



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/

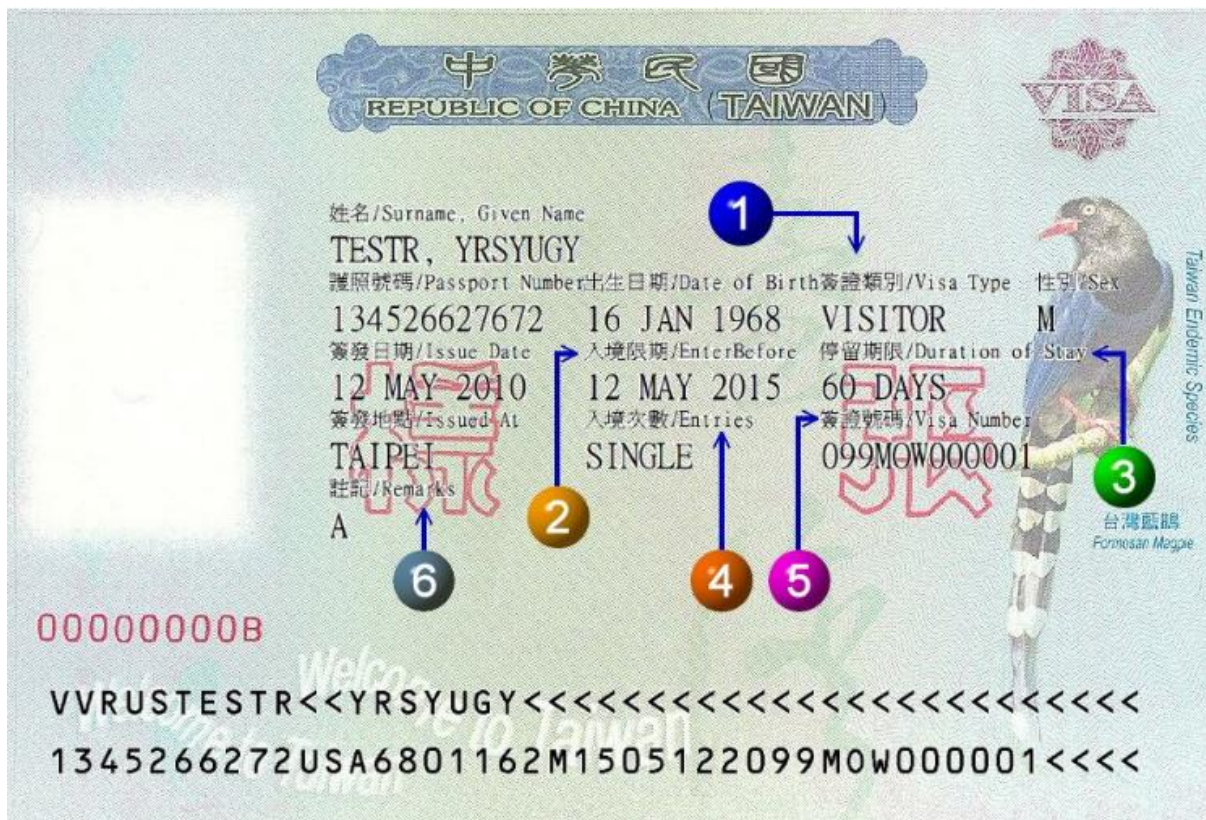
辦理居留簽證所需證件：

- 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.**

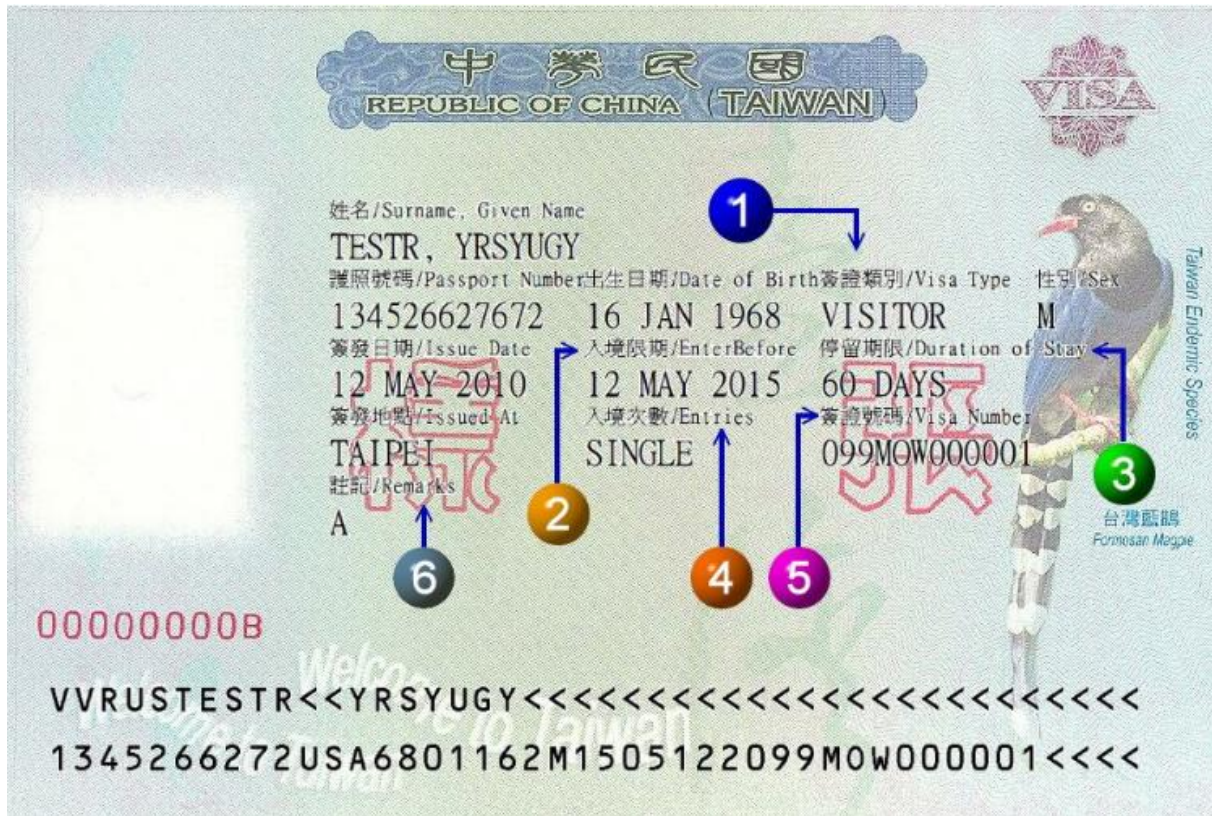
For information updates, please go to: www.immigration.gov.tw/

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 50000 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

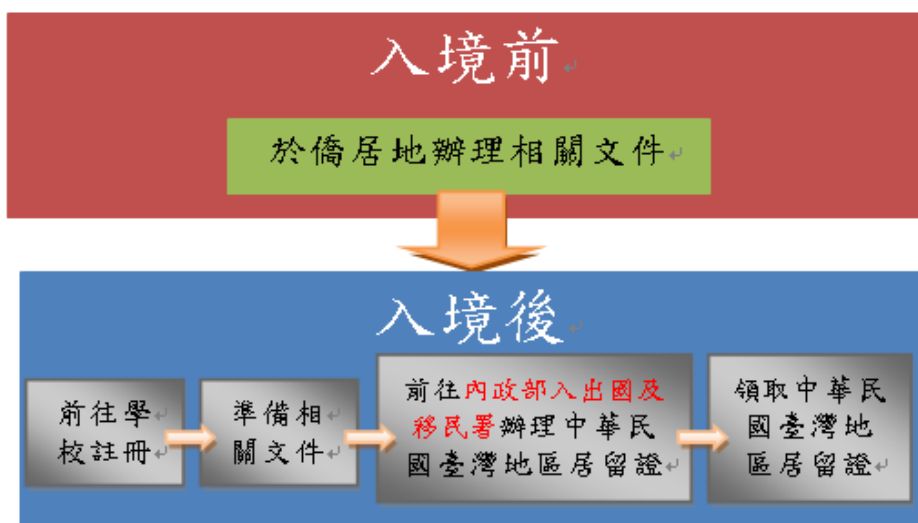
網站：<http://www.immigration.gov.tw/>

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.