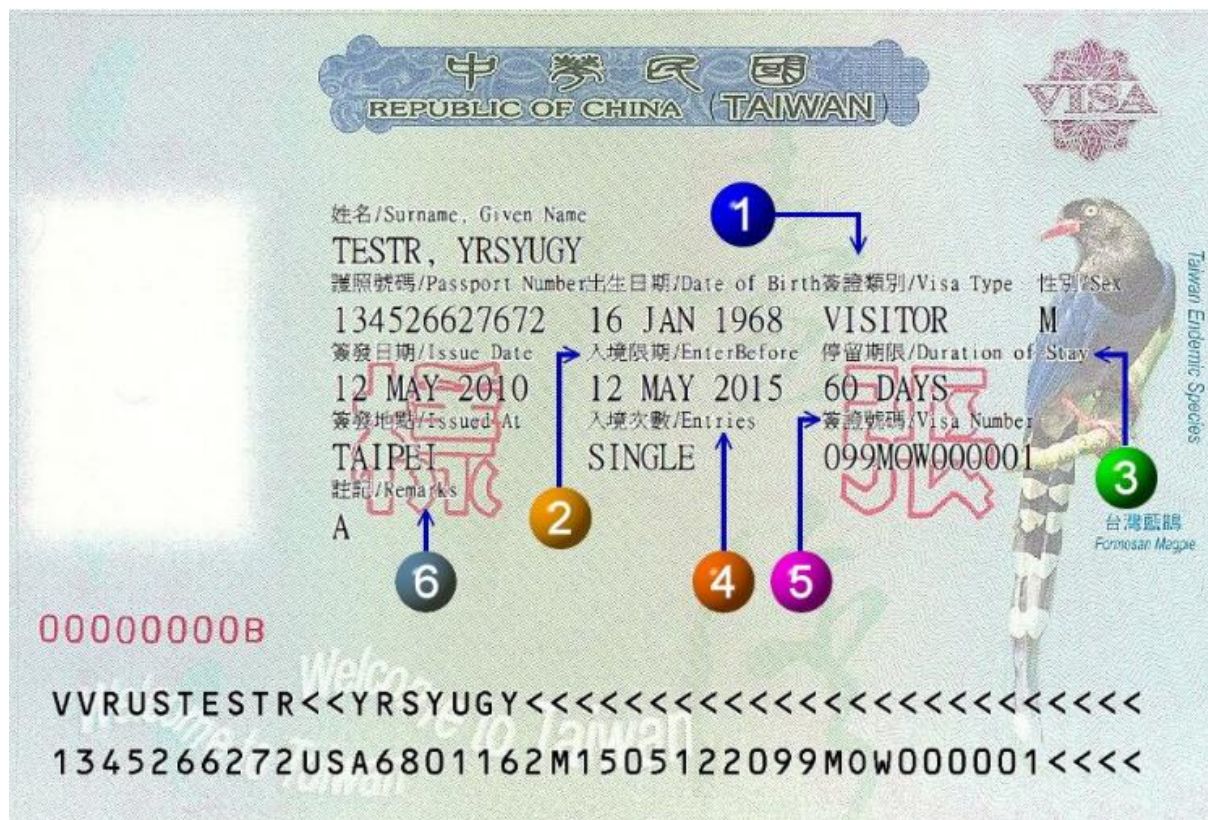
For information updates, please go to: www.immigration.gov.tw/

Documents required for visa application:

- Application form
- Passport (original and one photocopy) valid for at least six months
- International Students: Letter of acceptance from Cheng Shiu University (original and one photocopy)
- Overseas Chinese Students (including students from Macau and Hong Kong): Distribution Notice issued by the Ministry of Education of Taiwan or the University Entrance Committee for Overseas Chinese Students
- Original diploma of highest degree or graduation certificate (original and one photocopy)
- Original transcript of records (original and one photocopy)
(the diploma and transcript of records should be authenticated by the Taiwan Embassy of the home country of the school where the student graduated from)
- Financial statement
- Health certificate (should be taken within the last 3 months)
- Two 2x2 head and shoulder photo in color with white background taken within the last six months). 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.
- Application fee (Please confirm with the ROC (Taiwan) Embassy, Consulate or Mission in your country.)
- Other supporting documents which may also be requested by the ROC (Taiwan) Embassy, Consulate or Mission in your country. For example, official proofs/documents for MOFA scholarship holders or ICDF scholarship recipients.

中華民國駐外單位聯合網站 List of Taiwan (ROC) Embassies and Missions abroad :
www.taiwanembassy.org

Sample of Taiwan's Visa:



1. Visa Type :
 - Visitor Visas: short-term visa, stay in Taiwan for no more than 180 days.
 - Resident Visas: long-term visa, stay in Taiwan for 180 days or more.
2. Valid Until/Enter Before: The last day the visa holder is permitted to enter Taiwan. For example: VALID UNTIL (or ENTER BEFORE) APRIL 8, 2014 means that the visa holder should enter Taiwan before April 8, 2014. The holder won't be permitted to enter after the said date.
3. Duration of stay: The length of stay in Taiwan; it is counted from the next day of arrival.
 - Resident visa is not extendable: please apply for ALIEN RESIDENT CERTIFICATE (ARC) (外僑居留證) and RE-ENTRY PERMIT (重入國許可) at the local National Immigration Agency (in Kaohsiung) within 30 days after you enter Taiwan.
4. Entries: single or multiple.
5. Visa Number: Visitors should fill the information in E/D card at immigration.
6. Remarks: Code represents reasons or identification of applicants for visiting Taiwan (e.g. code for foreign student is FS; code for overseas Chinese students is FC).

■ 居留證及重入國許可 Alien Resident Certificate (ARC) and Re-entry Permit

外國學生及僑生

外國學生(及僑生)需在入境後 30 日內，申請外僑居留證。持居留簽證入境後攜帶申請表以及相關文件前往內政部移民署服務站申請長期居留證。居留證有效期限為 1 年。每年需要辦理一次。外國學生跟僑生的居留證以及重入國許可(RE-ENTRY PERMIT)是同一張卡，不需要再另外辦理重入國許可。出入境時，必需帶護照及居留證正本。

居留證流程說明：



首次申請應備文件：

1. 申請表 (附件 1：外籍生及僑生居留證申請表範例)
2. 護照正本及影本各一份(有效期限至少 6 個月以上)
3. 簽證正本及影本各一份
4. 外籍生：正修科技大學入學許可(正本及影本各一份)
5. 僑生 (港澳生)：教育部或海外聯合招生委員會核發之分發通知書
6. 在學證明(正本及影本各一份)
7. 最近二吋半身脫帽正面白底彩色照片一張 (黏貼於申請書上)
8. 住宿證明 (房屋契約) (建議攜帶印章以備不時之需)
9. 外籍生費用：新臺幣 1000 元整；僑生費用：新臺幣 500 元整
10. 其他證明文件 (請申請人向台灣居住所在地之移民署洽詢) ，例如：台灣獎學金學生與國合會獎學金學生需出示官方證明)

延期

外國學生須在居留證效期前 15 日內申請延期。若遇到寒暑假回國期間居留證到期，須在回國之 15 日前到內政部移民署服務站申請延期。

延期申請應備文件：

1. 申請表 (附件 1：外籍生及僑生居留證申請表範例)
2. 護照正本及影本各一份(有效期限至少 6 個月以上)
3. 居留證正本及影本各一份
4. 在學證明或學生證正本及影本各一份 (學生證該學期需已註冊)
5. 最近二吋半身脫帽正面白底彩色照片一張 (黏貼於申請書上)
6. 外籍生費用：新臺幣 1000 元整；僑生費用：新臺幣 500 元整
7. 其他證明文件 (請申請人向台灣居住所在地之移民署洽詢)，例如：台灣獎學金學生與國合會獎學金學生需出示官方證明)

補發 (居留證遺失或損毀) 申請應備文件：

1. 申請表 (附件 1：外籍生及僑生居留證申請表範例)
2. 護照正本及影本各一份(有效期限至少 6 個月以上)
3. 新臺幣 500 元整
4. 住宿證明 (房屋契約)
5. 學生證正本及影本各一份 (學生證該學期需已註冊)
6. 最近二吋半身脫帽正面白底彩色照片一張 (黏貼於申請書上)

資料異動 (變更地址、就讀學校或辦理新護照) 申請應備文件：

1. 申請表 (附件 1：外籍生及僑生居留證申請表範例)
2. 護照正本及影本各一份(有效期限至少 6 個月以上)
3. 最近二吋半身脫帽正面白底彩色照片一張 (黏貼於申請書上)
4. 居留證(居留入出境證)正本及影本各乙份
5. 學生證正本及影本各一份 (學生證該學期需已註冊)
6. 根據資料異動情況該準備的資料：
 - 變更地址：住宿證明 (房屋契約)
 - 變更就讀學校：新學校在學證明、就學校的在校成績紀錄 (轉學前所就讀的學校) 以及住宿證明 (房屋契約)
 - 辦理新護照：舊以及新護照正本及影本

變更費用：

變更住址、服務處所(學校)及護照號碼，免費；其餘須收費 500 元。

注意事項：

外國學生來臺就學申請居留證原則：

1. 獲准入學不等於獲發簽證，也不等於獲准入境。
2. 持憑其他目的之簽證入境後，不得改辦就學事由之停(居)留簽證。
3. 以就學為由申獲停(居)留簽證入境後，不得改辦其他事由之停(居)留簽證。
4. 非經相關機關許可者，嚴禁在臺非法工作。
5. 如有變更在臺就讀學校、居住地址或辦理新護照，應於事實發生之翌日起算 15 日內，到內政部移民署服務站辦理變更登記。

逾期居留：

1. 逾期居留第 29 日遇星期日、國定假日或其休息日者，應於次日上午上班日重新申請居留，其罰鍰以逾期 29 日採計。
2. 逾期居留第 29 日遇星期六者，應於次星期一上午重新申請居留。
3. 逾期居留第 30 日，雖仍在就學中，但於繳交罰鍰後，需於 7 日內離臺，重新申請居留簽證來臺就學。

罰鍰規定：

- 逾期 10 日以下者，處新臺幣 10000 元罰鍰。
- 逾期 11 日以上，30 日以下者，處新臺幣 20000 元罰鍰。
- 逾期 31 日以上，60 日以下者，處新臺幣 30000 元罰鍰。
- 逾期 61 日以上，90 日以下者，處新臺幣 40000 元罰鍰。
- 逾期 91 日以上者，處新臺幣 500000 元罰鍰。
- 未滿 14 歲者不罰。

未於時間內變更居留地址、學校所處之罰鍰如下：

- 第一次違規者，處新臺幣 2000 元罰鍰。
- 第二次違規者，處新臺幣 5000 元罰鍰。
- 第三次違規者，處新臺幣 10000 元罰鍰。
- 未滿 14 歲者不罰。

辦理地點：

內政部移民署高雄市第一服務站

地址：高雄市苓雅區政南街 6 號 5、6 樓

電話：07-715-1660(總機) 傳真：07-715-1306

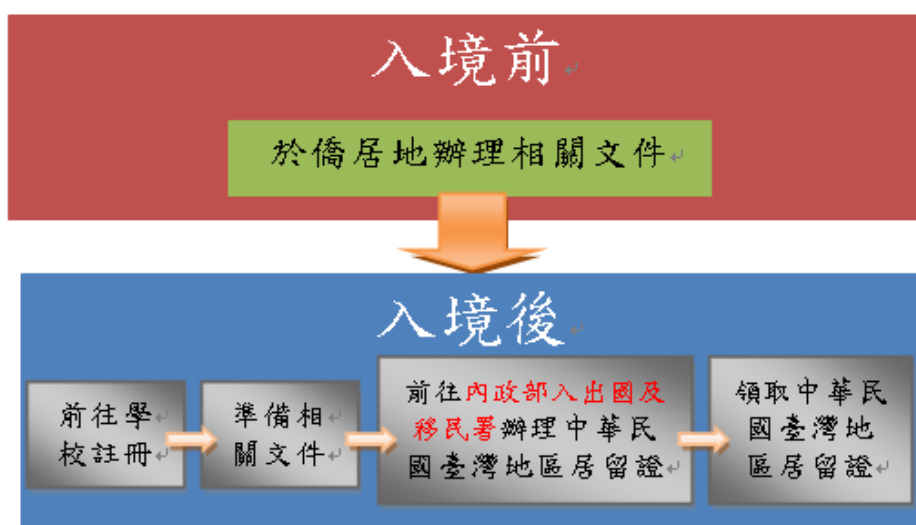
網站：<http://www.immigration.gov.tw/>

服務時間：星期一至星期五 08:00~17:00，中午不休息

港澳生

港澳生須在來臺就讀之前，在香港或澳門者，應向行政院設立或指定機構或委託之民間團體申請，並核轉移民署辦理；在海外地區者，應向我駐外使領館、代表處、辦事處或其他外交部授權機構申請，並由移民署派駐之人員審查後，核轉移民署辦理。申辦單次入境證入境後，再攜帶申請表及相關文件，前往內政部移民署服務站申辦『臺灣地區居留入出境證』。

居留證流程說明：



首次申請應備文件：

1. 中華民國臺灣地區入境居留/定居申請書乙份，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)。(附件 2：港澳生居留證申請書範例)
2. 香港或澳門永久居民身分證正本、影本乙份(影本正反面印在同一面)。
3. 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。
4. 入境許可證正本、影本各乙份。
5. 三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)。
6. 入學分發通知書(正影本各乙份)。
7. 在學證明或學校出具之文件。
8. 住宿證明(房屋契約)。(校內住宿證明需加蓋單位戳章)
9. 費用：
 - 臺灣地區居留證：NT.1000。每次出入境前需辦理出入境許可證。
 - 臺灣地區居留入出境證：NT.2600。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 次出入境許可欄位用畢後，需重新申請本證。居留效期屆滿前 30 日內需檢附學校出示之延期居留公文，向內政部移民署申請延期。

延期

港澳生在臺灣地區居留期間，應於居留有效期間屆滿前 30 日內，並符合延期居留規定者，得檢附學校出示之延期居留公文，逕向內政部移民署各縣市服務站提出申請。

延期申請應備文件：

1. 延期留臺申請書一份。(附件 3：港澳生延期留臺申請書範本)
2. 護照正本及影本各一份(有效期限至少 6 個月以上)
3. 延期申請書一份，並貼同國民身分證相片規格 1 張。
4. 臺灣地區居留證或臺灣地區居留入出境證正本。
5. 學校出具之延期居留公文。
6. 其他相關證明文件。
7. 掛號回郵信封一個 (自取者免附)。
8. 延期證照費：新臺幣 300 元整。

補發 (居留證遺失或損毀) 申請應備文件：

1. 中華民國臺灣地區入境居留/定居申請書。(附件 2：港澳生居留證申請書範例)
2. 遺失居留入出境證申報單(需親自前往移民署填寫)。
3. 如是損毀的話，已損毀之舊居留入出境證也必要帶去。
4. 僑居地身分證正本及影本各乙份。
5. 住宿證明 (房屋契約)
6. 學生證正本及影本各一份 (學生證該學期需已註冊)
7. 學校公文書。
8. 相片乙張(二吋白色背景照)。
9. 新台幣 1000 元或 2600 元(視申請種類而定)。

居留證**遺失**申請流程

步驟一：到警局進行報案，索取報案證明(遺失物)。

步驟二：向學校申請補辦居留證公文書。

步驟三：到管轄區的移民署填寫居留證遺失申報單(需附白色背景之證件相片兩張，規格同身分證用照片)。

步驟四：檢具前述文件向居留地之內政部移民署各縣 (市) 服務站提出申請。

居留證**損毀**申請流程

步驟一：向學校申請補辦居留證公文書。

步驟二：由申請人親自檢具前述文件向居留地之內政部移民署各縣 (市) 服務站提出申請。

資料異動 (變更地址、就讀學校或辦理新護照) 申請應備文件：

1. 出入境證錯誤更正申請表 ((附件 4：港澳生出入境證錯誤更正申請表範本)
2. 護照正本及影本各一份(有效期限至少 6 個月以上)
3. 居留證(居留入出境證)正本及影本各乙份
4. 最近二吋半身脫帽正面白底彩色照片一張 (黏貼於申請書上)
5. 學生證正本及影本各一份 (學生證該學期需已註冊)
6. 根據資料異動情況該準備的資料：
 - 變更地址：住宿證明 (房屋契約)
 - 變更就讀學校：新學校在學證明、就學校的在校成績紀錄 (轉學前所就讀的學校) 以及住宿證明 (房屋契約)
 - 辦理新護照：舊以及新護照正本及影本

注意事項：

港澳生來臺就學申請居留證原則：

1. 獲准入學不等於獲發簽證，也不等於獲准入境。
2. 持憑其他目的之簽證入境後，不得改辦就學事由之停(居)留簽證。
3. 以就學為由申獲停(居)留簽證入境後，不得改辦其他事由之停(居)留簽證。
4. 非經相關機關許可者，嚴禁在臺非法工作。
5. 如有變更在臺就讀學校、居住地址或，應於事實發生之翌日起算 15 日內，到內政部移民署服務站辦理變更登記。

逾期居留：

若發生逾期居留之情形，須出境後再入境，檢具學校公文重新申請居留。

辦理地點：

內政部移民署高雄市第一服務站

地址：高雄市苓雅區政南街 6 號 5、6 樓

電話：07-715-1660(總機) 傳真：07-715-1306

網站：<http://www.immigration.gov.tw/>

服務時間：星期一至星期五 08:00~17:00，中午不休息

■ 居留證及重入國許可 Alien Resident Certificate (ARC) and Re-entry Permit

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 30 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. International Students: Letter of acceptance from CSU (original and one photocopy)
5. Overseas Chinese Students (including students from Macau and Hong Kong): Distribution Notice issued by the Ministry of Education of Taiwan or the University Entrance Committee for Overseas Chinese Students
6. Certificate of Enrollment (provided by CSU)
7. Most recent 4.5cm X 3.5cm colored photo with white background
8. Proof of accommodation (or residential lease agreement) (original)
9. Application fees: International student: NTD 1,000; Overseas Chinese student: NTD 500
10. 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 at least 15 days 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 photo 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 29th day of overstaying is on a Sunday or national holiday, you should apply for the ARC next day or else the 29th day will be taken into account.
2. In case the 29th 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 10,000
- 11 to 30 days = NTD 20,000
- 31 to 60 days = NTD 30,000
- 61 to 90 days = NTD 40,000
- 91 days and above = NTD 50,000

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
- Students who are below 14 years old won't be fined; Students between 14 years old and above and below 18 years old will have to pay half of the fine in each offense.

For further information, please inquire with:

Kaohsiung City First Service Center, National Immigration Agency

Address: 5F and 6F, No. 6 Zhengnan St., Lingya Dist., Kaohsiung City, Taiwan (R.O.C.)

Tel.: 07-715-1660 (trunk line); Fax: 07-715-1306

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

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

■ 醫療保險 Health Insurance

學生平安保險 CSU Student Insurance

所有正修科大學生都必需參加「學生平安保險」(交換生以外)，此保費已經列入註冊費中。

國際學生醫療保險 (加入全民健康保險前所需) International Student Medical Insurance (before NHI)

國際學生(包括外籍生、僑生及港澳生)註冊時，新生抵臺居留滿六個月，尚能加入全民健康保險，因此新生在抵臺後的前六個月需要參加國際學生醫療保險。

- 費用：500 元/月
- 收費方式：新生入學第一學期預收半年的費用 (3000 元)
- 理賠注意事項：
 1. 保險給付範圍：限於臺灣地區之醫療行為。投保前之傷病及保險公司規定之特殊疾病及醫療行為不給付。
 2. 門診給付相同症狀每日以一次為限，每日一次理賠上限為新台幣 1,000 元。
 3. 住院醫療費用保險金：被保險人於本契約有效期間內 (如於本契約生效後加保之被保險人，則係指加保之翌日起) 因疾病或傷害而住院診療時，本公司按該被保險人住院期間內所發生之下列各項費用核付「住院醫療費用保險金」，但被保險人同一次住院最高給付金額以 12 萬元為限。
 4. 參加保險之國際籍生在保險有效期間內因傷病保險事故須門診治療時，申請理賠步驟及相關文件如下：
 - 4.1 至門診或醫院就診時，門診費用先行自付，再向醫院索取收據及診斷證明書 (附有看診醫師的簽名)。
 - 4.2 填寫保險理賠申請書。
 - 4.3 檢附下列文件至國際事務處，我們會協助辦理理賠。
 - 所有就診收據正本
 - 診斷證明書 (附有看診醫師的簽名)
 - 保險理賠申請書
 - 銀行存摺影本

全民健康保險 National Health Insurance Card

1. 持有居留證明文件在臺居留滿六個月之在學僑生、外籍生及港澳生到國際事務處申請參加健保。另在國內設有戶籍而無被保險人可依附投保之僑生，亦可以就讀學校為投保單位參加健保。所稱在臺居留滿六個月，指連續在臺居住達六個月或曾出境一次未逾三十日，其實際居住期間扣除出境日數後，併計達六個月。
2. 僑生如果持有中華民國身分證者，應依附直系血親尊親屬加保。
3. 僑生、外籍生每月應負擔保險費如下表：（2021 年 1 月份保費標準）

負擔區別	僑生 (港澳生) *有清寒證明者	僑生 (港澳生) *無清寒證明者	外籍生
自付金額	413 元	826 元	826 元
僑委會補助	413 元	0 元	0 元
衛生福利部補助	551 元	551 元	551 元
繳款方式	一年級第二學期開始，每學期註冊時由學校一次代收半年保險費，至畢業截止。（第一學期收九月至次年二月保險費，第二學期收三月至八月保險費）		

- 註：1.不得在學校加保之僑生，不適用本表。
- 2.健保費調整時，本表負擔保費金額隨同調整。

相關連結：

中央健保局：<http://www.nhi.gov.tw/>

教育部：<http://www.moe.gov.tw>

■ 醫療保險 Health Insurance

學生平安保險 CSU Student Insurance

All CSU students (excluding exchange students) should join the “Student Accident Insurance Policy”. It is already included in the tuition and miscellaneous fee.

國際學生醫療保險 (加入全民健康保險前所需) International Student Medical Insurance (before NHI)

Upon registration and enrollment, international students (including foreign students, overseas Chinese students, and Hong Kong and Macau students) should join the “International Student Medical Insurance” the first six months after arriving to Taiwan since they still can’t join the National Health Insurance Policy of Taiwan yet.

- Fee: NTD 500/month;
- Payment Method: OIA will collect the fees for 6 months (NTD 3000) at the beginning of each period.
- Settlement of insurance claims:
 1. Insurance coverage: It is limited to medical activities in Taiwan. The insurance company won’t be liable for the medical conditions and injuries acquired before the student is insured and special medical conditions listed by the insurance company.
 2. Maximum claim limit for outpatient with the same symptom is NTD 1,000 daily. Outpatient refers to patients who visit the doctor in clinics or hospitals but are not admitted.
 3. Inpatient medical expenses insurance premium: When the insured is in the effective period of this contract (refers to the student who is insured after the effective date of this contract) and he/she is hospitalized for illness or injury, the company pays the “inpatient medical expenses insurance premium” according to the expenses incurred during the hospitalization period. The maximum amount of the insurance claim for hospitalization is limited to NTD 120,000.
 4. When an international student participating in insurance is required to undergo outpatient treatment for an injury during the period of insurance, the application for claim settlement and related documents are as follows:
 - 4.1 When going to clinic or hospital, the medical expenses should be paid first by the students and is required to obtain a receipt and certificate of diagnosis with the signature of the attending physician for reimbursement.
 - 4.2 Fill-out the insurance claim application.
 - 4.3 Collect or prepare the following documents and submit it to the Office of International Affairs and we will assist you with the claiming process:
 - All medical receipts
 - Certificate of diagnosis (with signature of the attending physician)
 - Insurance claim application
 - Bank passbook

全民健康保險 National Health Insurance (NHI) Card

1. International students (including foreign students, overseas Chinese students, and Hong Kong and Macau students) are required to join the National Health Insurance Policy of Taiwan after staying in Taiwan for more than 6 months. They should visit the Office of International Affairs to request for National Health Insurance application. The student should stay in Taiwan for FULL 6 months, meaning they can't leave Taiwan for more than 30 days and the dates will be extended according to the days they are not in Taiwan. If the student left Taiwan for 30 days or more during his/her first 6 months stay in Taiwan, their application for NHI will be delayed for another six months.
2. If the overseas Chinese student is staying in Taiwan because of their dependency to their parents, the parents can help apply for their NHI.
3. NHI Fees: (starting from January, 2021)

Paid by	Overseas Chinese Student (Hong Kong and Macau Students)		International student
	*with low income family certificate	*without low income family certificate	
the student	NTD 413	NTD 826	NTD 826
Overseas Community Affairs Council	NTD 413	NTD 0	NTD 0
Ministry of Health and Welfare	NTD 551	NTD 551	NTD 500
How to pay	Starting from the second semester of the first year, the school will collect the insurance premium for half a year at the time of registration each semester until graduation. (September through February for the first semester and March through August for the second semester).		

Note: 1. Not applicable to students who joined NHI from other methods (e.g. parents).
 2. When the health insurance fee is adjusted, the amount on the table will also be adjusted.

Related websites:

National Health Insurance Administration: <http://www.nhi.gov.tw/>

Ministry of Education: <http://www.moe.gov.tw>

■ 工作許可證 Work Permit

資格規範：

只有國際學位生身分者才能申請工作許可證。如欲在臺灣工作(不論是在校內或校外)，依規定必須先申請並取得工作許可證後，才能去工作。若未依規定申請工作證，即受僱為他人工作者，得處新臺幣三萬元以上，十五萬以下之罰鍰並限令出境。

※ 僑外生申請工讀條件可參考「就業服務法」第 50 條及「雇主聘僱外國人許可及管理辦法」第 50 條至第 55 條規定。

相關規定：

1. 工作時間除寒暑假外，**每星期最長為 20 小時**。
2. 工作證許可期間最長為 1 年。
3. 申請工作許可於每學年上學期提出者，工作許可期限可至次年下學期 9 月 30 日止。
於下學期提出申請者，工作許可期限至該學期 9 月 30 日止為原則。

※工作時間限制可參考「就業服務法」第 50 條規定。

線上申請方式：

1. 初次申請者必須至「**外國專業人員工作許可申辦網**」申請帳號。
(網址：<https://ezwp.wda.gov.tw/wcfoonline/wSite/Control?function=IndexPage>)
2. 先至國務處拿郵政劃撥單再至郵局繳交審查費(每人新臺幣 100 元整)，利用郵政劃撥繳納，戶名：勞動部勞動力發展署聘僱許可收費專戶，劃撥帳號：19058848。
3. 至「**外國專業人員工作許可申辦網**」登錄帳號後，即可送出線上申請案件。
4. 申請時，請務必填寫所有欄位以及上傳以下所有文件的 PDF 檔：
 - 護照
 - 居留證正反面
 - 學生證正反面
 - 審查費收據
5. 待勞動部通過您的申請案件後，國際事務處在收到您的工作許可證後會再以 email 的方式通知您領取。
6. 申請流程可以看國際事務處網站上**國際學生申請工作證操作手冊**。
7. 詳細相關規定請洽「**勞動力發展署**」



服務地址：100 臺北市中正區中華路一段 39 號 10 樓

查詢電話：(02) 23801708、23801711、23801714、23801715、23801725。

電子信箱：wda@wda.gov.tw

服務時間：週一至週五 上午 8 時 30 分至 12 時 30 分，下午 13 時 30 分至 17 時 30 分

■ 工作許可證 Work Permit

Qualifications:

Only legitimate undergraduate (bachelor's degree), graduate (master's degree) or PhD (doctorate degree) international student in Taiwan can apply for work permit for part time. If an international student wants to have a part-time job in Taiwan (whether on campus or off campus), the student must apply and obtain a work permit before he/she can go to work. If the student fails to apply for a work permit in accordance with the regulations and is employed as a part-time worker, he/she is considered an illegal worker and will be fined with an amount of NTD 30,000 to NTD 150,000 and will be requested to leave the country. International students are only allowed to start applying for work permit during the second semester of their first year of study.

※ The conditions for applying work permit for overseas Chinese students and international students can be found in Sections 50 of the "Employment Service Act" and Sections 30 to 35 of the "Regulations Regarding the Permission and Administration of the Employment of Foreign Workers".

Regulations:

1. The student is only allowed to work for a maximum of 20 hours per week except during winter and summer breaks. There is no working time limit during winter and summer breaks.
2. The work permit period can be up to a maximum of 1 year.
3. For those who apply for a work permit in the first semester of an academic year, the permit is generally valid until September 30 next year. For those who apply in the second semester, the permit is generally valid until September 30 of that same semester.

※ The working time limit can be found in Sections 50 of the "Employment Service Act".

Online Application method:

1. The first time applicant must apply for an account with the "Workforce Development Agency EZ Work Permit" webpage.
(website: <https://ezwp.wda.gov.tw/wcfonline/wSite/Control?function=IndexPage>)
2. Go to the Office of International Affairs to get the postal remittance form, pay the process fee (NTD 100) at the post office. He/she should fill up the postal remittance form with the information below:

Account name: 勞動部勞動力發展署聘僱許可收費專戶; Account no.: 19058848

3. After logging in to the "Workforce Development Agency EZ Work Permit" webpage, send an online application via this website.
4. When applying, please be sure to fill in all the fields and upload a PDF file of all the following documents:
 - passport
 - front and back of ARC
 - front and back of student ID (with the stamp of the current semester)
 - receipt of the postal remittance
5. After the Ministry of Labor passes your application, the International Affairs Office will notify you after receiving your work permit.
6. The application process can be found in the International Student Application Work Permit Operation Manual on the International Affairs Office website.



7. For further details, please contact the 「Workforce Development Agency」

Address: 10F, Sec. 1, Zhonghua Rd., Zhongzheng Dist., Taipei City 100, Taiwan (R.O.C.)

Tel.: (02) 23801708, 23801711, 23801714, 23801715, 23801725

Email: wda@wda.gov.tw

Service hours: Monday to Friday 8:30~12:30; 13:30~17:30

■ 在台駕駛須知 Driver's License

1. 外國學生欲辦理國際駕駛執照簽證者，請先查閱平等互惠原則查詢可否辦理。如持有互惠國所核發之有效國際駕照者，依道路交通安全規則規定，得於三十日內在臺合法駕駛。如停留超過三十日者，應填具國際駕駛執照簽證申請書，向公路監理機關辦理簽證。
2. 國際駕駛執照之簽證最長為一年，若原照或停居留證明有效期間未滿一年者，以先屆滿之日期為準，逾期不得駕駛汽車。若外國學生欲在臺長期駕駛者，均須經換照或考照方式取得中華民國政府所核發之駕照始得駕駛。
 - 外國國際駕照簽證須知：<https://tpcmv.thb.gov.tw/cp.aspx?n=9452>
 - 外國駕照換領本國駕照須知：
<https://www.thb.gov.tw/cp.aspx?n=241>
 - 在臺報考駕照須知：
<https://www.mvdis.gov.tw/m3-emv/mustknow/moto#gsc.tab=0>
3. 有關雙方平等互惠現況，請參考下列網頁：
<http://www.thb.gov.tw/page?node=408d4b33-d248-46ed-8c2b-9066595af0f4>(中文)
<http://www.thb.gov.tw/en/page?node=7069051d-c37f-4a34-90dc-568a0264c565>(英文)

如不幸發生交通事故時應立即報警處理，報案電話：110 或交通警察大隊總機：2321-4666。
報案人報案時應說明肇事發生詳實地點與時間、車輛與號牌、有無傷亡及報案人姓名、地址等資料；報案後在原地等候人員抵達處理。
當事人親自報案，屬自首，負刑事責任可依法減刑。

網路資源：

1. 交通部公路總局：<http://www.thb.gov.tw>
2. 交通部運輸研究所交通服務 e 網通 (陸海空客運資訊中心)：<https://www.iot.gov.tw/>
3. 電子公路監理網：<https://www.mvdis.gov.tw/>
4. 外交部領事事務局：<http://www.boca.gov.tw/>

■ 在台駕駛須知 Driver's License

1. International students applying for international driver's license visa, please check the Principles of Equality and Mutual Benefit. International drivers with valid international driver's license are permitted to drive around Taiwan for 30 days after arrival as long as he/she follows the road safety rules of Taiwan. If the driver is staying for more than 30 days, he/she should apply for a valid international driving license at the Highways Supervision Authority.
2. The visa for international driver's license is one (1) year. If the driver is staying in Taiwan for less than one (1) year, the expiration date of his/her license will be according to the expiration date in his/her ARC. Drivers with expired visa or license can't continue driving a car. International students planning to drive in Taiwan for long-term period are subject to change their international license or take driving lessons and pass the driving exam here in Taiwan.
 - Application for international driver's license visa:
<https://www.thb.gov.tw/en/cp.aspx?n=683>
 - Changing international driver's license to local license:
<https://www.thb.gov.tw/en/cp.aspx?n=616>
 - Application for Taiwan's driver's license:
<https://www.mvdis.gov.tw/m3-emv/mustknow/moto#gsc.tab=0>
3. For information on the Principles of Equality and Mutual Benefit, please refer to the following websites:
CHINESE: <http://www.thb.gov.tw/page?node=408d4b33-d248-46ed-8c2b-9066595af0f4>
ENGLISH: <https://www.thb.gov.tw/en/News.aspx?n=878&sms=12831>

For traffic accidents, call 110 or Kaohsiung City Traffic Police Corps (tel: 07-231-7642) to report the incident immediately. Provide a detailed report on the incident including the location, time, type of vehicle, license plate, with or without casualties, name of the person who reported the incident, etc. Wait for the police to come to the site. Drivers who's speeding, beating the red light or leaving after hitting another vehicle without reporting to the police will be punished according to the law of Taiwan.

Web resources:

1. Directorate General of Highways, MOTC: <http://www.thb.gov.tw>
2. Traffic and Trans Service Center: <https://www.iot.gov.tw/>
3. Motor Vehicle Driver Information Services: <https://www.mvdis.gov.tw/>
4. Bureau of Consular Affairs, Ministry of Foreign Affairs: <http://www.boca.gov.tw/>

■ 手機門號辦理 Purchasing Sim Cards

手機門號

國務處老師可協助聯絡各大電信公司或國際學生可以自行至電信公司門市辦理門號。

辦理門號該附證件：

- 年滿 20 歲
 - (1) 第一證件 (有效期限須大於 3 個月) : 護照
 - (2) 第二證件 (有效期限須大於 3 個月) : 居留簽證、居留證
 - (3) 在學證明：依各電信公司要求，檢附學生證或錄取通知書等文件。
- 未滿 20 歲
 - (1) 第一證件、第二證件、就學證明規定同上。
 - (2) 辦理手機門號法定代理人同意書

詳情可自行洽詢各大電信公司服務中心或特約門市。台灣五大電信公司網址如下：

電信公司	
中華電信 Chunghwa	www.cht.com.tw/
遠傳電信 FarEasTone	www.fareastone.com.tw
台灣大哥大 Taiwan Mobile	www.taiwanmobile.com/index.html

■ 手機門號辦理 Purchasing Sim Cards

Purchasing Sim Cards

The teachers from the Office of International Affairs will assist the students in contacting some of the major telecommunications companies or the international students can visit the telecommunications companies near their home or the dorm and purchase their sim card.

Please prepare the following documents:

- 20 years old and above
 - (1) passport (valid for more than 3 months)
 - (2) resident visa or ARC (valid for more than 3 months)
 - (3) proof of enrollment: Attach a student ID card or acceptance letter and/or other documents as required by each telecommunications company.

- Below 20 years old
 - (1) passport (valid for more than 3 months)
 - (2) resident visa or ARC (valid for more than 3 months)
 - (3) proof of enrollment: Attach a student ID card or acceptance letter and/or other documents as required by each telecommunications company.
 - (4) letter of consent (from guardian in Taiwan)

For details, please contact the major telecommunications company service centers or stores. The websites of Taiwan's top five telecommunications companies are as follows:

Telecommunications Companies	Webpage
中華電信 Chunghwa	www.cht.com.tw/
遠傳電信 FarEasTone	www.fareastone.com.tw
台灣大哥大 Taiwan Mobile	www.taiwanmobile.com/index.html

■ 銀行帳戶辦理 Opening Bank Account

校內服務地點：正修科技大學行政大樓二樓出納組 銀行專員櫃台

營業時間：週一至週日 10:30~11:30

應備文件：

- 雙證件(居留證/護照)
- 在學證明/學生證
- 銀行開戶法定代理人同意書

■ 銀行帳戶辦理 Opening Bank Account

On-campus banking services

Location: CSU Cashier's Division (2F, Administration Building)

Service hours: Monday to Friday 10:30~11:30

Required documents:

- Valid ARC and passport
- Certificate of enrollment
- Letter of consent (for students below 20 years old)

※ If you are under 20 years old, you are not considered a legal adult under the law of Republic of China. You will need a letter of consent from your guardian in Taiwan.



教務資訊 ACADEMIC INFORMATION

網路選課使用說明 CSU Online Course Selection Instructions

學生選課要點 Rules and Regulations on Course Selection

通識博雅課程選課選修說明
Course Selection for General Education Courses

服務學習課程說明 Service-Learning Course Description

教務資訊相關連結 Useful Links

■ 網路選課使用說明 CSU Online Course Selection Instructions

1. 請先由學校首頁進入正修訊息網 <http://www.csu.edu.tw> 或直接輸入
<https://portal.csu.edu.tw/>
 2. 【正修訊息網】鍵入學號、密碼、驗證值
 3. 點選教務資訊→點擊【新版】選課系統進行選課
-
1. Go to the course selection system via CSU's homepage <http://www.csu.edu.tw>
or directly enter: <https://portal.csu.edu.tw/>
 2. At “CSU Portal” page, please use your student ID number, password and verification
code to log in.
 3. Select “Academic Information” → “Course Selection System” to add your subjects

■ 選課操作方式可參考「正修科技大學日間部學生選課操作說明」 Course Selection Manual



■ 學生選課要點 Rules and Regulations on Course Selection



■ 通識博雅課程選課選修說明

Course Selection for General Education Courses



■ 服務學習課程說明 Service-Learning Course Instructions

各項參與紀錄與佐證，要上傳到【服務學習系統】

請先登入【訊息網】→點選【學務資訊】→點選【服務學習系統】

訊息網 <https://portal.csu.edu.tw/index.aspx>

Upload all records to the “Service Learning System”

Log in “CSU Portal”→ “Student Affairs Information” → “Service Learning System”

CSU Portal→<https://portal.csu.edu.tw/index.aspx>



■ 服務學習課程實施辦法 Service-Learning Course Description



■ 教務資訊相關連結 Useful Links

正修科技大學訊息網CSU Portal

<https://portal.csu.edu.tw/>



帳號：學號

密碼：護照號碼

Account：Student Number

Password：Passport Number

正修科技大學易課平台 E-Class 2.0

<https://eecclass.csu.edu.tw/>

ID	公告	日期
72179	易課2.0平台課程已轉錄至112學年度第3學期(學期課程) 各位師長、同學好： 易課2.0平台課程已轉錄至112學年度第3學期，舊版課程已於7/1進行 匯入。 課程相關資訊及學生加選資訊將於每日凌晨01:30-02:00更新 若要查看112學期課程資訊，請登入之後點選「我的首頁」，左側點 選「選課課程」。	2024-07-05
3622	正修科技大學數位學習平台系統更新公告	2024-03-15
13809	112學年度新生註冊登入eClass2.0簡章	2023-08-01
57729	易課2.0平台課程已轉錄至111學年度第3學期(學期課程)	2023-06-27
42234	易課2.0平台課程已轉錄至111學年度第1學期	2023-06-18



帳號：學號

密碼：護照號碼

Account：Student Number

Password：Passport Number

重要系統平台

如有操作問題，請洽圖書資訊處 TEL：07-7358800#2366

● 正修易課 2.0 平台 (<https://eclass2.csu.edu.tw/>)

正修易課2.0是一套數位學習平台，許多老師會在此提供教學資源；部分課程更直接採線上教學、線上補課等，是每位正修人都需要使用的平台。網頁左方輸入帳號密碼即可登入，登入後，點選網頁上方「我的首頁」即可看到自己的課程。

※登入帳號、密碼與正修訊息網相同



● 圖書借閱查詢 (<https://webpac2.csu.edu.tw/webpacIndex.jsp>)

登入後，可檢視個人借閱狀況及辦理線上續借或預約並可查詢借閱歷史、預約歷史及違規歷史。

※登入帳號、密碼與正修訊息網相同

※在正修Line bot輸入「借閱中圖書」也可以快速查詢



● 電子資源整合查詢 (<https://search.csu.edu.tw/csuhyint/index.jsp>)

校外查詢學術論文、電子期刊、資料庫等等必須先登入此系統。

本系統提供教職員工生於校外利用正修訊息網的帳號密碼，遠端認證使用各項電子資源。建議使用方式：登入後，在左下方搜尋欄位(紅色標示處)輸入EDS並點擊查詢，再進入EDS、使用EDS進行各項查詢。EDS詳見下段說明。

※登入帳號、密碼與正修訊息網相同



● EDS 資源探索平台

(<http://search.ebscohost.com/login.aspx?&group=main&profile=eds>)

於單一平台即可查得本校圖書館之所有資源(含館藏與各種電子資源)

校內使用，可直接掃描QR code或輸入上方網址進入使用。

校外使用，請先登入電子資源整合查詢系統(詳見前段說明)，再連結至本系統；若校外直接進入EDS會因為沒有完成遠端認證而無法得到期刊全文。透過本系統可直接取得本館有訂購之電子全文。



以下介紹的各種系統均可在 Google中輸入系統名稱+正修科大 查詢到，歡迎多加利用！

● 圖書館「新生導覽」課程

網址：<https://eclass2.csu.edu.tw/> (易課2.0)

登入易課2.0後可從網頁上方「我的首頁」進入「我的課程」，即可看到新生導覽課程。本課程提供使用圖書館所有服務的影音教學，包含圖書館導覽、雲端資訊服務與各種資料庫的使用教學影片。



● EBOOK

網址：<https://li.csu.edu.tw/p/412-1011-2195.php?Lang=zh-tw>

提供讀者線上借閱與瀏覽本校於五大知名電子書平台購置的電子書與電子雜誌館藏之服務，內容包羅萬象，不論是休閒雜誌或是各種學習相關的書籍雜誌(如:空中美語教室)應有盡有，歡迎多加利用。



● OCW正修科大開放式課程

網址：<https://ocw-fms.csu.edu.tw/>

收集國內外優良開放式課程資料，並建置正修專屬開放式資源，目前收集超過10,031部課程影片。

※登入帳號、密碼與正修訊息網相同



● MVOD行動電影院

MVOD:蒐錄超過3,637部校內活動影片紀錄以及熱門影片相簿及影片

網址：<https://imod-fms.csu.edu.tw/>。

※登入帳號、密碼與正修訊息網相同



● 正修LineBot

手機開啟「LINE」app，掃描右方QRcode加入

透過「LINE」app，正修LineBot就是您校園小幫手，整合公開資訊提供個人服務，如數位證、缺曠紀錄、成績、獎懲、課表、活動等相關訊息。

※數位證登入帳號、密碼與正修訊息網相同

※相關說明請見正修LineBot網頁，網址：<https://csubot.csu.edu.tw/>



正修 Google Workspace

提供Google Workspace之線上服務。

※登入網站：<https://mail.google.com/>

※登入帳號：學號@gcloud.csu.edu.tw

※登入密碼：同正修訊息網

※相關說明請見正修Google Workspace網頁，網址：<https://gapps.csu.edu.tw/>



• 正修 Office 365

提供Microsoft Office365之線上服務與應用程式。

※登入網站：<https://portal.office.com/>

※登入帳號：學號@office.csu.edu.tw

※登入密碼：同正修訊息網

※相關說明請見正修Office 365網頁，網址：<https://office365.csu.edu.tw/>



• 正修雲桌面 Cloud Desktop

網址：<https://desktop.csu.edu.tw/>

正修雲桌面提供桌面雲與軟體雲等隨選即用的雲端服務，關閉後立即還原資料不外洩，任何平台通通一雲搞定。

※登入方法：請至雲桌面網站下載客戶端安裝。

※登入帳號、密碼與正修訊息網相同。



• 正修雲主機 Cloud VM

網址：<https://cloud.csu.edu.tw/>

提供教學、專題、研究與行政單位穩定快速的伺服器，快速建立研究、教學環境。

※請至正修雲主機網站中下載表單申請。



正修雲主機

• 校園無線網路 Campus Wi-Fi

網址：<https://wifi.csu.edu.tw/>

提供全校教學區100%涵蓋率與802.11AC無線上網體驗，帳號結合TANetRoaming校際漫遊於全臺百餘所大學。

※使用方法：選擇任一無線網路名稱：

「802.1x_CSU(建議)」、「WAVELAN_CSU」、「TANetRoaming」

※登入帳號、密碼與正修訊息網相同。



Important System Platforms

For operation inquiries, please contact the Office of Library and Information. TEL: 07-7358800#2366

CSU E-class 2.0 Platform (<https://eclass2.csu.edu.tw/>)

E-Learning 2.0 is a digital learning platform where many teachers provide teaching resources; Some of the courses are also directly online teaching, online tutorials.

It is a platform that every student needs to use.

After logging in, click "Home" at the top of the page to see your courses.

Account and password are the same as CSU Portal.



Library Book Search

(<https://webpac2.csu.edu.tw/webpacIndex.jsp>)

Log in to search, reserve books (check status), and check loan/return records. You can also view your borrowing history and reservation status.

Account and password are the same as CSU Portal.



Electronic Resources Integrated Search

(<https://search.csu.edu.tw/csuhytint/index.jsp>)

Before searching for e-books, e-journals, and databases in the library, you need to log in first. This system allows faculty, students, and staff to use the electronic resources of the library. Suggested login methods: Log in, search directly in the lower right "Integrative Resources," then enter EDS. For "EDS Search," see the instructions below.



EDS Resource Discovery Platform

(<http://search.ebscohost.com/login.aspx?&group=main&profile=eds>)

This unified platform provides access to all electronic resources in the library (including all types of e-resources).

Verification Process: For full-text download of e-journals, first log in to the system, then enter the verification code of the EDS account. If the EDS account does not pass verification, full-text cannot be downloaded.



Library “Orientation for New Students” Programs (<https://eclass2.csu.edu.tw/>)

- After logging in to E-Class 2.0, you can go to “My Courses” from “My Home” at the top of the page.
This course provides video and audio tutorials on using all Library services, including library tours, cloud-based information services, and various databases.



EBOOK

(<https://li.csu.edu.tw/p/412-1011-2195.php?Lang=zh-tw>)

EBOOK provides readers with online borrowing and browsing services for e-books and e-magazine collections purchased from five well-known e-book platforms.
E-books and e-magazines are available for online borrowing and browsing, with a wide range of contents, including leisure magazines and learning-related books and magazine



CSU Open Course Ware

(<https://ocw-fms.csu.edu.tw/>)

OCW collects domestic and overseas excellent open course materials, and builds the exclusive open resources for CSU. Currently there are more than 10,031 course videos.
Login account and password are the same as CSU Portal.



- MVOD Mobile Movie Theater**
(<https://imod-fms.csu.edu.tw/>)

MVOD: A collection of more than 3,637 video recordings of school activities, as well as albums and videos of popular movies.

Login account and password are the same as CSU Portal.



CSU LineBot

- Open the “LINE” app on your cell phone and scan the QRcode on the right to join.

With the “LINE” app, LineBot is your little helper on campus. It integrates public information to provide personal services, such as digital ID, absenteeism, grades, awards, punishments, class schedules, and activities, Awards and penalties, class schedules, activities, and other related information.

※Digital ID card login account and password are the same as CSU Portal.

For more information, please visit the LintBot website at <https://csubot.csu.edu.tw/>.



Google Workspace

Provides Google Workspace online services.

Login URL: <https://mail.google.com/>

Login Account: Student Number@cloud.csu.edu.tw

Login Password: Same as CSU portal

Related Guide: <https://gapps.csu.edu.tw/>



Microsoft Office 365

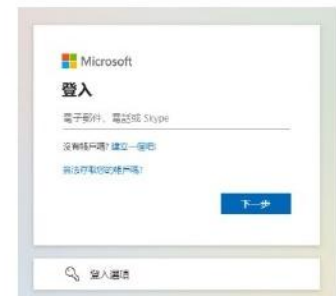
Provides Microsoft Office 365 online services and applications.

Login URL: <https://portal.office.com/>

Login Account: Student Number@office.csu.edu.tw

Login Password: Same as CSU portal

Related Guide: <https://office365.csu.edu.tw/>



CSU Cloud Desktop

URL: <https://desktop.csu.edu.tw/>

The CSU Cloud Desktop provides a desktop service that is always available, accessible across platforms.

Login Method: Visit the website to download the client and install it.

Login Account: Same as CSU portal



CSU Cloud VM

URL: <https://cloud.csu.edu.tw/>

Provide stable and fast servers for teaching, specialization, research and administrative units.

Quickly establish research and teaching environment.

※Please download the application form from the website of CSU Cloud Hosting.



正修雲主機

Campus Wi-Fi

<https://wifi.csu.edu.tw/>

Provides 100% coverage of 802.11AC Wi-Fi across campus.

Accounts integrated with TANet Roaming allow seamless Wi-Fi access across all universities in Taiwan.

Connection Method: Choose from "802.1x.CSU (recommended)," "WAVELAN_CSU," or "TANetRoaming."

Login Account: Same as CSU portal





學務資訊 STUDENT AFFAIRS INFORMATION

修業年限規定

Regulations on Length of Study

學生請假注意事項暨相關規定

Regulations on Attendance and Application of Leave of Absences

學生宿舍 Student Dormitory

外國學生獎助學金實施要點

Foreign Student Scholarship Implementation and Regulation

學雜費退費基準表

Tuition and Miscellaneous Fee Refund Information

國際麻吉社 International Buddies Club

■ 修業年限 Length of Study

- 一、 大學部學程：四年制各系修業期限以四年為原則，所修學分總數，至少需修滿一百二十八學分。學生在規定修業期限內，未能修足應修學分，至多得延長修業期限二年。
 - 二、 研究所學程：碩士生修業期限以一至四年為限。碩士生至少須修滿三十學分 (含論文六學分)。博士生修業期限以二至七年為限。博士生至少須修滿二十四學分 (含論文六學分)。
 - 三、 本校採學年學分制，各系學生須修滿規定年限，並修滿各該系規定學分且成績及格者，方得畢業。修業年限各學制規定皆不同，相關規定以系所公告資訊為主。
1. Undergraduate programs: The undergraduate program requires 4 years of study. The total number of credits required to graduate is at least 128 units. Students who fail to obtain the required credits within 4 years may extend the period of study for at most two years.
 2. Graduate programs: The duration of a Master's degree is limited to one to four years and students must complete at least 30 credits (including 6 credits for their thesis/dissertation). The period for a Doctoral degree is limited to two to seven years. Doctoral students must complete at least 24 credits (including 6 credits for their thesis/dissertation).
 3. The school adopts the academic year credit system. Students of each department must complete the prescribed number of years, must complete the required credits of each department, and pass the courses before they can graduate. The length of study and graduation requirements are different according to each department's/institute's regulations, please follow the most current regulations and information announced by the departments/institutions.

■ 學生請假注意事項暨相關規定

Regulations on Attendance and Application of Leave of Absences

- 一、 線上請假請於缺課當日 2 日內申請，紙本請假請於缺課當日起 10 日內完成請假手續，超過 10 日即無法列印假單，超過 13 日即為逾期。一學期有 20 堂線上請假的權利，可免跑紙本，病假須檢附收據或相關證明，喪假需附訃文。
- 二、 請假流程：
正修訊息網首次登入者，「帳號」請輸入學號；「密碼」請輸入身份證字號(英文大寫)。進入系統後，左側選單選擇「學務資訊」後選擇「線上請假系統」。進入請假系統後，請選擇您要請假的節數。填妥相關資料後，列印紙本請假單(20 節線上請假則可免列印即完成請假)。依照請假單的只是完成請假程序，即可完成請假。假單毀損或遺失於十日內可由左側選單點選「查詢及列印請假資料」，即可列印已輸入之請假單。
- 三、 依學生操行成績考查要點規定：
曠課： 1 小時，扣操行成績 1 分
事假： 1 小時，扣操行成績 0.1 分
病假： 1 小時，扣操行成績 0.05 分
- 四、 考試期間請假需送學務處、教務處辦理，經校長核准，方可依本校考試補考相關規定辦理補考。
- 五、 依本校學則規定：
第二十條 學生因故不能上課，得依照請假辦法請假，學生請假辦法另訂之。經核准請假者為 缺課，其未曾請假或請假未准者為曠課。
第二十一條 某一科目缺曠課時數達全學期該科授課總時數三分之一者，不得參加該科目學期考試，該科學期成績以零分計。
第二十四條 本校學生有下列情形之一者，應令休學。
一、缺曠課日數達該學期授課總時數三分之一者。
第二十五條 本校學生有下列情形之一者，
二、操行成績不及格或違反校規而情節嚴重，經學生獎懲審議委員會會議決議退學者。
三、全學期曠課達四十五小時者，應予退學。
四、學業成績不及格科目之學分數，達該學期修習學分總數三分之二，或連續兩學期不及 格科目之學分數達該學期修習學分總數二分之一者。

■ 學生請假注意事項暨相關規定 Regulations on Attendance and Application of Leave of Absences

- I. Please apply for an online leave of absence within 2 days of the day you miss a class. For paper leave of absence, please complete the procedures within 10 days of the day you miss a class; if it takes more than 10 days, the leave slip cannot be printed, and if it takes more than 13 days, the submission . Students are entitled to 20 online leaves in a semester and are exempted from paper leave. Receipts or relevant certificates must be attached for sick leave, and obituaries must be attached for funeral leave.
- II. Leave request procedure:
For first time log-in CSU portal , please enter your student ID number for “Account” and your ID card number for “Password”. After entering the system, select “Academic Information” from the left menu and then select “Online Leave System”. After entering the leave system, please select the period of courses you want to take leave. Fill in the relevant information and print out the paper leave form (for 20 sessions of online leave, you can complete the leave form without printing). Follow the instructions on the leave slip to complete the leave application process.
- III. Truancy: 1 hour, 1 point deduction for conduct grade.
Personal leave: 1 hour, 0.1 point of conduct grade will be deducted.
Sick leave: 1 hour, 0.05 points off conduct grade.
- IV. During examination periods, leave applications must be sent to the Office of Student Affairs and Office of Academic Affairs to be processed. After approval from the University’s President, make-up exams will be arranged in accordance with the make-up exam-related regulations.
- V. Pursuant to Cheng Shiu University (CSU) Regulations:
Article 20 regarding students that are unable to attend class states that they must ask for leave according to the student leave application policies, which are to be determined separately. Students approved to leave are considered absent from class. Those who have not applied for leave or who have applied but are denied are deemed absenteeism.
Article 21 states that when the total number of absent/absenteeism hours reach one-third of the total teaching hours in a semester, the student may not take part in the final exam of that subject and will receive a 0 in that subject for that semester. If absences are due to pregnancy, childbirth, or nursing care for children, the approved personal/sick leave or maternity leave will not come with a penalty. When the total number of absent hours reach one-third of the total teaching hours of the semester, make-up exam or other remedial measures may be arranged for that subject depending on needs and the nature of the course. The result of the course will be calculated according to the actual make-up exam result.

Article 24 states that students will be ordered to suspend their study under the following circumstances:

1. The number of absent days is equal to one-third of the total teaching hours in that semester.

Article 25 states the other possible reasons as follows:

2. Failing conduct grades or serious cases of violations of school rules, and the student is required to withdraw as per the decision of the Student Reward and Disciplinary Committee.
3. Students shall be required to withdraw if their total instances of absenteeism reach 45 hours.
4. Credits from subjects with failing subjects reach two-thirds of the total credits in that semester, or credits from failing classes in two consecutive semesters reach half of the total number of credits for the semesters.

學生宿舍 Student Dormitory

■ 宿舍簡介 Introduction of CSU Dormitories

【正修宿舍】

- 十三層現代化大樓，四人一間雅房，男生 627 床、女生 328 床，合計 955 床。
- 門禁時間：上午 00：00-06：00 禁止進出。
- 宿舍大樓設備現代化，設有中央空調、男、女生各有專用電梯、公用電話、數位式監視系統、消防及 RO 飲水等設備，宿舍庭院規劃 376 個機車停車位(須申請)。
- 設有 2 間大型男女生專用交誼廳，設置健身休閒區、無障礙寢室及 B1 自學中心，各樓層設有數位電子看板、洗衣間、曬衣場、洗衣機、烘衣機及完善寢室設施及網路等。
- 宿舍採 24 小時輪值，負責宿舍行政工作，並在教官協同下負責住宿生輔導、安全照顧及服務事宜。
- 聯絡服務電話：(07) 7776335、7779037
- 宿舍地址：83342 高雄市鳥松區濱山街 80 號。

正修寢室全景照



四人雅房



四人雅房

【文山學園】

- 雙棟五層鋼骨結構大樓，二人一間套房設施，男女生分棟各有專用電梯，男生 262 床、女生 262 床，合計 524 床。
- 門禁時間：上午 00：00-06：00 禁止進出。
- 新建校外學生宿舍，外觀設備現代化，交通便利，離校約 1 公里。每間皆具備完善之套房設施（含衛浴、冰箱、冷氣機），寢室除完善設施外，並可免費接寬頻網路。
- RO 飲水機、數位式監視系統、完善消防設備，頂樓設有曬衣場、洗衣機、烘乾機，地下室設有休閒室、文康室、健身房、研討室及免費機車停車場(須申請)。
- 住宿之水、電等費用，每月須另行繳納。
- 宿舍採 24 小時輪值，負責宿舍行政工作，並在教官協同下負責住宿生輔導、安全照顧及服務事宜。
- 聯絡服務電話：(07) 7801655
- 宿舍住址：83048-高雄市鳳山區文濱路 69 號

文山寢室全景照

下舖(套房)



浴室

■ 宿舍簡介 Introduction of CSU Dormitories

Cheng Shiu Dormitory

- A 13-floor modern building, with 627 and 328 beds for male and female students, respectively with 955 beds in total. Every dorm room accommodates four students.
- The dorm building is equipped with a variety of modern equipment, including central air conditioning, separate elevators for male and female students, public telephones, digital monitoring equipment, a police hotline, fire equipment, and RO drinking water. In addition, there are 360 parking spaces for motorcycles, and a convenience store is located in the courtyard.
- Curfew time is from 00:00am~6:00am.
- Dorms are equipped with separate male and female large saloons, the dream salon of Student Counseling Center, computer labs, and gyms. Laundry rooms, clothes-hanging spaces, washing machines, and dryers are equipped on each floor and in each dorm. Indoor telephone and access to the internet are also available in each dorm. A new study center is located in the basement, where remedial teaching, artistic activities, and life-learning courses are held on a regular basis. Moreover, there are four seminar rooms and K-zones provided for students to engage in group discussions or study.
- The Dormitory counselors rotate in 24 hour shifts and are responsible for dorm administration. With the support of military instructors, they provide consultation, safe care, and services for students.
- Contact number: (07) 7776335; 7779037
- Dorm address: No. 80, Binshan St., Niasong Dist., Kaohsiung City, Taiwan, R.O.C., 83342

Panoramic photo of the
Cheng Shiu Dormitory



Bedroom



Bedroom

Wen Shan Dormitory

- A 5-floor steel-structured twin buildings, with 266 beds for male students, and 260 beds for female students, with 526 beds in total. Each suite can accommodate two students. Elevators are available for male and female dormitories separately.
- Curfew time is from 1:00am~6:00am.
- Featuring a convenient location at a distance of 900 m from the university, the newly-built dorm buildings outside the campus are equipped with a variety of modern equipment and well-designed facilities, including separate elevators for male and female students, telephones, digital monitoring equipment, a police hotline, and fire equipment. In addition, students can hang their clothes in the rooftop. Free parking spaces for motorcycles are located in the basement.
- Dorms are equipped with reception rooms, lounges, entertainment rooms, gyms, seminar rooms, and bedrooms, where free access to broadband internet and cable TV are available.
- Monthly water, electricity, and telephone fees shall be paid separately.
- The Dormitory counselors rotate in 24 hour shifts and are responsible for dorm administration. With the support of military instructors, they provide consultation, safe care, and services for students.
- Contact number: (07) 7801660; 7801655; Fax: (07) 7801636
- Dorm address: No. 69, Wenbin Rd., Fengshan Dist., Kaohsiung City, Taiwan, R.O.C., 83048

Panoramic photo of the
Wen Shan Dormitory



Bedrooms



Bathroom (in each room)

■ 學生宿舍管理辦法 Dormitory Management Measures

112.6.12 行政會議修訂通過

- 一、目的：在維護學生住宿安全及培養學生良好的團體生活習性，在規範下推動學生自治，使學生能在安寧優雅的環境中快樂求學，特訂定本要點。
- 二、住宿申請：
 - (一) 申請日期：在校生於學期結束前一個月，新生於註冊前(學校公告為主)。
 - (二) 下列身分學生為保障住宿學生：
 - 1.持有身心障礙或殘障手冊之身心障礙學生(須附證明)。
 - 2.持有各縣市核發之低收入或中低收入戶之學生(須附證明)。
 - 3.具優先分配資格之僑生及外籍生。
 - 5.擔任宿舍自治幹部表現優良之學生。
 - 6.協助學生宿舍輔導或管理工作之學生。
 - 7.學生家庭遭遇重大變故。
 - (三) 申請核定優先順序：
 - 1.上述保障住宿學生。
 - 2.宜蘭、花蓮、台東地區。
 - 3.依距離遠近北部、中部及南部地區順序排定。
 - 4.高雄市及屏東縣(屏東市)地區。
 - (四) 如申請者超過床位時，則以申請核定優先順序錄取，距校直線距離 10 公里內不得申請。
 - (五) 未申請到宿舍床位列為備取者，俟新生床位排定，尚有餘額依序以電話簡訊通知學生遞補。
 - (八) 住宿申請為一學年(上、下學期)，寒暑假住宿，須另外至宿舍服務台申請。
 - (九) 下學期因故無法住宿，須填「不續住申請表」，至宿舍服務台辦理，保證金不予退還。

三、其他事項：

- (一) 為維護宿舍之整潔與安全，遇疑有不法情事、影響安全之緊急事件或維修時，住宿生必須配合，宿舍輔導老師及業務相關人員至寢室訪查。
- (二) 寢室內務應保持整齊清潔，寢室門口不得置放任何雜物，每日務必清除垃圾並依規定實施垃圾分類；文山學園寢室門口除放置鞋子外，不得放置任何雜物，鞋子須擺放整齊，不得佔用走道，另配合清潔隊時間，實施垃圾清運。
- (三) 進住寢室時應清點個人設施或器具，如有缺少或損壞立即向宿舍輔導老師反映登錄，公用設施由住宿者共同負責保管，退宿或搬離宿舍時應完整點交，如有缺損應照價賠償。
- (四) 貴重物品應妥慎保管，除特別規定外，各寢室夜間睡覺及無人在室內時，房門均應上鎖防竊。
- (五) 嚴禁於宿舍炊煮食物、私接電線或竊取公共用電(例如：使用緊急照明燈插座電源)、喝酒(含酒精飲料)、打架、吸食毒品、抽菸、賭博(含玩麻將)存放危險(刀、械..等)或易燃物品、飼養寵物、燃放鞭炮、燃燒物品、從事不法事物或影響住宿安寧、安全。
- (六) 於寢室內應隨時保持安靜，夜間 12 點後關閉大燈(限用桌燈)，電腦及音響設備使用耳機，以免影響其他室友安寧與作息。
- (七) 正修宿舍男、女生分樓層，文山學園男、女生分棟，分別由專用電梯進出，嚴禁異性進入，且進出宿舍感應門時，應感應進出。
- (八) 住宿生例假日不返家者，請告知家長自己行蹤，凡未依規定辦理請假者，以不假外宿論處。
- (九) 住宿生申請宿舍機車車位，必須具備行照、駕照，經抽籤分配車位，未申請車位之機車，嚴禁停放於宿舍。
- (十) 住宿生不得帶非住宿生(不同宿舍者等同)進入寢室內。
- (十一) 嚴禁無故侵入他人寢室，或擅自翻(拆)啟他人私有物件(含電腦資料)。
- (十二) 未辦理退宿申請，私自搬離宿舍者，除依規定懲處外，並追繳相關費用。
- (十三) 無特殊原因，未按時繳交水電費，屢勸不聽者，爾後不得申請住宿。
- (十四) 宿舍全面禁菸，嚴禁於宿舍區域吸菸。
- (十五) 學生違反住宿管理規定(含生活公約)情節輕微者，依學生獎懲辦法懲處規定，每申誡乙次，得實施愛校服務兩小時，限於宿舍實施。
- (十六) 住宿生若違反性別平等教育法、住宿管理規定(含生活公約)情節重大或不服師長輔導屢勸不聽者，除依校規相關懲處規定辦理外，即刻通知家長，並得限期搬離宿舍，並不予退費，爾後亦不得申請學生宿舍。
- (十七) 學生因違反校規，遭學校記大過(含)以上處分者，不得申請學生宿舍。

四、本要點經行政會議通過後實施，修正時亦同。

■ 學生宿舍管理辦法 **Dormitory Management Measures**

I. Purpose: The Regulations are specially set out to maintain the security of the dormitories, cultivate students' social life, and promote self-government, allowing students study in a quiet and elegant environment.

II. Applying for dormitory:

1. Date of application: Present students shall apply for the dormitory one month before the end of the semester; freshmen shall apply for the dormitory before registration.
2. Priorities for bed allocation:
 - a. Students from families with special problem or low income (with proof documents attached) and having a need for dormitory.
 - b. International students, Overseas Chinese students, students from Mainland China and International (including from Mainland China) exchange students.
 - c. Offshore students (Kinmen, Matsu, Penghu, Green Island, Lanyu, Xiaoliuqiu), Hualien, Yilan, Taitung, and remote areas.
 - d. College students from Tainan to northern area of Taiwan and from Pingtung (excluding Pingtung city) to the southern area of Taiwan.
3. If the number of applicants exceeds the number of available beds, the final decision shall be made according to the priority for bed allocation and the order of application.
4. Applicants not obtaining a bed may register in the waiting list at the Dormitory Division and fill in vacancies in order if applicable.
5. The dormitory accommodation is provided for one year (the first and the second semester; winter and summer vacations are included for Wen Shan Campus). The dorm fee is paid separately in the first and the second semester.

III. General Provisions:

1. Students who brings valuable items are responsible for keeping it safe. In case of loss, students shall bear full responsibility.
2. Students shall check personal facilities or supplies when checking in the dorm. In case of missing or broken facilities or supplies, students shall register with the dormitory counselor. Public facilities are maintained by students staying in dorms. Upon check-out or moving out of dorms, students shall complete the handover and compensate any damages, if applicable.
3. Except otherwise stipulated, students should lock the door when they are sleeping at night or when no one is inside to avoid theft.

4. For students staying in the dormitory during the winter and summer vacation, they shall follow the same regulations as those in the semester and bear full responsibility for any violations.
 5. Male and female rooms in Cheng Shiu dormitory are separated by floor, while those in Wen Shan Campus are separated by building. Male students are prohibited from entering the female dorms, and vice versa. Female students enter their dorm rooms in Cheng Shiu via the elevator on the first floor.
 6. College students registering to stay on holidays or weekends should participate in the roll-call every evening.
 7. Students who registered for parking spaces should provide their vehicle (scooter) license, driver's license, and their parent's consent for a parking space application. Because of limited slots, slot drawing method will be used to choose the students who would get a parking space. Students not applying for a parking space are prohibited from parking motorcycles at the dorms. Violators will be punished according to school regulations.
 8. Students violating dormitory regulations will be punished according to school regulations. The responsible division will inform their parents immediately. Students who have at least one major demerit due to violations or frequent violators will be ordered to move out of the dorm within a deadline and will not be allowed to apply for dormitory next semester.
- IV. The Regulations will be announced and implemented upon the President's approval. The same procedures shall apply to future amendments.

■ 學生宿舍生活公約 Dormitory Rules and Regulations

- 正修宿舍門禁時間為 00:00 ~ 06:00

文山宿舍門禁時間為 01:00 ~ 06:00

國際學舍門禁時間為 00:00 ~ 06:00

若無國務處師長與舍監同意，學生不得於該時段外出。

- 本宿舍禁煙。
- 宿舍嚴禁任何含酒精飲料。
- 本宿舍禁止飼養任何寵物。
- 請降低音量以共同維護安寧。
- 請保持宿舍整潔，並嚴禁懸掛及張貼海報等物品。
- 宿舍嚴禁使用高耗電（高功率）電器。
- 每樓皆有投幣式洗衣機與烘乾機，請自由使用。
- 國際學舍每晚 22:00 點名。住宿生外出或外宿（含假日）必須請假，請同學記得提早拿請假單給國務處的老師簽名。
- 其他未盡事項則依本校學則規定辦理，或逕向宿舍管理人員/國務處師長諮詢相關細節。

■ 學生宿舍生活公約 Dormitory Rules and Regulations

- CSU Dormitory is closed from 00:00 to 06:00
Wenshan Dormitory is closed from 01:00~06:00.
CSU International Dormitory is closed from 00:00 to 06:00
Students are not allowed to leave the dormitory during these hours without permission from the OIA and the dormitory manager.
- No smoking in this dormitory.
- Alcoholic beverages are prohibited in this dormitory.
- Pets are not allowed in the dormitory.
- Please do not make loud noises and keep your voice down to respect others.
- Please keep the dormitory clean and tidy. No hangings – including paintings and posters – are permitted on the walls or the closet doors.
- Please do not use high electricity-consuming appliances in this dormitory. Cooking is not allowed in the dormitory.
- The coin-operated laundry machines are available on each floor.
- International Dormitory conducts roll call at 22:00 every evening. If students will overnight somewhere else or will be out of the dormitory during roll call, please bring your dorm excuse slip to OIA in advance and have it signed by one of the teachers.
- Besides the regulations above, students must comply with the school regulations of CSU. For more information, please consult the dormitory manager and/or the Office of International Affairs.

■ 獎助學金資訊 Foreign Student Scholarship Implementation and Regulation

● 學校助學金

外籍生進入就讀本校後學校提供每月新台幣\$5000元助學金，如無違反校規，大學部學生最多補助4年、碩士班最多補助2年、博士班最多補助4年。同學抵台的第一個月生活助學金以百分比計算。已就讀本校國際學生，其前一學年每學期至少修習 9 學分且學期操行平均成績均達 70 分(含)以上方可申請。當月離開台灣10日以上者，該月停發生活助學金。(依正修科技大學國際學生獎助學金實施要點辦理)

● 教育部清寒僑生獎助金

補助對象：就讀高級中等以上學校在學清寒僑生，符合下列資格條件者，得申請補助：

(一) 依僑生回國就學及輔導辦法來臺就學之僑生。但不包括研究生、延長修業期限學生(以下簡稱延修生)、國立臺灣師範大學僑生先修部先修班及國語文特別輔導班留班重讀生。

(二) 參酌下列情形認定為清寒：

1. 依僑生所提供正式之海外財力證明或清寒證明。必要時，得由學校逕函請僑務委員會查證。

2. 僑生在臺生活情形。

(三) 僑生就讀二年級以上者，其前一學年之全學年學業成績平均及格，且於大專校院未受申誡以上或於高級中等學校未受小過以上之懲處。

已依其他規定領取政府提供之學雜費補助、減免或助學金者，不得重複申請本助學金。

● 住宿助學金

國際學生於進入就讀本校後如無違學校規定且成績優秀者，每學期可申請住宿費抵免，大學部學生最多補助4年、碩士班最多補助2年、博士班最多補助4年。

● 更多獎助學金資訊請參考

外籍生：<https://b015.csu.edu.tw/>

僑生：<https://b024.csu.edu.tw/p/412-1084-1022.php?Lang=zh-tw>

<https://cmn-hant.overseas.ncnu.edu.tw/further-study-area/must-know/scholarships/>



■ 獎助學金資訊 Foreign Student Scholarship Implementation and Regulation

● Scholarship from school :

CSU will award a NT\$5,000 scholarship monthly to eligible international students. If there are no violations of school regulations, Bachelor's degree students can continue to apply for scholarships for up to 4 years, Master's degree students can apply for up to 2 years, and Ph.D. students can apply for up to 4 years. The student's living stipend for the first month of arrival in Taiwan is calculated based on the percentage of days they are in Taiwan. Those who are enrolled in our university should at least have 9 credits each semester of the previous academic year and an average semester score of 70 points or more (inclusive). Those who have left Taiwan for more than 10 days in the same month won't receive the scholarship for that month. (per the "Scholarship Guidelines for International Students of Cheng Shiu University").

● Scholarships for Underprivileged Overseas Chinese Students

Subsidy Eligibility:

The financial aid is available to underprivileged overseas Chinese students currently enrolled in senior high school or higher institutions, who meet the following qualifications:

Eligibility:

Based on the formal overseas financial proof or proof of financial hardship provided by the student. If necessary, the school may request verification from the Overseas Community Affairs Council.

Consideration of the student's living conditions in Taiwan.

Academic Requirements:

For students in their second year or above, the average grade for the previous academic year must be passing, and the student must not have received any demerits above a warning in colleges/universities or any demerits above a minor demerit in senior high schools.

Students who have already received government-provided tuition subsidies, fee reductions, or scholarships under other regulations are not eligible to apply for this scholarship.

● Dormitory scholarship :

If there is no violation of school regulations and outstanding academic performance, students can continue to apply for scholarships every semester to waive accommodation fees. Bachelor's degree students can continue to apply for up to 4 years, Master's degree students can apply for up to 2 years, and Ph.D. students can apply for up to 4 years.

● For more information on scholarships, please refer to

International Students: <https://b015.csu.edu.tw/>



Overseas Chinese Students: <https://b024.csu.edu.tw/p/412-1084-1022.php?Lang=zh-tw>



<https://cmn-hant.overseas.ncnu.edu.tw/further-study-area/must-know/scholarships/>



■ 學雜費退費基準表

Tuition and Miscellaneous Fee Refund Information

學生休、退學時間	學費、雜費退費比例	備註
一、註冊日(含當日)前申請休退學者	免繳費，已收費者，全額退費	
二、於註冊日之次日起至上課(開學)日之前一日申請休、退學者	學費退還三分之二，雜費全部退還	其採學分學雜費或學雜費基數核算者，退還學分費全部、學雜費基數(或學分學雜費)三分之二
三、於上課(開學)日(含當日)之後而未逾學期三分之一申請休、退學者	學費、雜費退還三分之二	其採學分學雜費或學雜費基數核算者，退還學分費、學雜費基數(或學分學雜費)各三分之二
四、於上課(開學)日(含當日)之後逾學期三分之一，而未逾學期三分之二申請休、退學者	學費、雜費退還三分之一	其採學分學雜費或學雜費基數核算者，退還學分費、學雜費基數(或學分學雜費)各三分之一
五、於上課(開學)日(含當日)之後逾學期三分之二申請休、退學者	所繳學費、雜費，不予退還	

備註：

一、表列註冊日、上課(開學)日及學期之計算等，依各校正式公告之行事曆認定之；學校未明定註冊日者，以註冊繳費截止日為註冊日。

二、學生申請休學或自動退學者，其休、退學時間應依學生(或家長)向學校受理單位正式提出休、退學申請之日為計算基準日；其屬勒令退學者，退學時間應依學校退學通知送達之日為計算基準日。但因進行退學申復(訴)而繼續留校上課者，以實際離校日為計算基準日。

三、休、退學之學生應於學校規定期限內完成離校手續；其有因可歸責學生之因素而延宕相關程序者，以實際離校日為計算基準日。

四、各校不得於學校行事曆所定該學期開始日前預收任何費用。

Student's withdrawal period from school (includes leave or drop-out)	Tuition and miscellaneous fee refund ratio	Remark
1. Students who apply for withdrawal before the enrollment date (inclusive)	Don't need to pay the tuition and miscellaneous fee, and a full refund for students who have already paid	
2. Apply for withdrawal from the day after the enrollment date to the day before the start of class	Two-thirds of tuition fees will be refunded, miscellaneous fees will be refunded in full	If the tuition and miscellaneous fee is calculated by units or base tuition and miscellaneous fees, all unit fees and two-thirds of the base tuition and miscellaneous fees (or tuition and miscellaneous fees for units) will be refunded
3. Apply for withdrawal from the first day of class and until less than one-third of the semester	Two-thirds of tuition and miscellaneous fees will be refunded	If the tuition and miscellaneous fee is calculated by units or base tuition and miscellaneous fees, two-thirds of the units fee and the base tuition and miscellaneous fees (or tuition and miscellaneous fees for units) will be refunded
4. Apply for withdrawal from the first day of class until after one-third of the semester, but less than two-thirds of the semester	One-third of tuition and miscellaneous fees will be refunded	If the tuition and miscellaneous fee is calculated by units or base tuition and miscellaneous fees, one-third of the units fee and the base tuition and miscellaneous fees (or tuition and miscellaneous fees for units) will be refunded
5. Apply for withdrawal from two-thirds of the semester after the start of class	Tuition and miscellaneous fees paid are non-refundable	

Remarks:

1. The calculation of enrollment date, the start of class and semester, etc. shall be determined according to the calendar officially announced by the school; if the school does not specify an enrollment date, the deadline for enrollment and payment shall be the enrollment date.
2. For students who apply for withdrawal (including leave or voluntary drop-out), the time for withdrawal shall be calculated based on the date when the student (or parent) formally submits the application for withdrawal to the school's Office of Academic Affairs. For students who are drop-out by the school, the date on the withdrawal notice is the base date for calculation. However, for those who continue to stay in school due to the application (complaint) of withdrawal from school, the actual date of leaving school will be used as the calculation base date.
3. Students who will withdraw from school should complete the school-leaving procedures within the time limit specified by the school; if the relevant procedures are delayed due to factors attributable to the student, the actual school-leaving date will be used as the calculation base date.
4. Schools are not allowed to collect any fees in advance before the start of the semester set in the school calendar.

■ 正修科技大學學生申訴評議委員會設置暨學生申訴處理辦法

Cheng Shiu University Organization of Student Appeal Review Committee and Student Appeal Process Regulations

88 年 9 月 27 日校務會議通過
 89 年 8 月 17 日台訓(一)字第 89076115 號函核定
 93 年 2 月 23 日校務會議修正通過
 93 年 3 月 31 日教育部台訓(三)字第 0930033269 號函核定
 95 年 8 月 3 日校務會議修正通過
 99 年 2 月 24 日校務會議修正通過
 99 年 5 月 31 日教育部台訓(二)字第 0990088110 號函核定
 100 年 7 月 28 日校務會議修正通過
 100 年 8 月 31 日教育部臺訓(一)字第 1000154624 號函核定
 108 年 9 月 16 日校務會議修正通過
 108 年 9 月 23 日教育部臺教學(二)字第 1080138461 號函核定

第一條 正修科技大學（以下簡稱本校）為期公正處理學生課業學習暨生活輔導等有關事項，使申訴程序、處理原則均有客觀公平之遵循模式，以確保學生或學生會及其他相關學生自治組織之合法權益，促進校園和諧，特依據大學法第三十三條第四項、教育部頒佈大學及專科學校學生申訴案處理原則及本校組織規程第十六條第一項第三款規定訂定本辦法。。

第二條 本校為處理學生、學生會及其他相關學生自治組織（以下簡稱申訴人）申訴案件，爰依本辦法組織「學生申訴評議委員會」（以下簡稱申評會）。前項所稱學生，指學校對其為懲處、其他措施或決議時，具有學籍者。

申評會之組織運作及會議召開依下列規定行之：

- 一、申評會由本校學生代表三人、教師代表八人及社會公正人士二人，共十三人擔任委員組成之；其中未兼行政職務之教師至少不得少於總額之二分之一。任一性別委員應占委員總數三分之一以上。
- 二、學生代表三人，由學生自治會推派代表擔任。學生代表人選產生後報學生事務處備查。
- 三、教師代表由全校各學院選出講師（含）以上代表各五人，陳請校長遴選八人組成之，但學生獎懲審議委員會委員或負責學生懲處決定、調查之人員不得擔任申評會之委員。
- 四、社會公正人士代表由校長遴選法律、教育、心理學者專家擔任委員。申訴案件與境外學生有關，得視申訴個案需求，於個案之會議期間內，增聘一名具境外學生輔導經驗之諮詢顧問。申訴案件與特殊教育學生有關，

於個案之會議期間內，由校長增聘至少二名與特殊教育需求情況相關之特殊教育學者專家、特殊教育家長團體代表或其他特殊教育專業人員擔任臨時委員。

- 五、申評會委員由學生輔導中心陳報校長頒發委員聘書，委員為無給職。惟校外委員出席本會議時，得酌予出席費。學生委員配合本校學生自治幹部改選有關規定任期一年，教師委員與社會公正人士委員任期二年。臨時增聘之諮詢顧問與臨時委員，任期以各該申訴案件之會議期間為限。
- 六、召集人由委員互選一人擔任之。職司會議召集、主持及評議書之代表署名等事宜，並得列席學生獎懲審議委員會會議。
- 七、討論申訴案件時，應有委員三分之二（含）以上出席始得開會，其討論事項及評議書之決議均需出席委員三分之二（含）以上同意後行之。委員因故不能出席會議時，不得委託代理；惟社會公正人士代表得委託具有相同專業背景之人士代理。
- 八、申評會設「程序審議小組」，由申評會委員互選五人組成之。申評會召集人為小組當然委員並擔任小組召集人，審查申訴案之程序及是否受理之資格。
- 九、申評會業務由學生輔導中心承辦之，學生輔導中心主任兼執行祕書，得列席委員會會議，並負責申訴案件有關文書處理。本會所需經費由學生事務處編列專款支應。
- 十、申評會委員若為被申訴人時，應迴避該次申訴案件所有申訴議程之委員身分。召集人若為被申訴人時，應迴避該次申訴案件所有申訴程序；並由程序審議小組互選一人代理召集人，主持會議，並在評議書上代表召集人簽章。

第三條 凡本校學生、學生會及其他相關學生自治組織對於學校之懲處、其他措施或決議，認為違法或不當，致損害其權利或利益者，得依本辦法之規定，向申評會提起申訴。

學生、學生會及其他相關學生自治組織就同一案件向學校提起申訴以一次為原則。

第四條 本校學生、學生會及其他相關學生自治組織申訴及處理程序依下列規定行之：

- 一、本校對於學生獎懲通知書或與學生權益有關措施，應附載申訴期限和程序。
- 二、學生、學生會及其他相關學生自治組織對於學校之懲處、其他措施或決議不服者，應於收到或接受相關懲處、措施或決議之次日起二十日內，以書

面提列具體事實並檢附相關資料提起申訴，逾期學校得不受理。申訴人因天災或其他不應歸責於己之事由，致遲誤前項申訴期間者，於其原因消滅後十日內，得以書面敘明理由向申評會申請受理評議。但遲誤申訴期間已逾一年者，不得為之。

- 三、申訴書應記載申訴人姓名、性別、出生日期、班級、學號、電話、住址、申訴之具體事實及理由、希望獲得之補救措施等，並應檢附有關之文件及證據。申訴書之格式另定之。
- 四、申訴案件須先經申評會「程序審議小組」審查，其期限以七日為限；若審查結果裁定不受理，應做成評議書於十四日內送達申訴人。對申訴人之基本資料應予保密。
- 五、申評會僅就書面資料評議，會議以不公開為原則，但必要時得通知申訴人、關係人及原處分單位代表到會說明或陳述意見。有調查或實地了解之必要時，得經申評會決議推派委員三至五人成立調查小組調查，並應尊重當事人之隱私權。
- 六、申訴人於申評會未作成評議書前，得撤回申訴案件。
- 七、申評會於收到申訴書之次日起三十日內完成評議；必要時，得予延長，並通知申訴人。延長以一次為限，最長不得逾二個月。但涉及退學、開除學籍或類此處分之申訴案，不得延長。申評會認為申訴書不合規定，而其情形可補正者，應通知申訴人於七日內補正。其補正期間應自評議期間內扣除。
- 八、就退學、開除學籍或類此處分之申訴案件，於評議決定確定前，學校得依職權或依學生書面之申請，使學生繼續在學校肄業。學校收到前項學生提出之申請者，應徵詢申評會之意見，並衡酌該生生活、學習狀況，於七日內以書面回覆，並載明學籍相關之權利與義務。若經學校同意在校肄業者，學校除不得授給畢業證書外，其他修課、成績考核、獎懲得比照在校生處理。
- 九、申評會得推舉含召集人在內之委員三人，並授權草擬評議書之結論。評議書由召集人署名。申評會之評議、表決及委員個別意見，均應保密。
- 十、評議決定書應包括主文、事實、理由等內容。不受理之申訴案件亦應做成評議書，其內容得不記載事實，評議決定書並應依第五條第一項第三款規定，記載不服申訴評議決定之救濟方法。
- 十一、申訴提起後，申訴人就申訴事件或其牽連之事項，提出訴願或訴訟者，應即以書面通知學校，由學校轉知申評會。申評會依前項通知或依職

權知前項情事時，應停止評議，並通知申訴人；於停止原因消滅後，經申訴人書面請求，應繼續評議，並以書面通知申訴人。申訴案件全部或一部之評議決定，以訴願或訴訟之法律關係是否成立為據者，申評會於訴願或訴訟程序終結前，應停止評議，並以書面通知申訴人；於停止原因消滅後，應繼續評議，並以書面通知申訴人。退學、開除學籍或類此處分之申訴案件，不適用前二項規定。

十二、退學、開除學籍或類此處分之申訴案件，經評議確定維持原處分者，其修業、學籍、兵役與退費依第五條第一項第五款規定辦理。

十三、評議決定書應依申評會之組織及隸屬，經校長核定後，送達申訴人、必要之關係人及原處分單位。

第五條 本校學生申訴結果依下列規定執行之：

一、評議決定書經核定後，本校各單位或有關人員應依評議決定執行，並須依評議書所議定時間內完成建議事項後函覆本會。

二、評議決定書陳校長核定时，應知會原為懲處、措施或決議之單位。原為懲處、措施或決議之單位認有牴觸法令或窒礙難行者，應於三日內以書面敘明具體事實及理由，陳報校長，並副知申評會；校長認為有理由者，得移請申評會再議，並以一次為限。

三、申訴人就學校所為之行政處分，經向學校提起申訴而不服其決定，得自申訴評議書送達次日起三十日內，繕具訴願書，檢附學校申訴評議決定書，經學校向教育部提起訴願。

學校收到前項訴願書，應儘速附具答辯書，並將必要之關係文件，送交教育部。

申訴人就學校所為之行政處分，未經學校申訴程序救濟，逕向教育部提起訴願者，教育部應將該案件移由學校依學生申訴程序處理。

四、申訴人就學校所為行政處分以外之懲處、其他措施或決議，經向學校提起申訴而不服其決定，得按其性質依法提起訴訟，請求救濟。

五、退學、開除學籍或類此處分之申訴案件，經評議確定維持原處分者，依下列規定辦理：

(一) 修業證明書所載修業截止日期，以原處分日期為準。

(二) 申訴期間所修習科目學分，得發給學分證明書。

(三) 役男「離校學生緩徵原因消滅名冊」於申訴結果確定後三十日內冊報。

(四) 退費基準依專科以上學校向學生收取費用辦法第八條及專科以上學校學

雜費收取辦法第十五條規定辦理。

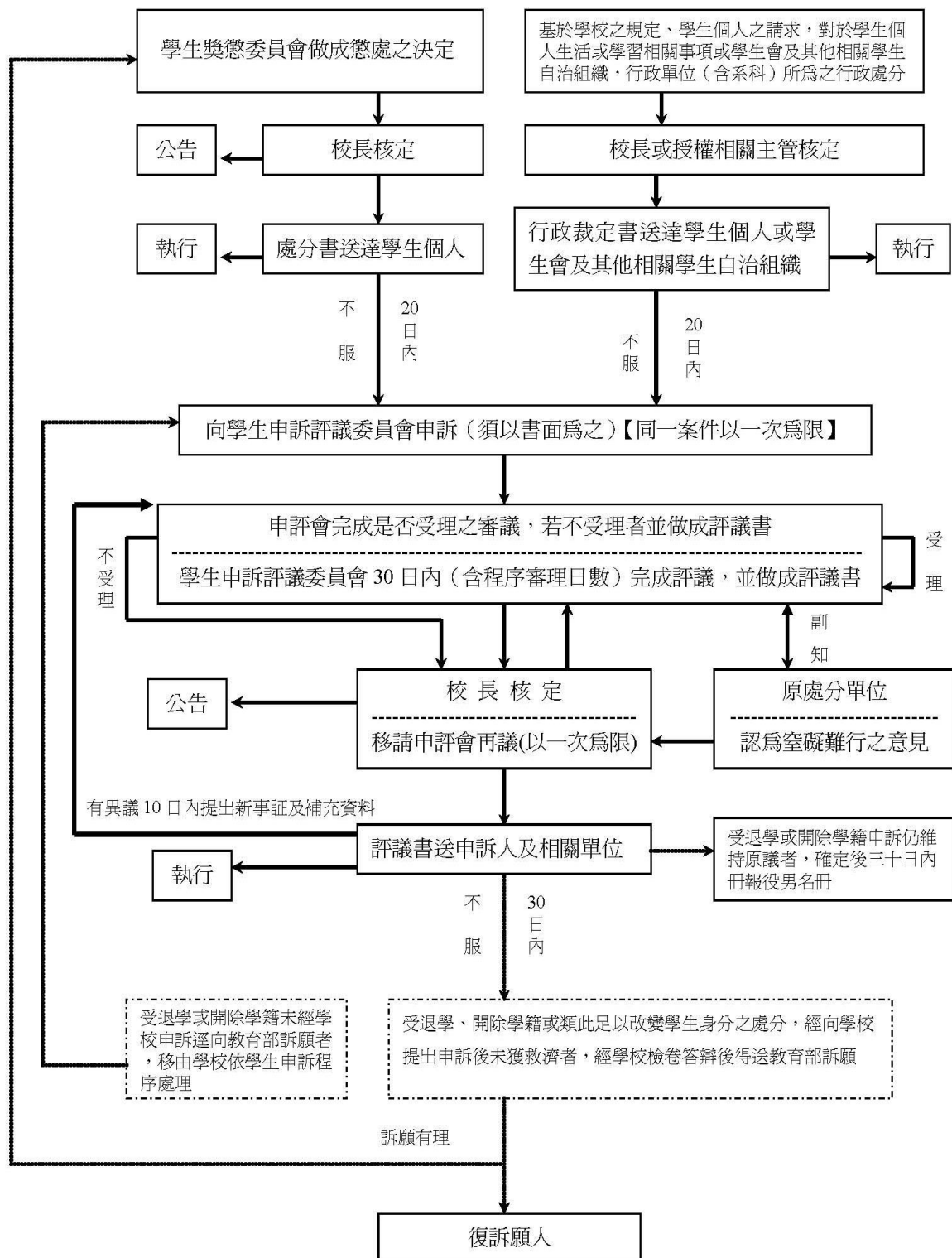
六、評議決定、訴願決定或行政訴訟判決撤銷學校原退學、開除學籍或類此處分者，其因特殊事故無法及時復學時，學校應輔導其復學；對已入營無法復學之役男，學校應保留其學籍，俟其退伍後，輔導優先復學；復學前之離校期間並得補辦休學。

第六條 學生申訴制度屬學生權益救濟性質，應以學生個人權益受損為前提，並應列入學生手冊，廣為宣導，使學生了解申訴制度之功能及流程。

第七條 學生因校園性侵害或性騷擾事件提起申訴，其屬性別平等教育法第二十八條第二項申請調查之性質者，依性別平等教育法相關規定處理。

第八條 本辦法經校務會議通過，並報教育部核定後施行，修正時亦同。

正修科技大學學生申訴處理程序流程圖



■ Cheng Shiu University Organization of Student Appeal Review Committee and Procedure for Handling Student Appeals

Article I Cheng Shiu University (hereinafter the “School”) has established these regulations in accordance with Paragraph 4, Article 33 of the University Act, the Principles for Handling Complaints by University and Professional College Students promulgated by the Ministry of Education and Paragraph 3, Article 17 of the Organizational Charter of the University in order to handle matters related to students’ studies, learning and living assistance in a fair manner, provide an objective and fair compliance model for complaint procedure and handling principles, to ensure the legal interest of the students or student associations and other relevant student self-governing organizations and to promote campus harmony.

Article II The University has established a Student Complaint Review Committee (hereinafter the “Committee”) in accordance with these regulations in order to handle complaints filed by students, student associations and other relevant student self-governing organizations (hereinafter the “Complainant”).

The students referred to in the previous paragraph mean persons registered as students of the University at the time when sanctions, other measures or resolutions are imposed. The Committee shall be organized, operated and hold meetings in accordance with the following terms:

1. The Committee shall be composed of a total of 13 members, including 3 members representing the students of the University, 8 members representing the teachers of the University and 2 independent members from the society. At least half of all members shall be teachers who do not perform administrative duties. Each gender shall be represented by at least one-third of all members.
2. The 3 student representatives shall be appointed by the student self-governing association. The names of the elected candidates as student representatives shall be submitted to the Student Affairs Department for records.
3. Each college of the University shall appoint 5 representatives from the position of lecturers (inclusive) and above, among which 8 shall be selected by the Principal of the University to become members of the Committee. However, the members of the Student Reward and Discipline Review Committee, members of the Student Affairs Committee and any person responsible for making decisions or engaging in investigations about student disciplinary sanctions shall be excluded from becoming a member of the Committee.
4. Independent representatives from the society shall be selected by the Principal of the University from among professionals in the medical, legal, sociology, psychological counseling and educational fields.

5. Members of the committee shall be issued a member engagement letter by the Student Counseling Center following submission to the Principal of the University. No remuneration shall be paid to the members. However, a reasonable attendance fee may be issued when a member from outside the University attends a meeting. The term of student representatives shall be one year in accordance with the re-election of student self-governing cadres of the University. The term of the other members shall be two years.
6. A chairman shall be elected by the members from among themselves. The chairman shall be responsible for holding and chairing the meetings and signing the decisions of the Committee. The chairman may also participate in meetings of the Student Reward and Discipline Review Committee.
7. The quorum for a meeting to discuss a complaint case is two-third (inclusive) or more of all members. Any resolution about the discussion or decision shall be approved by two-third (inclusive) or more of all attending members. No absent member shall be represented by a proxy in the meeting. However, an independent member of the society may designate a proxy with the same professional background.
8. The Committee shall establish a Procedural Review Team, to be composed by 5 persons to be elected by the members of the Committee from among themselves. The chairman of the Committee shall be an automatic member and the chairman of the Procedural Review Team. The Procedural Review Team shall review the procedure of complaint cases and shall determine whether a complaint should be processed.
9. The activities of the Committee shall be handled by the Student Counseling Center. The director and executive secretary of the Student Counseling Center may attend the Committee member meetings and shall be responsible for handling documents related to complaint cases. The funding required by the Committee shall be budgeted by the Student Affairs Department.
10. In case of a complaint filed against a member of the Committee, such member shall withdraw from all procedures for such complaint case.

In case of a complaint filed against the chairman of the Committee, the chairman shall withdraw from all procedures for such complaint case. The Procedural Review Team shall elect one person from among themselves to act as the chairman, to chair the meetings and to sign the decision on behalf of the chairman.

Article III If any student, student association or any other relevant student self-governing organization of the University deems that any disciplinary sanction, other measure or resolution by the University is illegal or improper, jeopardizing his/her/its right or interest, a complaint may be filed with the Committee in accordance with these regulations.

In principle, no student, student association or any other relevant student self-governing organization shall file more than one complaint with the University for the same case.

Article IV The students, student's associations and other relevant student self-governing organizations of the University shall file and handle complaints in accordance with the following terms:

1. Any notice of student reward or disciplinary sanction or any measure related to any student's interest by the University shall be accompanied by a complaint deadline and procedure.
2. Any student, student association or any other relevant student self-governing organization that objects to any disciplinary sanction, other measure or resolution by the University shall file a complaint by submitting a written statement stating the specific facts and accompanied by relevant information within 20 days from the day following the date of the relevant disciplinary sanction, measure or resolution. The University is not obliged to accept any late submission.

If the deadline to file a complaint under the previous paragraph is delayed due to an act of God or any event that is not attributable to the Complainant, the Complainant may submit a written statement to the Committee within 10 days after the event ceases to exist and ask the Committee to process the complaint, provided that the delay shall not be longer than one year.

3. The complaint shall specify the Complainant's name, gender, date of birth, class, student number, telephone, address, specific facts of and reasons for the complaint and the remedy measure sought by the Complainant. The complaint shall also be accompanied by relevant documents and evidence. The format of the complaint shall be further stipulated.
4. A complaint case shall first be reviewed by the Procedural Review Team of the Committee for a maximum of 7 days. If the review concludes that the complaint should not be processed, a decision should be made and delivered to the Complainant within 14 days. The basic information of the Complaint shall be kept confidential.
5. The Committee shall only review written information. Meetings shall not be rendered public in principle. However, if required, the Complainant, related parties and representatives from the organization that rendered the original decision may be asked to provide explanations in the meeting or state their opinions. If it is necessary to investigate or obtain a field understanding, the Committee may decide to appoint 3 to 5 members to form an investigation team to conduct investigation, while respecting the privacy of the parties.

6. The Complainant may withdraw the complaint case before a decision is made by the Committee.
7. The Committee shall complete review within 30 days from the day following the date on which the complaint is received. The review period may be extended and a notice shall be sent to the Complainant, provided that there shall be no more than one extension and the maximum extension period shall be two months. However, in the event of complaint against expulsion from school, cancellation of student registration or similar sanction, no extension shall be allowed.

If the Committee deems that the complaint is inconsistent with the requirements and if such incompliance may be corrected, it shall give notice to the Complainant to make correction within 7 days. The correction period shall be excluded from the review period.

8. In any complaint case against expulsion from school, cancellation of student registration or similar sanction, before the decision is confirmed, the University may procure that the student continues studies in the University based on its authority or pursuant to a written application by the student.

When the University receives a student application referred to in the preceding paragraph, it shall seek the opinion of the Committee, take into consideration the student's living and learning situation and provide a written reply within 7 days, accompanied with the rights and obligations related to student registration.

If the University grants a consent to continue studies in the University, other than the graduation certificate which shall not be issued by the University, the other course selections, scorings, rewards and disciplinary sanctions shall continue to apply in the same manner for registered students.

9. The committee may appoint 3 members, including its chairman, and authorize them to draft the conclusions of a decision. The decision shall be signed by the chairman. The Committee's decisions, votes and individual member's opinions shall be kept confidential.
10. The decisions of the Committee shall include the ruling, facts and reasons. A decision shall also be issued for any complaint case that is not processed and the facts can be excluded in this decision. The decision shall also specify the remedies available in case of objection to the complaint decision in accordance with Subparagraph 1, Paragraph 4, Article 5 or Paragraph 5, Article 5.
11. After a complaint is filed, if the Complainant files a petition or litigation against the complaint case or any related matter, he or she shall give an immediate written notice to the University for the University to notify the Committee.

The Committee shall suspend the review of the case upon receipt of a notice under the preceding paragraph or upon knowledge of such event based on its authority. A notice shall be given to the Complainant. After the reason for suspension ceases to exist, the Committee shall continue review upon written request by the Complainant and give a written notice to the Complainant. If all or part of the decision on a complaint case should be based on whether the legal relationship underlying a petition or litigation is sustained, the Committee shall suspend the review of the case before the completion of the petition or litigation procedure and shall give a written notice to the Complainant. The Committee shall continue the review after the reason for suspension ceases to exist, with a written notice to the Complainant.

The preceding two paragraphs are not applicable to any complaint case against expulsion from school, cancellation of student registration or similar sanction.

12. In any complaint case against expulsion from school, cancellation of student registration or similar sanction, if the Committee decides to maintain the original decision, the studies, student registration, military service or fee refund shall be handled in accordance with Paragraphs 5 and 6, Article 5.
13. Following approval by the Principal of the University, the decision of the Committee shall be delivered to the Complainant, the necessary related parties and the organization that made the original decision, in accordance with the organization and affiliation of the Committee.

Article V Results of any complaint filed by a student of the University shall be executed as follows:

1. After a decision of the Committee is approved, all departments and relevant staff of the University shall perform in accordance with the decision. The recommended action of the decision shall be completed by the stipulated deadline, with a reply letter to the Committee.
2. After a decision of the Committee is approved by the Principal of the University, a notice shall be given to the department that issued the original disciplinary sanction, measure or resolution. If the department that issued the original disciplinary sanction, measure or resolution deems that the decision of the Committee is in conflict with the law or cannot be implemented, it shall submit the specific facts and reasons in writing to the Principal of the University within 3 days, with a copy to the Committee. If the Principal deems that there are grounds for objection, it may submit the case to the Committee again for second review. There shall be no more than one repeated review.

3. If the Complainant has an objection about the review results and decision, it shall list new evidence and file an appeal with the Committee within 10 days from the day following the receipt of the decision. There shall be no more than one appeal.
4. If a Complainant has filed an appeal with the University in relation to an administrative sanction rendered by the University and if the Complainant objects to the decision following appeal, it may file a petition within 30 days from the day following the receipt of the appeal decision, accompanied by the appeal decision issued by the University. Such petition shall be forwarded by the University to the Ministry of Education.

Upon receipt of the petition referred to in the preceding paragraph, the University shall submit it, together with the University's defense and necessary related documents, to the Ministry of Education as soon as possible.

If a Complainant files a petition against an administrative sanction by the University with the Ministry of Education directly without going through the complaint procedure of the University, the Ministry of Education shall return the case to the University for handling in accordance with the student complaint procedure.

5. If a Complainant files a complaint with the University against any disciplinary sanction, other measure or resolution other than administrative sanction by the University and if the Complainant objects to the decision rendered following the complaint, the Complainant may file a legal lawsuit based on the nature of the case to seek remedies.
6. For complaint cases against expulsion from school, cancellation of student registration or similar sanctions, if the Committee decides to maintain the original decision, the suspension and student registration shall be handled in accordance with the following:
 - (1) The suspension date specified in the suspension certificate shall be the date as determined by the original decision.
 - (2) For the course taken and credits obtained during the complaint period, credit certificates may be issued.
7. For complaint cases against expulsion from school, cancellation of student registration or similar sanctions, if the Committee decides to maintain the original decision, the military service and fee refund shall be handled in accordance with the following:
 - (1) The name of the male student with military service duty shall be recorded in the List of Students with Reinstated Military Duty following Departure

from School within 30 days from the confirmation of the results of the complaint.

- (2) The fee refund criteria shall be in accordance with Article 8 of the Regulations for Student Fee Charges in Professional Colleges and Higher Schools and Article 15 of the Regulations for Tuition and Miscellaneous Charges for Professional Colleges and Higher Schools.

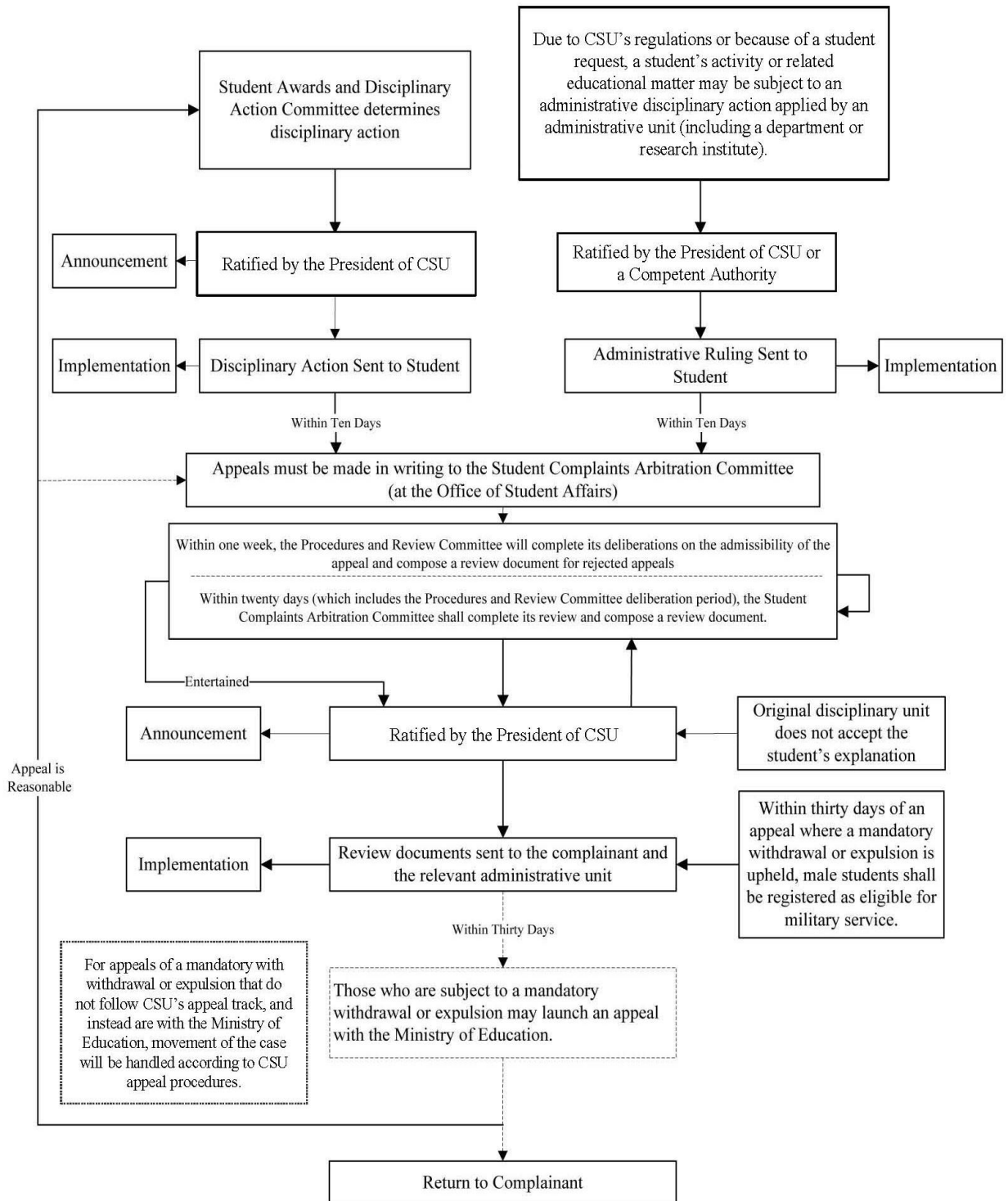
8. If the decision of a petition or the judgment of an administrative lawsuit overturns the original decision by the University about expulsion from school, cancellation of student registration or similar sanctions and if the student cannot re-enroll due to any special reason, the University should assist with the reinstatement. In case of male student with military service duty who cannot re-enroll because the student has started the military service, the University shall maintain the student registration and assist the student with re-enrollment in priority. The period of absence from the University before such re-enrollment may be deemed as suspension.

Article VI The nature of the student complaint system is a remedy for student rights and should be conditional upon the damage to student's personal interest. The system should also be included in the student manual and should be promoted so that the students can understand the functions and process flows of the complaint system.

Article VII When a student files a complaint against sexual assault or sexual harassment in campus in the nature of application for investigation under Paragraph 2, Article 28 of the Gender Equality Education Act, the applicable provisions of the Gender Equality Education Act shall apply.

Article VIII These regulations have been approved by the School Affairs Meeting and are implemented following the filing with and approval by the Ministry of Education. The same shall be applicable to any amendment hereto.

Cheng Shiu University Procedures for Handling Student Appeals



正修科技大學學生申訴書 CSU Student Appeal Form

系 級 Dept.&Yr.		學 號 Stud. No.		姓 名 Name	
出生年月日 Birthday	年 Y	月 M	日 D	性 別 Gender	聯絡電話 Phone No.
通訊地址 Address					

壹、申訴事實及理由（申訴事實——應載明原懲戒處分之文別及事實大略，可自行延伸表格）
I. Appeal information and grounds for appeal (appeal information: describe the facts of the event and disciplinary decision under appeal. The table is extendable.)
申訴事實 Appeal Information:

申訴理由 Grounds for Appeal:

貳、補救措施訴求
II. Remedial Actions:

參、檢附文件及證據（列舉後請裝訂如附件）
III. Documents and evidence (staple all documents together as appendix)

學生申訴評議委員會 Student Appeal Review Committee	受理申訴單位 Department under appeal	申訴人簽名 Signature of the appellant
申訴評議委員會受理日期(申訴人勿填) Date filed (to be filled-up by the committee) ____年(Y)____月(M)____日(D)	申訴單位 Department 申訴件號 Appeal Case No: _____	 ____年(Y)____月(M)____日(D)

附註：申訴處理之後，申訴學生就申訴事件或其牽連之事項，提出訴願、行政訴訟、民事訴訟或刑事，應即以書面通知本會。
Note: After appeal process, the appellant can propose petition, administrative litigation, civil litigation or criminal procedure regarding the event or matter involved and should immediately notify the Committee though writing.

■ 國際麻吉社 International Buddies Club



國際麻吉社是一個台灣生與境外生交流的好平台。本社團每學期會安排一系列精彩的活動，包括國外節慶體驗活動、異國文化活動、特色美食活動、境外生聯誼活動等。另外，麻吉社社員也有機會當境外生的學伴，學伴主要的責任是協助國務處的老師接待新的境外生以及交換生，學伴任務包括接機、協助報到、安頓宿舍、協助選課以及認識環境等。安排學伴主要的目的是希望境外生可以很快適應新環境。

The International Buddies Club is a great platform for Taiwanese students and international students meet new people and learn about different cultures. Every semester, the club will host different kinds of events like cultural sharing talks, holiday festivals, outings and get togethers. Members of the club can also apply to be “buddies” where they have to assist international students together with OIA. The responsibilities of the buddies are airport pick-ups, introducing the school environment and helping out with registration and other academic or student affairs information. The purpose is to let our international students get used to their environment quickly and feel comfortable with their new environment.





活動照片 Activities

● 高雄半日遊 Kaohsiung Half-day Tour



● 大手牽小手 Hands Together Project



● 節慶活動 Holiday Festivals



● 文化交流 Cultural Talks





生活資訊 LIFE IN CSU

認識台灣 About Taiwan

發現高雄 Discover Kaohsiung

高雄捷運路線圖 Kaohsiung MRT System Map

高雄公車 Kaohsiung Buses

校區與周邊生活圈 Life around CSU Campus and Dormitories

交通資訊 How to Get to CSU

學校與宿舍地址 Addresses of CSU and the dormitories

■ 認識台灣 About Taiwan

概況

中華民國（臺灣）名列全球前十五名貿易國家，生活水準在亞洲地區名列前茅，同時於今日仍保有中國文明五千年的歷史及精神。臺灣島位於中國大陸東岸外約120哩處，地處日本、韓國、香港和菲律賓之間；介於東南亞與東北亞、中國大陸與美國之間而具重要戰略地位。全島南北長約240哩，東西最寬距離85哩，總面積為14,000哩。島上三分之二為具有豐富植被面貌的山林地形。

- 面積：36,000 平方公里
- 人口：約2,350萬人
- 首都：臺北市
- 電壓伏特：110伏特
- 貨幣：新臺幣
- 時區：臺灣使用格林威治+8時區（+8:00 GMT），並無日光節約時間
- 人民：漢人、原住民
- 語言：華語/臺語（閩南語）/客家話/原住民各族族語
- 宗教：佛教/儒教/道教/基督教與天主教/回教

相關連結：<http://www.taiwan.net.tw/>

醫療

- 高雄長庚紀念醫院

地址：833高雄市鳥松區大埤路123號

電話：(07) 731-7123

相關網站：<https://cghdpt.cgmh.org.tw/branch/shk>

國定假日

- 元旦 一月一日
- 中國農曆新年 農曆一月初一到初三
- 和平紀念日 二月二十八日
- 清明掃墓節 四月五日
- 端午節 農曆五月五日
- 中秋節 農曆八月十五日
- 雙十節 十月十日

相關連結：<https://www.dgpa.gov.tw/informationlist?uid=30>

■ 認識台灣 About Taiwan

General Information

Taiwan ranked the world's top 15 trading countries. The living standard is among one of the best in Asia, and today still preserves the history and custom of the Chinese civilization from five thousand years ago. Taiwan's total land area is about 36,000 square kilometers (14,400 square miles). It is shaped like a leaf that is narrow at both ends. It lies off the southeastern coast of mainland Asia, across the Taiwan Strait from China - an island on the western edge of the Pacific Ocean. To the north is Japan; to the south is the Philippines.

Taiwan lies on the western edge of the Pacific "rim of fire," and continuous tectonic movements have created majestic peaks, rolling hills and plains, basins, coastlines, and other natural landscapes. Taiwan's tropical, sub-tropical, and temperate climates provide clear differentiation between the different seasons. There are rare or endangered species of wildlife on the island. Among these are the land-locked salmon, Taiwan serow, Formosan rock monkey, Formosan black bear, blue magpie, Mikado pheasant, and Hsuehshan grass lizard.

- Area: 36,000 square kilometers
- Population: about 23.5 million people
- Capital: Taipei
- Voltage: 110V
- Currency: New Taiwanese Dollar (NTD)
- Time zone: Taiwan GMT +8 use zone (+8: 00 GMT)
- People: Han people and aboriginals
- Language: Mandarin / Taiwanese (Hokkien) / Hakka / ethnic groups indigenous ethnic language
- Religion: Buddhist / Confucianism / Taoism / Christianity and Catholicism / Islam

Related link: <http://www.taiwan.net.tw/>

Medical assistance

- **Kaohsiung Chang Gung Memorial Hospital**
Address: No. 123 Dapei Rd., Niasong Dist., Kaohsiung City, Taiwan, ROC 833
Tel: (07) 731-7123
Website: <https://cghdpt.cgmh.org.tw/branch/shk>

National holidays

- New Year – January 1
- Chinese New Year – January 1 to January 3 (based from Lunar calendar)
- Peace Memorial Day – February 28
- Tomb Sweeping Day – April 5
- Dragon Boat Festival – May 5 (Lunar calendar)
- Mid-Autumn Festival – August 15 (Lunar calendar)
- Double Ten Festival – October 10

Website: <https://www.dgpa.gov.tw/en/informationlist?uid=353>

■ 發現高雄 Discover Kaohsiung

高雄縣市在民國 34 年前原屬同一行政區域，民國 34 年改州為縣、改郡為區，民國 39 年行政區域再度調整，成為高雄縣。高雄縣本著過去的工業發展基礎，又鄰近高雄港，原料進口便利，特許設立了許多工業區，例如鳳山汽車工業區、林園石化工業區、大寮鄉大發工業區、仁武工業區及大社石化工業區等等。民國 90 年更成立了路竹科學園區，民國 92 年更名為南部科學工業園區高雄園區。

民國 34 年高雄市成為省轄市，隸屬於台灣省。民國 35 年起下轄鹽埕、鼓山、左營、楠梓、三民、新興、前金、連雅（民國 41 年更名為「苓雅」）、前鎮與旗津等 10 區。民國 64 年高雄市成為台北市之後第二個人口超過百萬的台灣都市，中華民國政府考慮平衡南北發展，於民國 68 年 7 月 1 日起，高雄市升格為台灣的第二個直轄市，並將高雄縣小港鄉併入高雄市改為小港區。

近年來，高雄縣市的發展，已逐步擺脫過去政治及工業抗爭時期的動盪，正朝向「綠色」、「生態」、「科技」、「文化」及「自然」的方向邁進，民國 99 年 12 月 25 日縣市合併成為大高雄都，持續推廣觀光、文化與科技等綠色產業，高雄全年陽光普照、氣候宜人，人民既純情又熱情，這個有山、有河、有海、有港的城市，已經成功利用其豐富的歷史人文、山海資源，發展成為名副其實的觀光都會，許多的景點值得探索旅遊，留下美好的難忘回憶。



人口：約 273 萬人

面積：約 2951.8524 平方公里

氣候：熱帶季風氣候

網址：<http://www.kcg.gov.tw/index.aspx>

■ 發現高雄 Discover Kaohsiung

Facing Taiwan Strait on the west and Bashi Channel on the south, Kaohsiung is a beautiful and modern metropolis located in southern Taiwan as well as the second largest city of this island.

Looking down from an airplane, one will see the abundant landscapes of Kaohsiung: the lush Chai Mountain and Banping Mountain, the clear and serene Lotus Pond, and Love River flowing across the city. This subtropical city boasts its brilliant sunshine and gentle breeze from the passionate sea.

Sitting between Cijin Island and downtown, Port of Kaohsiung is the world-class port in Taiwan as well as a hub for international trade. The ceaseless ships and containers from around the world represent the energy and vitality of the business in Kaohsiung.

Kaohsiung, a city of glamour, not only has unique features of mountain, sea, river, and port, but also possesses a rich culture and beautiful cityscape. The city sincerely welcomes your visit.

On December 25, 2010, Kaohsiung City is merging with Kaohsiung County to be Greater Kaohsiung, a metropolis occupying an area of 2,946 km² extending from the Central Mountains to Taiwan Strait. The total population will be approximately 2.77 million. Possessing all kinds of natural landscapes and living facilities, this metropolis will develop as a new international city.

Kaohsiung City is an important international hub for Taiwan. It has a complete air/marine transportation network port and the industries of logistics, financial insurance, and services as the center of talent incubation and technology R&D. Kaohsiung County owns a variety of agricultural resources as well as industrial and high-technology parks. Such an advantage will create more practical benefits from the merging.

In this new Kaohsiung, immediate services and more comprehensive social welfare to each of its citizens will be ensured as the merging optimizes the deployment of the resources and better facilitates the district administration. With all the features and advantages, Greater Kaohsiung's competitiveness will be greatly enhanced as promised.

Kaohsiung is now at a new starting point in communication with the world.

Population: Approx. 2,730,000

Area: Approx. 2951.8524 km²

Climate: Tropical Monsoon climate

Website: <http://www.kcg.gov.tw/index.aspx>

高雄捷運/輕軌路線圖 Kaohsiung MRT/LRT System Map





高雄公車 Kaohsiung Buses

高雄公車 APP



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Screenshots iPhone Apple Watch



相關網站：

<https://busplus.app/>

有經過學校的公車 Buses Available Outside the School

正修科大站 Cheng Shiu University Station

* Bus 60, 70(三多幹線), 217, R30(紅30), O7 (橘7), O12 (橘12)

有經過宿舍的公車 Buses Available Near the Dormitories

濱山街口站 (正修宿舍) Binshan Road Intersection (near CSU Dorm)

* O12 (橘12), R33 (紅33), O7 (橘7)

大華里站 (正修宿舍) Da Hua Village Station (near CSU Dorm)

* Bus 60, 70(三多幹線), 217, R30(紅30)

澄清路站 (文山宿舍) Cheng Ching Road Station (near Wenshan Dorm)

* Bus 60, 70(三多幹線), 217

[illegible]

A 前鎮站 - **長庚紀念醫院**
 Cianjhen Station - Chang Gung Memorial Hospital
B 前鎮站 - **長庚紀念醫院**
 Cianjhen Station - Chang Gung Memorial Hospital
D 前鎮站 - **鳥松區公所**
 Cianjhen Station - Niasong District Office

◆收費方式(Fare): 里程段次計費 (Mileage Zone Fare)



路線資訊

- ◆頭末班車(Hours of Operation):
平日(Weekday):05:55-22:20
假日(Weekend):06:00-22:20
◆班距/分(Headway/Mins):
尖峰(Peak):10-15
離峰(Off-Peak):20-30



行駛路線(A)(部分延駛澄清湖)

行駛路線(B)(延駛鎮州路)

——行駛路線(D)(延駛仁美)

 現在位置 (You are here)

單邊設站(One-way Stop)

轉乘站(Transfer Stop):

捷運橘線(MRT O-Line)

TRA) ■ 高鐵(HSR)

港都客運服務電話:(07)366-1986 交通局申訴電話:(07)229-9803 動態語音查詢:(07)749-7100(路線代碼:602(主線)、6021(延駛)、6022(延駛)、6023(繞駛))

莒2

主線 前鎮高中 - 忠誠路口

Cianjhen Senior High School Intersection

延駛 小港站 - 忠誠路口

Siaogang Station Intersection



路線資訊

◆ 收費方式(Fare): 里程段次計費 (Mileage Zone Fare)

◆ 頭末班車(Hours of Operation):

平日(Weekday): 06:00~22:00

假日(Weekend): 06:00~22:00

◆ 班距/分(Headway/Mins):

尖峰(Peak): 15

離峰(Off-Peak): 20



行駛路線
行駛路線 (延駛小港站)

現在位置 (You are here)
單邊設站 (One-way Stop)

轉乘站 (Transfer Stop):
捷運紅線 (MRT R-Line) 捷運橘線 (MRT O-Line)
輕軌 (LRT) 臺鐵 (TRA) 高鐵 (HSR)

黃1

澄清湖棒球场

Cheng cing Lake Baseball Field

捷運
三多商圈站
MRT Sandou Shopping District Station

◆ 頭末班車 (Hours of Operation):
平日 (Weekday): 05:30~22:30
假日 (Weekend): 05:30~22:30
◆ 班距/分 (Headway/Mins):
尖峰 (Peak): 10-15
離峰 (Off-Peak): 15-25

◆ 收費方式 (Fare): 里程段次計費 (Mileage Zone Fare)



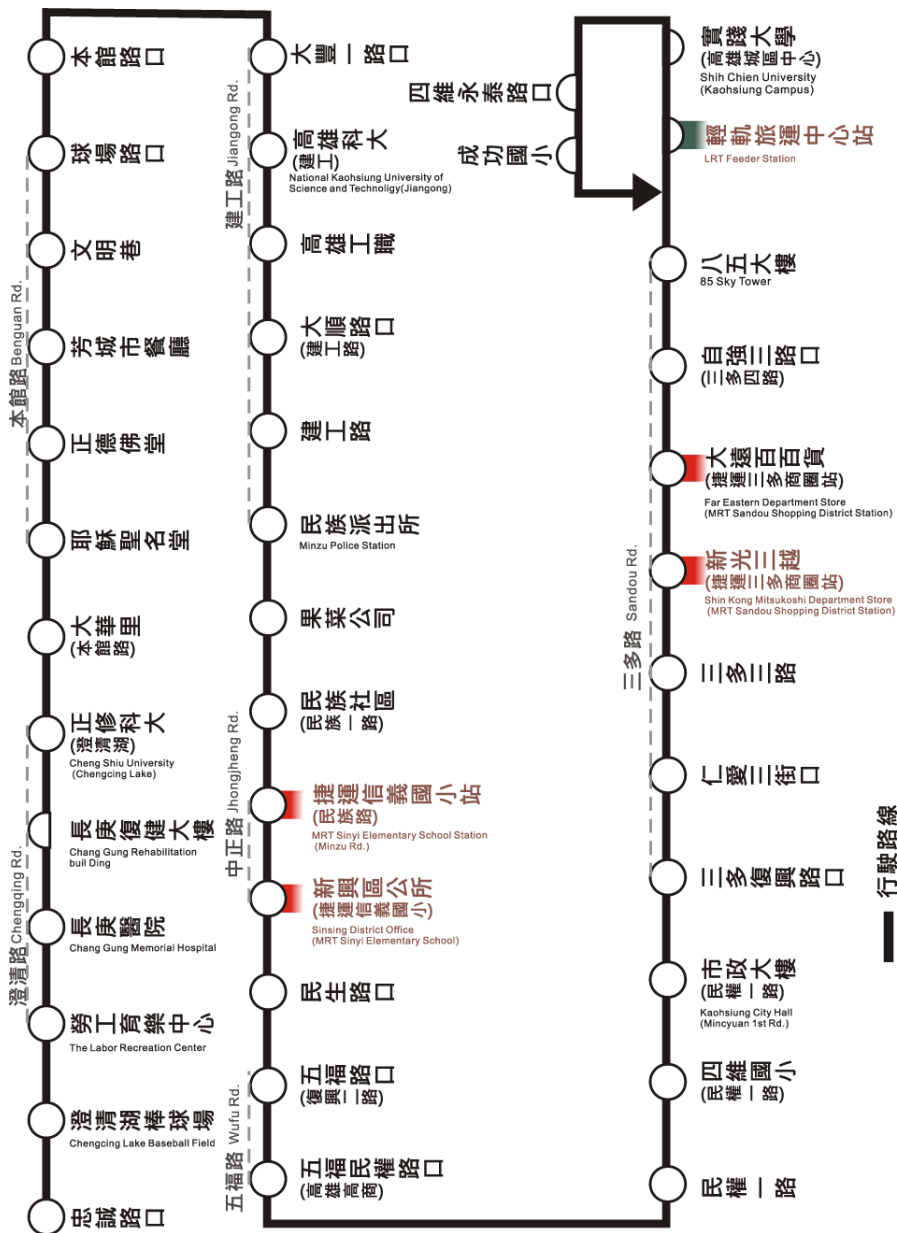
路線資訊

B

到站時刻表 (Timetable):



高雄 i-Bus APP



行駛路線

↑ 現在位置 (You are here)
○ 單邊設站 (One-way Stop)

轉乘站 (Transfer Stop):
捷運紅線 (MRT R-Line) 捷運橘線 (MRT O-Line)
捷運 (TRA) 高鐵 (HSR)

漢程客運服務電話:0800-889-116 交通局申訴電話:(07)229-9803 動態語音查詢:(07)749-7100(路線代碼:830)

紅30_R

澄清湖 - 高雄車站

Chengcing Lake
Baseball Field

Kaohsiung Main Station

- ◆ 收費方式 (Fare): 里程段次計費
- ◆ 頭末班車 (Hours of Operation):
平日 (Weekday): 06:25-15:50
假日 (Weekend): 假日 停駛
- ◆ 班距/分 (Headway/Mins):
固定班次 (Timetable)



路線資訊

A 到站時刻表 (Timetable):



高雄 i-Bus APP



— 行駛路線 (假日停駛)



轉乘站 (Transfer Stop):
捷運紅線 (MRT R-Line) 捷運橘線 (MRT O-Line) 捷運橋線 (MRT B-Line) 捷運綠線 (MRT G-Line) 捷運藍線 (MRT B-Line) 捷運紫線 (MRT P-Line) 捷運黃線 (MRT Y-Line) 捷運粉線 (MRT F-Line) 捷運灰線 (MRT G-Line) 捷運黑線 (MRT B-Line) 捷運白線 (MRT W-Line)

動態語音查詢:(07)749-7100(路線代碼:217(A)、2173(D)、2174(E))

217

松區公所

平日 (Weekday): 05:55 - 22:00
假日 (Weekend): 06:00 - 22:00
◆班距/分(Headway/Mins):
尖峰(Peak): 15-20
離峰(Off-Peak): 25-40



路線資訊



 行駛路線(A)
 行駛路線(D)
 行駛路線(E)

維科大(建工)發車)
華里發車)

現在位置 (You are here)
單邊設站 (One-way Stop)

轉乘站(Transfer Stop):

 捷運紅線 (MRT R-Line)
  捷運橘線 (MRT O-Line)
  臺鐵 (TRA)
  高鐵 (HSR)

高雄客運服務電話:(07)742-6644

交通局申訴電話:(07)229-9803

動態語音查詢:(07)749-7100(路線代碼:912(A)、9121(區))

橘。12

A 長庚醫院 - 中崙

Chang Gung Memorial Hospital

Jhonglun

捷運鳳山西站

Fenghsin Senior High School

MRT Fengshan W. Station



高雄i-Bus APP

◆ 收費方式(Fare): 里程段計費(Mileage Zone Fare)

◆ 頭末班車(Hours of Operation):

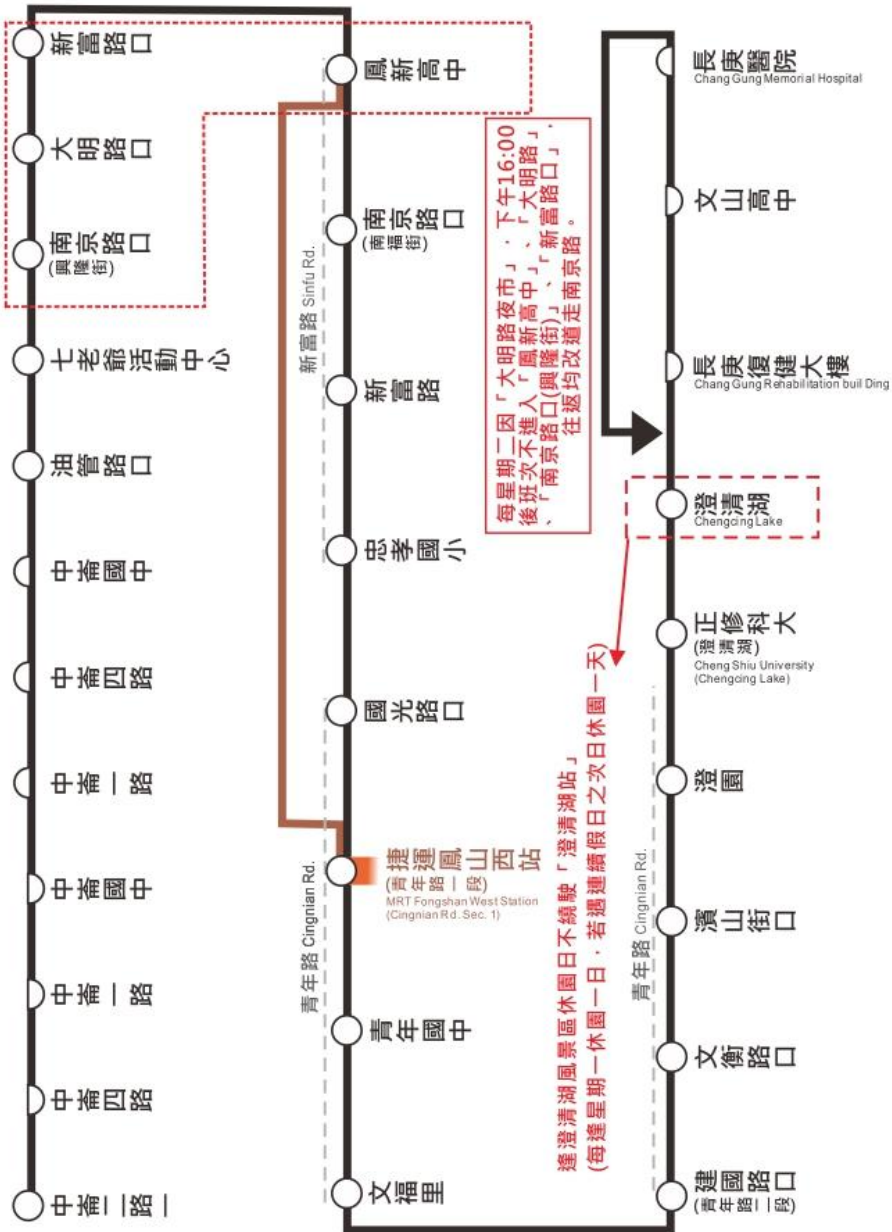
平日(Weekday): 05:30-21:50

假日(Weekend): 05:30-21:50

◆ 班距/分(Headway/Mins):

尖峰(Peak): 15-20

離峰(Off-Peak): 25-30



行駛路線(白天延駛澄清湖)
 行駛路線區間車(寒暑假停駛)

現在位置 (You are here)
 單邊設站 (One-way Stop)

轉乘站(Transfer Stop):
 捷運紅線(MRT R-Line) 捷運橘線(MRT O-Line)
 輕軌(LRT) 臺鐵(TRA) 高鐵(HSR)

東南客運服務電話:0800616898

交通局申訴電話:(07)229-9803

動態語音查詢:(07)749-7100(路線代碼:9075(A)、9074(B))

橘7B

A (被服廠) Zhiyou Rd.

B (被服廠) Zhiyou Rd.

自由路 (被服廠) Zhiyou Rd.

中興北路一 (被服廠) Zhongxing N. Rd. 1

◆ 收費方式(Fare): 里程段次計費(Mileage Zone Fare)

◆ 頭末班車(Hours of Operation):
平日(Weekday):05:37-17:22
假日(Weekend):假日停駛◆ 班距/分(Headway/Mins):
固定班次(Timetable)

高雄i-Bus APP

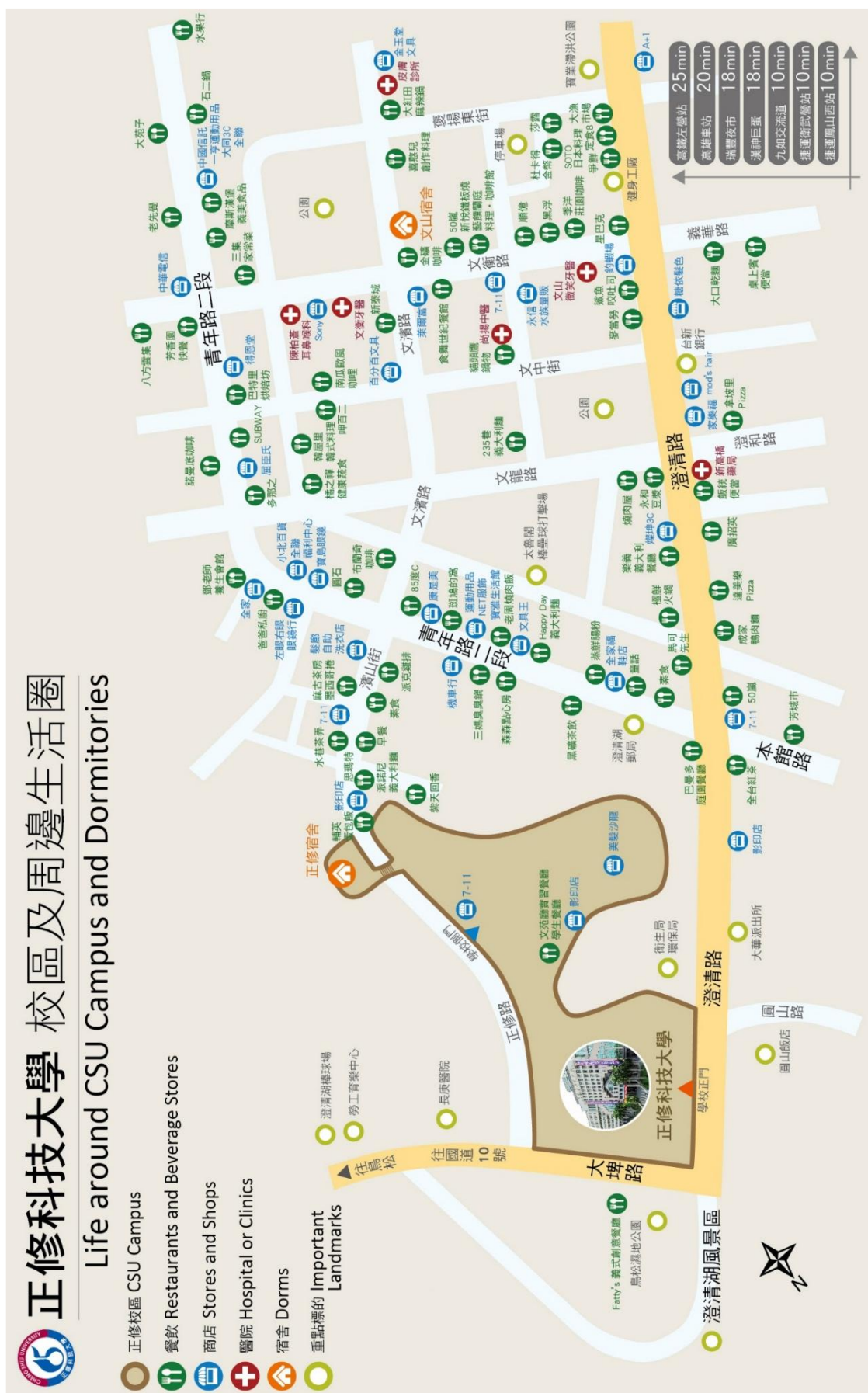


行駛路線 橘7B(不延駛)
行駛路線 橘7B(延駛佛陀紀念館)

現在位置 (You are here)
單邊設站 (One-way Stop)

轉乘站 (Transfer Stop):
捷運紅線 (MRT R-Line) 捷運橘線 (MRT O-Line) 高鐵 (HSR)
臺鐵 (TRA) 輕軌 (LRT)

校區與周邊生活圈 Life around CSU Campus and Dormitories



交通資訊 How to Get to CSU



正修科技大學交通位置圖

高雄市鳥松區澄清路840號 電話：07-7358800 傳真：7315367



註：中山高速公路南下九如交流道禁止直接左轉九如路，須直行經過引道再接回九如路。



Cheng Shiu University Location Map

No.840, Chengcing Rd., Niasong Dist., Kaohsiung City | +886-7-7358800



※ Zhongshan Expressway Southbound Jiuru Interchange prohibit left turn to Jiuru Road, need to go straight through the approach road and then connect back to Jiuru Road

學校與宿舍地址 Addresses of CSU and the dormitories

正修科技大學 Cheng Shiu University

地址：高雄市鳥松區澄清路 840 號

Address: No. 840 Chengcing Rd., Niasong Dist., Kaohsiung City, Taiwan, ROC, 833

正修宿舍 CSU Dormitory

地址：高雄市鳳山區濱山街 80 號

Address: No. 80 Binshan St., Fengshan Dist., Kaohsiung City, Taiwan, ROC

文山宿舍 Wenshan Dormitory

地址：高雄市鳳山區文濱路 69 號

Address: No. 69 Binshan Rd., Fengshan Dist., Kaohsiung City, Taiwan, ROC

正修國際學舍 CSU International Student Dormitory

地址：高雄市鳥松區澄清路 840 號

Address: No. 840 Chengcing Rd., Niasong Dist., Kaohsiung City, Taiwan, ROC, 833



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緊急連絡 Emergency Services		學校 Cheng Shiu University	
警察局 Police Dept.	110	國務處 OIA	(07) 7358800 # 1195
消防局 Fire Dept.	119	軍訓室 Military Training Office	(07) 7358800 # 1231
救護車 Ambulance	119	正修宿舍 Cheng Shiu Dormitory	(07) 7776335
		文山宿舍 Wen Shan Dormitory	(07) 7801655
		國際學舍 International Student Dormitory	(07) 7358800 # 1207

校安緊急聯絡專線 CSU 24HR Emergency hotline : 07-7312787