



正修科技大學
113學年度秋季班國際專修部招生簡章
CHENG SHIU UNIVERSITY (Fall Semester, 2024)
International Foundation Program Admission Handbook



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

※除宣傳推廣及協助學生辦理來臺相關必要程序外，本校並未委外辦理招生相關事務，請務必於申請期限內親自完成線上申請作業。Aside from information sharing and promotion, and assisting students to complete the necessary procedures for coming to Taiwan, the school HAS NOT outsourced the admissions-related affairs of Cheng Shiu University to other institutions. Please complete the online application within the application period personally.

※本招生簡章依據 111 年 7 月 12 日臺教技(四)字第 1112302190C 號函核定招生規定訂定※

113學年度秋季班國際專修部申請入學重要日程表
Important Dates of the International Foundation Program Admissions
for the 2024 Fall Semester

項目 Events	日期 Dates	備註 Notes
申請截止日 Application deadline	2024年5月17日 May 17, 2024	線上系統申請 Via online system 
公告面試名單 Announcement of list of students for interview	2024年5月21日 May 21, 2024	透過email通知 Via email
面試 Interview	2024年5月23日~6月7日 May 23~June 7, 2024	
成績通知 Notification of score result	2024年6月14日 June 14, 2024	透過email通知 Via email
申請成績複查 Apply for score review	2024年6月15日~6月17日 June 15~June 17, 2024	透過email Via email
公告錄取名單及核發入學許可 Announcement of accepted students and issue of letter of acceptance	2024年6月18日 June 18, 2024	透過Email及郵件 Via online and post mail
錄取生線上報到 Online confirmation of acceptance of students	2023年6月24日 中午12點前(臺灣時間) Before 12NN (Taiwan Time) of June 24, 2024	透過線上系統 Via online system
境外生註冊及新生說明會 Enrollment and orientation for international students	2024年9月4日 September 4, 2024	
開學(學期開始) Start of semester	2024年9月9日 September 9, 2024	

****中英文版本如有任何衝突，應以中文版本為主。 In the event of any conflict between the Chinese and English versions, the Chinese version shall prevail.**

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壹、申請入學資訊 Admission Information

- 一、本校國際專修部以中文授課為主，只開放秋季班申請入學。The International Foundation Program is taught in Chinese and application is only open for the fall semester.
- 二、國際專修部新生申請入學日期至 2024 年 5 月 17 日截止。The International Foundation Program application deadline is until May 17, 2024.
- 三、2024 年 6 月 18 日公告錄取名單及核發入學許可。The announcement of accepted students and the issue of letters of acceptance is on June 18, 2024.
- 四、113 學年度開學日預估為 2024 年 9 月 9 日。The fall semester for 2024 begins on September 9, 2024.
- 五、招收學系及名額 Academic Programs and Admission Quota.

專班名稱 Program Name	招生名額 Admission Quota	修業說明 Instruction
電子工程系國際專班 International Program of the Department of Electronic Engineering	60	華語先修課程(至多一年)及國際專修部專業課程(修業年限四年)，專班以中文授課為主，畢業最低總學分數為 128 學分 Chinese courses (max. 1 year) and International foundation program professional courses (max.4 years). Program taught in Chinese. The minimum credit requirement for graduation is 128 credits.
機械工程系精密製造國際專班 Precision Manufacturing International Program of the Department of Mechanical Engineering		

- 六、入學資格審查程序 Admissions Qualification Procedures：
入學標準與審查方式，先進行資格審查(含文件之完整性及真實性)後，再由招生學系進行書面審查，並由各學系視情況通知申請人參加面試或筆試事宜，最後經「招生會議」就學系審查通過之名單、資料予以複審後公告錄取名單。With regards to admission standards and review methods, after reviewing the qualifications of the applicants (including the completeness and authenticity of the submitted documents), each admitting department will review the application documents according to their requirements and notify the applicants for interviews or written tests when necessary. After the “Admissions Meeting” reviews the list and information of the applicants that passed the preliminary review of the department, the admission list will be announced.

貳、申請資格 Application Eligibility

一、申請資格須遵守及符合教育部「外國學生來臺就學辦法」和「正修科技大學外國學生申請入學規定」之規定。Applicant eligibility must comply and meet with the “Regulations Regarding International Students Undertaking Studies in Taiwan” of the Ministry of Education and “Admission Regulations for International Students”.

(連結link：<https://law.moj.gov.tw/LawClass/LawAll.aspx?PCode=H0110001>、<http://oia.csu.edu.tw/wSite/public/Data/f1685542580112.pdf>)。

二、外國學生具高中畢業資格者，得申請入學本校國際專修部，香港或澳門地區學生應依香港澳門學歷檢覈及採認辦法規定辦理。所有相關學歷資格認定須符合教育部「入學大學同等學力認定標準」之規定。International students with high school diplomas are eligible to apply for undergraduate study at CSU. Academic credentials from Hong Kong or Macao need Academic Credential Verification and Accreditation Methods adopted in Hong Kong and Macao shall apply. All academic qualifications must comply and meet with the “Standards for Recognition of Equivalent Educational Levels for University Admission” of the Ministry of Education.

(連結link：<https://law.moj.gov.tw/LawClass/LawAll.aspx?PCode=H0030032>)。

※ 如違反規定並經查證屬實者，撤銷其入學資格或開除學籍。If students violate the qualifications, their admissions will be withdrawn or the status of the student will be revoked.

參、華語先修課程 Chinese Courses in International Foundation Program

- 國際專修部入學**必需**先修一年華語先修課程(至少 720 小時)，**每人以 1 次為限**，華語先修課程期滿後**必須**達華語文能力測驗 (TOCFL) **A2 標準**方可接續進入國際專修部專班修習專業課程，**未通過 A2 標準者學校逕行退學處分並通報註銷居留身份，學生須於居留證失效前離境。**

The International Foundation Program admission is **required** to take at least 720 hours of one-year Chinese courses. **Each application is limited to 1 time.** After one-year Chinese courses, students **must** pass the **A2 standard of the TOCFL** then continue to study professional courses in International Foundation Program. **Those who fail to pass the A2 standard will be subject to withdrawal from the school and will be notified of the cancellation of their residence status. The student must leave the country before the residence permit expires.**

- 華語先修期間不得轉系或轉學。Transferring to different academic departments or schools is NOT allowed during the 1st year in the International Foundation Program.

肆、申請入學流程 Application Procedure

流程 Process	備註 Notes
<p>Step 1: 線上系統申請並上傳申請資料 Apply online and upload application documents</p>	<p>A. 申請帳號 B. 填寫報名表 b.1 申請書 (線上系統填寫並送出) b.2 外籍生切結書 (線上系統填寫並送出) C. 上傳審查資料(彩色掃描並上傳 PDF 檔至系統): c.1 有效護照 c.2 學歷證明 1.) 畢業生：畢業證書、歷年成績單 2.) 應屆畢業生：在學證明/學生證、歷年成績單 c.3 讀書計畫 c.4 三個月內的財力證明書 c.5 推薦信</p> <p>A. Apply for an account B. Fill out the application form b.1 Application form (fill out the online application form and upload) b.2 Declaration of international students (fill out the declaration form and upload) C. Upload application documents: (documents should be scanned in color and uploaded to the online system in PDF format): c.1 Valid passport c.2 Academic certificate 1.) Graduate: Diploma of the highest academic degree, Transcript of record of the current highest educational level 2.) Graduating student: Certificate of enrollment of the current school/Student ID c.3 Study plan c.4 Financial certificate within 3 months c.5 Recommendation letter</p> <p>※詳細說明請參閱「申請入學文件」之說明 Please check “Required Documents for Application” for a detailed explanation</p>
<p>Step 2: 進行面試 Join the interview process</p>	<p>面試相關資訊及說明將寄到申請人的電子郵件。如有任何問題或查詢，請發郵件至：ifprogram@gcloud.csu.edu.tw Please refer to the Interview information that will be sent to your email for further instructions. If there are any problems or inquiries, please send an email to: ifprogram@gcloud.csu.edu.tw</p>

<p>Step 3: 錄取生線上報到並填寫住宿調查表 Confirm acceptance to study at CSU online and fill out the accommodation survey</p>	<p>請在截止日期前上網報到並填寫住宿調查表。 Please register online and fill out the accommodation survey before the deadline.</p> <p>※學生如果錄取多個科系，只能擇一報到。If students are admitted to multiple departments, they can only register to one department.</p>
<p>Step 4: 準備註冊資料及申請簽證 Prepare all documents for enrollment and apply for a student visa</p>	<p>詳細註冊資料，請參閱「註冊相關文件」之說明。 The detailed information for the enrollment documents is shown in the “Required Documents for Enrollment”.</p>
<p>Step 5: 註冊並參加新生說明會 Enroll and join the orientation for international students (正本須於報到註冊時提供，現場查驗後歸還 The original documents need to be checked upon your enrollment)</p>	<p>註冊資料: (正本) 1.) 有效護照 2.) 畢業證書 (已完成認證) 3.) 歷年成績單 (已完成認證) 4.) 健康證明書</p> <p>Enrollment documents: (original) 1.) Valid passport 2.) Diploma (with authentication) 3.) Transcript of record of the current highest educational level (with authentication) 4.) Medical examination report</p> <p>※詳細說明請參閱「申請入學文件」之說明 Please check “Required Documents for Application” for a detailed explanation</p>

伍、申請入學文件 Required Documents for Application

1. 所有的申請入學文件正本必須帶到學校，於入學時驗證及繳交。

The **original** of the following application documents need to be submitted for verification upon admission.

2. 打「*」(第 3~8 項)的文件必須彩色掃描成電子檔上傳到【線上報名系統】。

Documents marked with "*" (3~8) need to be scanned in color and uploaded to the **【Online Application System】**.

文件 Documents		說明 Description
1	入學申請書 Application form	線上系統填寫並送出。Fill out the online application form and upload it.
2	國際專修部入學切結書 Declaration for International Foundation Program	線上系統填寫「國際專修部入學切結書」並送出。Fill out the "Declaration for International Foundation Program" and upload it.
3*	有效護照 Valid passport	所持護照效期須在入境日起算 6 個月以上。The validity period of the passport held must be more than 6 months from the date of entry.
4*	畢業學校最高學歷證明文件正本及影本(註冊時，正本要繳交給學校) Original and photocopy of the current highest-level diploma (bring the original upon enrollment)	原文畢業證書影本與翻譯本(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)。報名大學部者必須繳交高中畢業證書，碩士班者繳交大學畢業證書；應屆畢業生須於錄取註冊時補繳上述文件正本，否則取消錄取資格。The highest-level diploma earned in the original version and translated version (in English or Chinese) must be authenticated by the ROC embassy, consulate office, or Taipei Economic & Culture Office of the country in which the student resides. The applicant for bachelor's degrees should submit their high school diploma and the applicant for master's degrees should submit their bachelor's degree diploma. Graduating students without appropriate diploma certificates before admission should provide their official diploma certificates for verification once they are enrolled in school after admission. Translated transcripts are only needed if the official one is not in Chinese or English.
5*	歷年成績單正本及影本(註冊時，正本要繳交給學校) Original and photocopy of transcript (bring the original upon enrollment)	原文歷年成績單正本與翻譯本。歷年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。The official transcripts and translated version (in English or Chinese) must be authenticated by the school from which students graduated and by the ROC embassy, consulate office, or Taipei Economic & Culture Office of the country in which the student resides. Translated transcripts are only needed if the official one is not in Chinese or English.

6*	推薦書 Recommendation letter	可中文或英文 in Chinese or English
7*	中文或英文留學計畫書 Study plan	可中文或英文 in Chinese or English
8*	三個月內的財力證明書 Financial statement and financial certificate of within 3 months	申請學生須提供由金融機構開立至少六個月之經常性財力新臺幣 15 萬元以上(5,000 美元)之三個月內存款證明。有獎學金者，需附獎學金核發證明。 Applicants must provide a bank statement and financial certificate showing the amount of at least a US\$ 5,000 (NTD 150,000) deposit. Students with support from funding agencies must provide proof of scholarship.
9	語言檢定證明 Certificate of Language Proficiency Exam	任何有利申請語言證明書，例如：托福、多益、雅思等語言能力測驗考試證書。 Any favorable application language certificate, Ex.: TOEFL, TOEIC, IELTS, etc. ※申請國際專修部者，於申請時得免繳中文能力證明。 <u>Students who apply for the International Foundation Program do not need to submit the Chinese language proficiency certificate.</u>
10	健康證明書 Original copy of the medical examination report	健康證明書必須包括人類免疫缺乏病毒檢驗報告與麻疹及德國麻疹之抗體陽性檢驗報告或預防接種證明。 The medical examination report should include Measles and Rubella (German measles) antibody-positive report or certification for prophylaxis inoculation (preventive inoculation).

【告知聲明】

正修學校財團法人正修科技大學基於「學生資料管理」之目的，須蒐集您的「護照影印本、居留證影印本、健保卡影印本、學生證正反面影印本、學歷證明、健康檢查證明、財力證明、推薦信、中文檢定證明、填寫報名表所需資訊」等個人資料，以在校務行政期間及地區內，作為審核、學生資料管理及必要聯繫等符合校務行政目的之用。另本校將會以您所提供的個人資料向中央健康保險局辦理健保卡，以利您來台後六個月可使用。

您得以下列聯絡方式行使請求查閱、補充、更正；請求提供複製本；請求停止蒐集、處理、利用；請求刪除個人資料等權利，請洽【07-7358800 #1195】。(註：如未完整提供各項資料，將無法完成本次申請作業。)

【Declaration of Confidentiality】

Cheng Shiu University, for the purpose of “student data administration”, shall ask for your personal information on “photocopy of passport”, “photocopy of ARC”, “photocopy of national health insurance card”, “photocopy of school ID”, “diploma and transcript”, “medical examination report”, “financial certificate”, “recommendation letter”, “proof of Chinese proficiency exam”, and “information on the application form”, so the University may conduct admission reviews manage student information and make necessary contacts within the duration of your dealings with the University. The University shall acquire a national health insurance card with this information, so you may have an insurance card while in Taiwan. You may exercise the following rights by contacting [07-7358800 #1195]:

- (1) Any inquiry and request for a review of the personal information;
- (2) Any request to make duplications of the personal information;
- (3) Any request to supplement or correct the personal information;
- (4) Any request to discontinue collection, processing, or use of personal information;
- (5) Any request to delete the personal information

Please note that we will not be able to complete the necessary procedures if you do not provide adequate information.

陸、學雜費收費標準 Tuition and Miscellaneous Fees

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。The following list is the tuition and miscellaneous fees for the academic year of 2024-2025. The exact costs are based on Cheng Shiu University's website under "Tuition and Miscellaneous Fee".

學雜費 Tuition and Miscellaneous Fees (每學期 Per Semester) ¹		
項目 Items	華語先修課程 Chinese Courses	國際專修部專班課程 International Foundation Program Courses
	華語先修課程一年 1-year Chinese Courses	大學一~四年級 Undergraduate 1~4 Year
學雜費 Tuition Fee	\$27,000 /每學期 Per semester	\$54,735/每學期 Per semester
住宿費 Accommodation Fee	\$6,750/每學期 Per semester	\$6,750/每學期 Per semester
健康保險費 Insurance Fee	\$3,000 /前 6 個月 First 6 months \$4,956 /每 6 個月 Per 6 months	\$4,956/ per 6 months
學生平安保險費 Student Insurance Fee	\$935/每學期 Per semester	\$935/每學期 Per semester
電腦及網路通訊使用費 Computer Lab and Internet Usage Fee	-	\$1,200 /每學期 Per semester
居留證 Alien Resident Certificate (ARC)	\$1000 /每年 Per year	\$1000 /每年 Per year
工作證 Working Permit	\$100 /每學期 Per semester	\$100 /每學期 Per semester
備註 Remarks	<ul style="list-style-type: none"> ■ 本表幣別以新台幣(NTD)計。The currency in this table is New Taiwan Dollar (NTD). ■ 學雜費依當年度學校公告為準。Each semester tuition fees will be per the university's official announcement. 	

2. 欲申請學生宿舍之國際學生，請填寫住宿調查表。 New students who intend to apply for the school dormitory should fill out the accommodation survey.
3. 學生平安保險費實際費用依當年度學校公告為準。 The actual cost for the “Student Insurance Fee” is subjected to change based on the announcement of the school for the specific school year.
4. 居留證實際申請費用依內政部移民署公告為準。 The actual cost for the “Alien Resident Certificate (ARC)” is subject to change based on the announcement of the National Immigration Agency.
5. 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。 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.
6. 僑外生工讀申請工作證實際費用依勞動部公告為準。 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.
7. 學生如有需要可申請學雜費分期繳納，華語先修課程每學期最高可分 2 期，進入專班課程每學期最高可分 4 期。 Students can apply for tuition fee payment in installments if necessary. There will be up to 2 installments in the 1st-year Chinese courses semesters. There will be up to 4 installments each semester in the international Foundation program semesters.

柒、獎助學金資訊 Information for Scholarship

一、學校助學金 Scholarship from school:

學生於華語先修課程期間學校無提供助學金，學生於進入專班課程後如無違反校規，可申請每月新台幣\$3,500 元助學金，最多補助 4 年，如學生全學期校外實習無提供助學金。(依”正修科技大學外國學生專班獎助學金實施要點”辦理)。

There is **no scholarship in 1st-year Chinese courses semesters**. If there is no violation of school regulations, students can continue to apply for scholarship up to 4 years, the CSU will offer scholarship NTD\$3,500 per month in the department of international Foundation program semesters. **There is no scholarship, if there is an off-campus internship for the whole semester**. (According to “Scholarship Guidelines for International Programs of Cheng Shiu University”).

二、住宿助學金 Dormitory scholarship:

學生於進入專班課程後如無違反學校規定且成績優秀者，每學期可申請住宿費抵免，最多補助 4 年，如學生全學期校外實習無提供助學金。If there is **no violation of school regulations and outstanding academic performance** in the department of the International Foundation program, students can continue to apply for a scholarship every semester to waived for accommodation fees up to 4 years. There is **no scholarship, if there is an off-campus internship for the whole semester**.

捌、學雜費退費基準

Tuition and Miscellaneous Fee Refund Information

學生休、退學時間 Student's withdrawal period from school (includes leave or drop-out)	學費、雜費退費比例 Tuition and miscellaneous fee refund ratio	備註 Remark
一、註冊日（含當日）前申請休退學者 Students who apply for withdrawal before the enrollment date (inclusive)	免繳費，已收費者，全額退費 Don't need to pay the tuition and miscellaneous fee, and a full refund for students who have already paid	
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 Apply for withdrawal from the day after the enrollment date to the day before the start of class	學費退還三分之二，雜費全部退還 Two-thirds of tuition fees will be refunded, miscellaneous fees will be refunded in full	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 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
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 Apply for withdrawal from the first day of class and until less than one-third of the semester	學費、雜費退還三分之二 Two-thirds of tuition and miscellaneous fees will be refunded	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 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
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 Apply for withdrawal from the first day of class until after one-third of the semester, but less than two-thirds of the semester	學費、雜費退還三分之一 One-third of tuition and miscellaneous fees will be refunded	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 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
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 Apply for withdrawal from two-thirds of the semester after the start of class	所繳學費、雜費，不予退還 Tuition and miscellaneous fees paid are non-refundable	

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。

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.