



國立屏東科技大學

National Pingtung University of Science and Technology



華語文中心

Chinese Language Center

2025 FALL CLASS
STUDENT HANBOOK

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一、關於中心

國立屏東科技大學華文語言中心致力於為國際學生創造一個支持性和沈浸式的國語學習環境。我們的使命是推廣國語教育，介紹中華傳統和台灣本土文化，並促進跨文化理解。該中心於 2010 年成立，為官方教學單位，並於 2011 年併入國際學院，現已成為世界各地語言學習者信賴的中心。我們的課程包括學期課程、短期強化班、教學卓越計畫以及針對國際團體的客製化培訓。我們既強調實用的語言技能，也強調文化素養。鼓勵學生提升聽、說、讀、寫能力，同時參加文化研討會、實地考察和語言溝通活動。該中心也幫助學生準備 TOCFL (漢語作為外語考試)，每年都有許多學生取得優異的成績。展望未來，我們將繼續提供高品質的教學、個人化的支持和多樣化的學習機會，幫助國際學生在台灣的语言和文化上蓬勃發展。

1. About the Center

The Chinese Language Center at National Pingtung University of Science and Technology (NPUST) is committed to creating a supportive and immersive Mandarin learning environment for international students. Our mission is to promote Mandarin education, introduce Chinese traditions and Taiwanese local culture, and foster cross-cultural understanding. Established in 2010 as an official teaching unit and integrated into the International College in 2011, the Center has become a trusted hub for language learners from around the world. Our programs include semester courses, short-term intensive classes, instructional excellence projects, and customized training for international groups. We emphasize both practical language skills and cultural literacy. Students are encouraged to develop proficiency in listening, speaking, reading, and writing, while also participating in cultural workshops, field trips, and language exchange activities. The Center also supports students in preparing for the TOCFL (Test of Chinese as a Foreign Language), with many achieving excellent results each year. Looking ahead, we will continue to offer high-quality teaching, personalized support, and diverse learning opportunities to help international students thrive both linguistically and culturally in Taiwan.

二、課程介紹

課程概覽

本中心的華語課程採小班制教學（每班 10 至 15 人），確保每位學習者都能獲得個別指導與充分的互動機會。課程設計整合聽、說、讀、寫四大語言技能，著重於實用華語，幫助學生在日常生活中順利溝通。所有教材由本中心教師精心編寫，內容涵蓋現代與古典文學、生活實例及臺灣在地文化，並融合中國文化與學生自身文化背景，打造多元而深具啟發性的學習體驗。透過彈性教學方法與文化導入，提升學生的語言能力與人文素養。

課程分為春季班與秋季班，每學期約五個月，詳情如下：

期別	上課時間	總時數	學費	申請截至日
秋季班	九月至一月	270 小時	NT\$37,800	每年 8 月 15 日
春季班	二月至六月	270 小時	NT\$37,800	每年 1 月 15 日

課程時數

- ◇ 每週上課時數：15 小時
- ◇ 課程長度：每學期 18 週（共 270 小時）
- ◇ 備註：課本費、學生保險費、網路使用費及其他雜支不包含在學費內，需另行繳納。所有費用與金額如有調整，將依實際情況為準。
本中心保留課程資訊修改與更新之權利，恕不另行通知。

2. Course Introduction

Course Overview

Our Mandarin courses are conducted in small classes (10 to 15 students per class) to ensure that each learner receives personalized instruction and ample opportunities for interaction. The curriculum integrates the four essential language skills—listening, speaking, reading, and writing—with a focus on practical Mandarin for effective daily communication.

All course materials are meticulously developed by our teaching staff, featuring a blend of modern and classical Chinese literature, real-life scenarios, and Taiwanese local culture. The curriculum also incorporates elements of Chinese culture while connecting to students' own cultural backgrounds, creating a diverse and inspiring learning environment.

Through flexible teaching strategies and cultural integration, our program aims to enhance students' language proficiency and intercultural competence.

Our courses are divided into Fall and Spring terms. Each semester lasts approximately five months. Details are as follows:

Term	Class Period	Total Hours	Tuition Fee	Application Deadline
Fall Term	September to January	270 hours	NT\$37,800	August 15 th every year
Spring Term	February to June	270 hours	NT\$37,800	January 15 th every year

- ✧ Class Hours per Week: 15 hours
- ✧ Program Length: 18 weeks per semester (270 hours in total)
- ✧ Note: Textbook fees, student insurance, internet fees, and other miscellaneous expenses are not included in the tuition and must be paid separately. All listed fees and amounts are subject to change based on actual circumstances. We reserve the right to modify or update course-related information without prior notice.

三、課程申請

申請文件：

1. 護照或身分證影本
2. 最高學歷畢業證書影本
3. 財力證明（帳戶餘額須達美金 2,500 元或等值貨幣，文件須為三個月內開立，且清楚顯示申請人個人資訊。若由親屬資助，須提供資助人之銀行存款證明，並附上能證明親屬關係的官方文件（如出生證明、戶籍謄本或其他正式文件）。
4. 讀書計畫（格式不限）

***若文件並非中文或英文，須附上中文或英文的正式翻譯版本。**

其他特定情況需繳交之文件

- 若有相關華語能力證明，如 TOCFL 或 HSK 成績證明，請一併附上。
- 轉學生：請提供原學校之在學證明及成績單影本各一份。

文件繳交方式：

1. 填寫線上表單：<https://forms.gle/GeARiRYrhgTepjtC8>
2. 請將所有申請文件寄送至以下電子信箱：npust.clc@gmail.com

審核：

報名資料審查約需**一週作業時間**，一旦通過審核，我們將會以電子郵件方式寄送錄取通知書電子檔（圖片格式）。

申請人須依照各學期所公告的申請截止日期提出申請。請申請者自行評估從收到錄取通知書到辦理簽證或申請獎學金之間的時間是否充足，建議儘早繳交申請資料以利順利完成簽證或申請獎學金程序。

3. Course Application

Application Documents:

1. Photocopy of your passport or National ID
2. Photocopy of your diploma (highest level of education)
3. Financial Statement (showing a balance of at least US\$2500 or its equivalent, issued within the past 3 months with clearly visible personal information)
If the applicant is financially supported by a relative, the bank statements must be submitted along with official documentation that proves the family relationship (e.g., birth certificate, family certificate, or other official documents).
4. Study Plan (free format)

**If the document is not in Chinese or English, an official translation in Chinese or English must be attached.*

Documents Required for Other Specific Cases

- (Optional) If available, please attach any relevant Chinese language proficiency certificates, such as TOCFL or HSK, along with your application.
- For transfer students: Please provide a certificate of enrollment and a copy of your academic transcript from your previous institution.

Application Submission:

1. Submit the google form: <https://forms.gle/GeARiRYrhgTepjtC8>
2. Then, all the application documents should be submitted by email to the following address: npust.clc@gmail.com

Application Review:

The review process for your application documents will take approximately **one week**. Once your application is approved, we will send the admission letter (image file) to your registered email address.

Please note that applicants must follow the program schedule and application deadlines as announced for each semester. We advise all applicants to carefully evaluate whether there is sufficient time between receiving the admission notice and completing the visa scholarships application. To avoid delays, early submission of application documents is strongly recommended.

四、簽證及入境資訊

簽證類型（HES 獎學金或非獎學金學生）

1. 一般觀光簽證
2. 憑護照直接入境之落地簽證或免簽證

▶ 不可延長

- ▶ 簽證到期即必須離開臺灣，需重新入境。

無法於臺灣換簽證

重新入境

如果您計劃離開臺灣並重新申請簽證：

1. 請於您目前簽證到期前**至少一個月**，向華語文中心辦公室申請在學證明及出席紀錄。
2. 離境時請隨身攜帶這些文件，並在申請返臺新簽證時一併提交。

1. 觀光簽證（以華語學習為目的）
申請簽證時，請提供本中心的錄取通知書。

▶ 可延長

- ▶ 請於簽證到期前一個月提出延長申請：

- **60 天簽證** 最多可延長兩次，每次延長 60 天 → 最長可停留 **180 天**
- **90 天簽證** 最多可延長一次，可延長最多 90 天 → 最長可停留 **180 天**
- 簽證效期為 **60 天或 90 天**，由臺灣駐外館處核發時決定

延期簽證

1. 請於簽證到期前至少一個月，前往華語中心辦公室申請在學證明及出席紀錄。
2. 自 **2024 年 1 月**起，簽證延期程序已全面改為線上申辦。您必須先在內政部移民署線上系統註冊帳號，再上傳華語文中心提供的所有必要文件。
3. 若無法登入系統或遇到任何問題，請攜帶完整文件，親自前往移民署服務站辦理。

若想在華語文中心繼續學中文，有 2 種選擇：

選項 1：離境後重新申請簽證並返台

請於簽證到期前一個月向華語文中心申請在學證明與出席紀錄。取得文件後，離開臺灣，並攜帶這些文件於國外辦理新的簽證後再返台。

透過重複此程序，您可能獲得最多再次180天的停留期限。

選項 2：申請居留證

觀光簽證 60 天以上	觀光簽證 60 天以下
<ul style="list-style-type: none"> 觀光簽證停留期限 60 天以上。 簽證頁未註明「禁止延期」或其他限制，且入境目的為學習華語者，可直接向內政部移民署申請居留證 (ARC)。 	<ul style="list-style-type: none"> 觀光簽證停留期限少於 60 天，不得直接向移民署申請居留證。 必須先前往外交部領事事務局申請改換簽證種類為「居留簽證」，取得「居留簽證」後，才能再前往移民署辦理居留證 (ARC)。
<p>請準備下列文件至移民署辦理外國與外僑學生居留證及展延或異動登記線上申辦系統申請居留證(ARC)：</p> <p>► 基本申請文件</p> <ol style="list-style-type: none"> 外國人居（停）留案件申請表 可於線上系統填寫 2 吋白底證件照 1 張 最近 2 年內拍攝，符合我國身分證規格 護照正本及影本 停留簽證影本 三個月內之健康檢查合格證明 須至衛福部指定之健檢醫院辦理 住宿證明（向華語文中心申請，自行在外租屋者可準備租賃契約） <p>► 就學文件（向華語文中心申請） 完成體檢並繳交下學期學費才可申請</p> <ol style="list-style-type: none"> 在學證明（含學生證影本） 上課出席紀錄 出席率應達 75%以上 	<p>請準備以下文件並前往外交部領事事務局辦理居留簽證：</p> <ol style="list-style-type: none"> 簽證申請表 健康檢查報告(正本及影本) 請優先辦理體檢，報告約需一週時間才能取得。 在學證明、出席紀錄與成績單 需先完成體檢並繳交下學期學費後才可申請此文件 護照與簽證頁(正本及影本) 研習計畫書 內容應包含研習中文動機目的及研習計畫 財力或獎學金證明（正本及影本） 6 個月內 2 吋彩色照片 2 張 背景須以白色為底色 申請費用約新臺幣 3000 元 <p>取得居留簽證後，需於 15 天內到移民署申請居留證 (ARC)。</p> <p>←申請居留證方式</p>
外國人持停留簽證或以免簽證方式入國申請居留送件須知	外籍人士在台研習中文申請居留簽證手續說明

*[衛福部指定之健檢醫院](#)（點選前往網站）

外交部臺灣獎學金（MOFA）學生

如果您是外交部臺灣獎學金（MOFA Taiwan Scholarship）的受獎生，您很可能是持有居留簽證入境臺灣，因此無需再次申請居留簽證。然而，您仍須在抵臺後 30 天內申請外僑居留證（ARC）。請使用內政部移民署「[學生線上申辦系統](#)」進行居留證的申請。請參閱《ARC 線上申請操作手冊》。

線上申請的處理時間通常為 5 個工作天，相比之下，臨櫃申請則需約 10 個工作天。若您在使用線上系統時遇到困難，可前往就近的移民署服務站辦理。

申請所需文件：

1. 入學許可、在學證明及住宿證明
此三項文件須在繳清學費、住宿費及保險費後，由華語文中心開立。
2. 護照及居留簽證（正本）
3. 一張二吋彩色證件照片（須為六個月內拍攝）
4. 申請費用
線上申請可使用國際信用卡或超商代碼繳費

關於簽證責任的重要提醒

- 學生需自行確認簽證效期是否有效，因簽證逾期所造成的任何問題或影響，皆由學生自行負責。
- 請務必在來臺前充分了解本項規定。

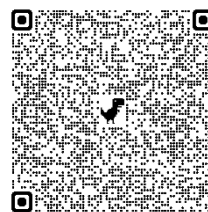
外交部 居留簽證申請

外交部南部辦事處

- ▶ 地址：802206 高雄市苓雅區政南街 6 號 3~4 樓（行政院南部聯合服務中心）
- ▶ 電話號碼：+886-7-715-6600
- ▶ 辦公時間：08:30~17:00（週一至週五）
- ▶ 網址：www.boca.gov.tw



[外交部官網](#)



[導航定位](#)

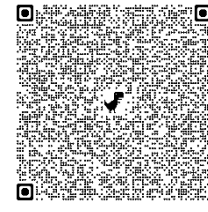
內政部移民署屏東縣服務站 居留證申請與延期

屏東縣服務中心

- ▶ 地址：900007 屏東市中山路 60 號 1 樓
- ▶ 電話號碼：+886-8-766-1885
- ▶ 辦公時間：08:00-17:00（週一至週五）
- ▶ 網址：www.immigration.gov.tw



[移民署官網](#)



[導航定位](#)

1. Visa & Entry Info

Visa Types (HES scholarship or non-scholarship students)

1. General visitor visa
2. Landing visa/visa-free
(Enter Taiwan with your passport)

2. Visitor visa
(Chinese learning purpose)
Provide our admission letter
when you apply for visa

- ▶ NOT extendable
- ▶ Once your visa expires, you have to leave Taiwan.
you cannot change visa types in Taiwan

- ▶ Extendable
- ▶ Apply for extension 1 month before your visa expires:
 - **60-day visa** can be extended for twice at most, 60 days each time—maximum: 180 days of stay in total
 - **90-day visa** can be extended for once, for another 90 days at most—maximum: 180 days of stay in total
 - 60 or 90-day is decided by Taiwan embassy/consulate

Re-Enter in Taiwan

If you plan to leave Taiwan and apply for a new visa:

1. Please apply for your **Enrollment Certificate** and **Attendance Record** at the CLC office three weeks before your current visa expires.
2. You will need to bring these documents with you when leaving Taiwan and present them when applying for a new visa to return.

Visa Extension

2. Please visit the CLC office to apply for your **Enrollment Certificate** and **Attendance Record** at least **one month before your visa expires**.
3. Starting from January 2024, the visa extension process has moved online. You must first register for an account on the National Immigration Agency's online system, then upload the required documents provided by the Language Center.
4. If you are unable to access the system or encounter any issues, please bring all the required documents to the Immigration Office in person.

Options for Continuing Mandarin Studies After Your Visa Expires

Option 1: Exit Taiwan to apply for a new visa and return.

One month before your visa expires, apply for your enrollment certificate and attendance record. Then, leave Taiwan with these documents and apply for a new visa abroad before returning.

(By repeating this process, you may be granted up to another 180 days of stay.)

Option 2: Apply for Alien Resident Card

Visitor Visa (60 Days)	Visitor Visa (Under 60 Days)
<ul style="list-style-type: none"> • If the visitor visa allows a stay of more than 60 days, • The visa does not include a “no extension” remark or other restrictions, the purpose of entry is to study Mandarin, applicant may directly apply for an Alien Resident Certificate (ARC) at the National Immigration Agency (NIA). 	<ul style="list-style-type: none"> • If the visitor visa allows a stay of less than 60 days, • The applicant cannot apply for an ARC directly at the NIA. • Instead, the applicant must first apply for a change of visa type to a “Resident Visa” at the Bureau of Consular Affairs (BOCA), Ministry of Foreign Affairs. • Once the Resident Visa is obtained, the applicant may then apply for an ARC at the NIA.
<p>Please prepare the following documents and apply through the Online Application System for Foreign and Overseas Chinese Students ARC Application, Extension, or Changes (administered by the National Immigration Agency):</p> <p>Basic Documents</p> <ol style="list-style-type: none"> 1. Application Form for Foreign National Stay/Residence Cases To be filled out in the online application system. 2. One 2-inch Passport-style Photo with White Background Taken within the last 2 years and meeting Taiwan National ID photo specifications. 3. Original and Copy of Passport 4. Copy of Visitor Visa 	<p>Please prepare the following documents and apply in person at the Bureau of Consular Affairs (BOCA), Ministry of Foreign Affairs:</p> <ol style="list-style-type: none"> 1. Visa Application Form 2. Health Check Report (Original and one photocopy) Please prioritize completing your health examination. The report usually takes about one week to be issued. 3. Enrollment Certificate, Attendance Record, and Transcript These documents can be requested only after completing the health check and paying the tuition for the next semester. 4. Passport and Visitor Visa Page (Original and one photocopy) 5. Study Plan Should include your purpose and motivation for learning Chinese and a clear study plan.

<p>5. Health Check Report Issued Within the Last 3 Months Must be completed at a hospital designated by the Ministry of Health and Welfare.</p> <p>6. Proof of Residence To be requested from Chinese Language Center. If renting off-campus, please provide a lease agreement.</p> <p>Academic Documents To be requested from the Chinese Language Center. You may only apply after completing your health check and paying the next semester's tuition.</p> <p>7. Enrollment Certificate (including a copy of your student ID)</p> <p>8. Attendance Record A minimum of 75% attendance is required.</p>	<p>6. Proof of Financial Support or Scholarship Certificate (Original and one photocopy)</p> <p>7. Two 2-inch color photos taken within the last 6 months Must have a white background.</p> <p>8. Application Fee: Approximately NT\$3,000</p> <p>After obtaining your Resident Visa, you must apply for an Alien Resident Certificate (ARC) at the National Immigration Agency within 15 days.</p> <p>←Refer to the ARC application instructions</p>
<p><u>Guidelines for Residency Applications for Foreign Nationals Holding a Visitor Visa or Entering the Republic of China through Visa Exemption</u></p>	<p><u>Resident Visas for Studying Mandarin Chinese</u></p>

*The List of Hospitals Allowed to Execute Health Examination for Alien Workers in Taiwan Area:

https://www.cdc.gov.tw/En/Category/ListContent/C4w0xUaCBCKzdd6BxDGWcA?uaid=LgG4_1kPzR7S11AA634XJg

MOFA scholarship students

If you are a recipient of the MOFA Taiwan Scholarship, you most likely entered Taiwan with a Resident Visa. In this case, you do not need to apply for a Resident Visa again.

However, you must apply for your Alien Resident Certificate (ARC) within 30 days of your arrival in Taiwan.

To apply for your ARC, please use the [Student Online Application System](#) provided by the National Immigration Agency (NIA).

Please refer to [ARC online application guide book](#)

Online applications are typically processed within 5 working days, compared to 10 working days for in-person applications.


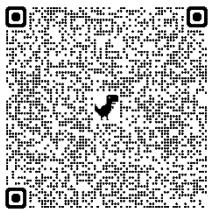

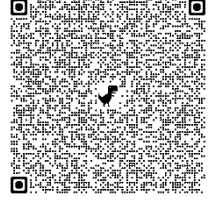
If you encounter any difficulties during the online application process, you may visit the nearest NIA Service Center for assistance.

Required Document:

1. Admission Letter, Enrollment Certificate, and Proof of Accommodation
These documents will be issued by the Chinese Language Center only after full payment of tuition, accommodation, and insurance fees.
2. Passport and Resident Visa (original)
3. One 2-inch Color Photo
(Taken within the past 6 months.)
4. Application Fee
You can pay with international credit card or at the convenience store if you apply online.

Important Reminder About Visa Responsibility

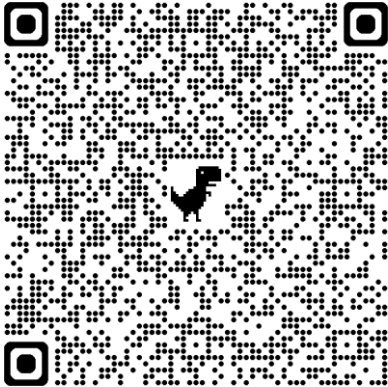
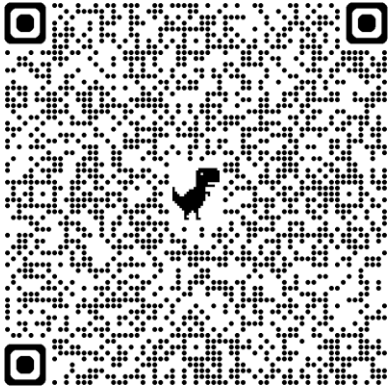
- Students are responsible for ensuring the validity of their own visa. Any issues or disruptions caused by visa expiration are the student's responsibility.
- Please make sure you fully understand this policy **before coming to Taiwan.**

Ministry of Foreign Affairs		Resident Visa Application	
<p>Southern Taiwan Office, Ministry of Foreign Affairs, Republic of China</p> <ul style="list-style-type: none"> • Address: 3rd & 4th FL., No. 6, Zhengnan St., Kaohsiung 802206, Taiwan (R.O.C) • Telephone Number: +886-7-715-6600 • Office Hour: 08:30~17:00 (Mon-Fri) • Website: www.boca.gov.tw 		 <p>BOCA</p>	 <p>Location</p>
Immigration Office		Visa extension & ARC application	
<p>Pingtung County Service Center</p> <ul style="list-style-type: none"> • Address: No. 60, Zhongshan Rd., Pingtung City, Pingtung county 900, Taiwan (R.O.C.) Telephone Number: +886-8-766-1885 • Office Hour: 08:00-17:00 (Mon-Fri, no lunch break) • Website: www.immigration.gov.tw 		 <p>NIA</p>	 <p>Location</p>

五、報到

1. 宿舍報到

宿舍報到日期為 2025 年 8 月 30 日（星期六）與 8 月 31 日（星期日），時間為上午 8:30 至下午 5:30。

男生宿舍	女生宿舍
 912屏東縣內埔鄉 德齋 https://maps.app.goo.gl/1eB2dENCYS99FkQQ6	 912屏東縣內埔鄉 智齋 https://maps.app.goo.gl/SnZ3eCBZ1S5eE1Ld8

2. 華語文中心報到

請於2025年9月1(一)至9月5日(五)或2025年9月8日(一)當日，請準備以下資料與費用至國立屏東科技大學華語文中心（綜合大樓3樓，語言中心）報到：

- (1) 護照（含有效簽證頁）
- (2) 獎學金證明（獎學金生）
- (3) 學費：新臺幣 37,800 元 / 每學期
- (4) 教材費：約新臺幣 2,000 元
- (5) 保險費：新臺幣 2,500 元 / 5個月
- (6) 宿舍費：新臺幣 7,129 元 / 學期（不包含寒暑假）
- (7) 印章：60 元

⚠ 所有費用僅接受現金繳納，且無法找零。請務必準備剛好的金額。

⚠ 華語文中心將於學生繳清上述所有費用後，始開立入學許可證明、在學證明及住宿證明。

3. 其他申請（請於期限內自行完成申請）

- (1) 申請外籍人士「統一證號」：

請攜帶申請表及護照（正本及影本）前往內政部移民署屏東服務站辦理外籍人士「統一證號」申請。「統一證號」為學生在尚未取得中華民國居留證（ARC）前的臨時身分識別號碼。

(2) 申請中華郵政帳戶(用於獎學金、保費費)

至華語文中心繳交印章費後才會開始制作印章，制作完成才可至中華郵政。

- A. 申請表
- B. 護照影本一份（包含個人資料頁與簽證頁）
- C. 中華民國統一證號基資表影本
- D. 獎學金證明
- E. 印章
- F. 新臺幣 100 元

自114年6月13日起，中華郵政暫停受理在臺無住所之外籍人士僅憑護照及中華民國統一證號基資表辦理新開戶作業。依最新規定，僅有具領取獎學金需求之外籍學生，且能提供護照、統一證號基資表及有效之受獎證明文件者，方可辦理存簿儲金帳戶開戶。若學生無法提供受獎證明，則須先取得外僑居留證（ARC）後，始得申請開立郵局帳戶。

(3) 申請居留證（擁有居留簽證的學生）

學生須在抵臺後30天內申請外僑居留證（ARC）。請使用內政部移民署「學生線上申辦系統」進行居留證的申請。

- A. 入學許可、在學證明及住宿證明
- B. 護照及居留簽證（正本）
- C. 一張二吋彩色證件照片（須為六個月內拍攝）
- D. 申請費用

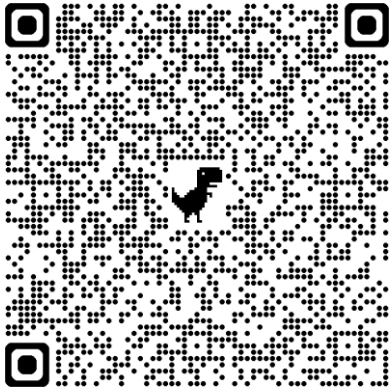
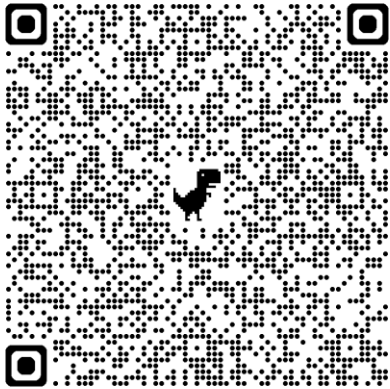
線上申請可使用國際信用卡或超商代碼繳費

完成上述各項申請程序後，請將「統一證號基資表」、「中華郵政帳戶存摺影本」及「居留證影本」回傳至華語文中心備查。為確保在臺生活順利進行，請**務必於抵達學校後儘速完成所有申請程序**，以免影響後續生活安排與相關權益。

5. Registration

1. Dorm Check In

The dormitory check-in period is on **Saturday and Sunday, August 30–31, 2025, from 8:30 AM to 5:30 PM.**

Male Dorm	Female Dorm
 <p>1, Shuefu Road, Neipu, Pingtung 912301, TAIWAN. Dorm name: Dorm De https://maps.app.goo.gl/1eB2dENCYS99FkQQ6</p>	 <p>1, Shuefu Road, Neipu, Pingtung 912301, TAIWAN. Dorm name: Dorm Zhi https://maps.app.goo.gl/SnZ3eCBZ1S5eE1Ld8</p>

2. Chinese Language Center Registration

Please complete your registration at the [Chinese Language Center of National Pingtung University of Science and Technology \(3rd Floor, General Building\)](#) between Monday, September 1 and Friday, September 5, 2025, or on Monday, September 8, 2025, working hours: Mon-Fri, 08:30-12:00; 13:30-17:30.

Please prepare the following documents and fees:

- (1) Passport (including the valid visa page)
- (2) Scholarship Certificate (for scholarship students)
- (3) Tuition Fee: NT\$37,800 / per semester
- (4) Textbook Fee: approximately NT\$2,000
- (5) Insurance Fee: NT\$2,500 / for 5 months
- (6) Dormitory Fee: NT\$7,129 / per semester (excluding winter/summer break)
- (7) Personal Seal (Chop): NT\$60

⚠ All payments must be made in cash and exact change is required. No change will be provided.

⚠ The Chinese Language Center will issue the Admission Certificate, Enrollment Certificate, and Dormitory Certificate only after all fees are fully paid.

3. Other Applications (Please complete the applications by the deadlines **on your own.)**

- (1) Application for a Foreign National ID Number (UI No.):

Necessary for HES student!

Please bring the application form and your passport (original and photocopy) to the Pingtung Service Center of the National Immigration Agency to apply for a Foreign National ID Number. This number serves as a temporary identification number before obtaining the Alien Resident Certificate (ARC) in Taiwan.

- (2) Opening a Chunghwa Post Bank Account (For receiving scholarship and paying insurance fees)

The stamp will only be made after you pay the stamp fee at the Chinese Language Center. Once it is completed, you may proceed to Chunghwa Post to open your account.

Required Documents:

- A. Application form
- B. One photocopy of your passport (including the bio page and visa page)
- C. One photocopy of the UI No. Certificate (or Alien Resident Card)
- D. Proof of scholarship
- E. Personal stamp (chop)
- F. NT\$100

Important Notice:

Starting from June 13, 2025, Chunghwa Post no longer accepts new account applications from foreign nationals without a residence address in Taiwan using only a passport and UI No. Certificate.

According to the updated regulation:

- ▶ Only foreign students who **need to receive a scholarship** and can provide a passport, UI No. Certificate, and valid proof of scholarship may open a savings account.
- ▶ Students who cannot provide proof of scholarship must first obtain an **Alien Resident Certificate (ARC)** before they are eligible to open a Chunghwa Post bank account.

- (3) ARC Application (For students with a Resident Visa)

Students must apply for the Alien Resident Certificate (ARC) within 30 days after arriving in Taiwan. Please use the National Immigration Agency's Online Student Application System to complete the application.

- A. Admission Letter, Enrollment Certificate, and Proof of Accommodation

These documents will be issued by the Chinese Language Center only after tuition, dormitory, and insurance fees have been fully paid.

- B. Passport and Resident Visa (Original)
- C. One 2-inch color photo (Taken within the last 6 months)
- D. Application Fee (Can be paid online via international credit card or convenience store payment code.)

After completing all the above application procedures, please send a copy of your National ID Number Certificate, Chunghwa Post passbook, and ARC (Alien Resident Certificate) to the Chinese Language Center for record-keeping.

To ensure a smooth stay in Taiwan, please complete all required applications as soon as possible after arriving at the university to avoid affecting your daily life and related rights.

六、上課須知

課堂規則：

1. 每堂課為 50 分鐘，課間休息 10 分鐘。
2. 遲到規定：學生若上課遲到超過 20 分鐘，該節課視同缺課。教師若遲到，需另行安排補課。
3. 假日安排：本中心依行政院人事行政總處公布之行事曆，國定假日一律放假。
4. 停課公告：如遇颱風、地震、空襲警報或其他不可抗力之天然災害，將依屏東縣政府公告停課，並擇期補課。
5. 工讀規定：外籍學生需修習華語課程滿一年，方得申請工作證。主管機關為「勞動力發展署」(<http://www.wda.gov.tw/>)。若未經許可非法打工，經查獲後將通報主管機關撤銷簽證，且相關法律責任由學生本人承擔，本中心不負責。
6. 學籍異動通報：如有未報到、休學、退學、退費等學籍異動事項，本中心將主動通報教育部、外交部領事事務局及內政部移民署等相關單位。

6. Class Requirement

Class Rules：

1. Each class lasts 50 minutes, with a 10-minute break between sessions.
2. Tardiness Policy: Students who arrive more than 20 minutes late will be marked absent for that class. If the teacher is late, a make-up class will be arranged.
3. Public Holidays: The Language Center follows the national holiday calendar announced by the Directorate-General of Personnel Administration, Executive Yuan.
4. Class Suspension: In case of typhoons, earthquakes, air raid warnings, or other uncontrollable natural disasters, classes will be suspended based on the Pingtung County Government's announcements. Make-up classes will be scheduled accordingly.
5. Work Permit Regulations: International students must study Chinese for at least one year before they are eligible to apply for a work permit. The responsible authority is the Workforce Development Agency (<http://www.wda.gov.tw/>). Unauthorized employment is illegal. If a student is found working illegally, the Language Center will report the case, and their visa may be revoked. All legal responsibilities lie with the student.
6. Student Status Changes: In the event of status changes (e.g., no-show, leave of absence, withdrawal, refund), the Language Center will notify relevant authorities, such as the Ministry of Education, Bureau of Consular Affairs, and National Immigration Agency.

七、 請假須知

1. 學生因事不能來上課，一定要先通知老師，並提出相關證明文件；若無則視為缺課一次；請假時數亦列入缺課時數。
2. 學生缺課(含請假)時總數不得超過全學期上課時數的 20%(18週課程的20%為58小時)。
3. 獎學金生單月(含請假)達12小時(含)以上停發一個月獎學金，且缺課總時數不得超過全學期的 20%。
4. 期中/期末考前，若缺課時數超過規定者，不得參加考試。(期中考之前缺課時數超過29小時；期末考之前缺課時數超過58小時)
5. 缺課時數超過規定者，本中心得視實際狀況取消其學生資格，亦不接受該生下期之學申請。
6. 缺課時數超過規定者，不發予結業證書。
7. 因缺課問題導導致無法辦理居留證或延長簽證，或因此影響獎學金權益，學生須自行負責。

7. Leave and Attendance Policy

1. Student who cannot come to class should tell teacher in advance and present the relative evidence. Every class you miss will be counted into absence hours whether you asked for absence in advance or not.
2. Students shall not miss more than 20% of total class hours in a term. (58 hours for 18-week course)
3. A scholarship student will lose one month of scholarship if he/she is absent for 12 hours (or more) in one single month.
4. Before Mid-term/Final exam, student members who absent more than regulated attendance hours are not allow to take the exam. (29 hours before Mid-term exam; 58 hours before Final exam)
5. When a student does not fulfill the regulated attendance hours, the office has the right to cancel his/her student status at the center, and reject his/her application for the following semester.
6. The certificate will not be issued to student who do not fulfill the regulated attendance hours.
7. Student should take full responsibility if their absence causes any trouble to their VISA/ARC or scholarship.

八、 續讀規定

1. 若學生有下列任一情形，本中心得視實際情況取消其學生資格， 且不接受下一期的入學申請。
 - ▶ 期末學期總平均分數未達 70 分
 - ▶ 缺席時數超過規定
2. 倘若學生已申請下一期課程，卻因此而需退費，一切依中心退費規定辦理。
3. 續讀手續：本中心於每學期末進行續讀調查，欲續讀之學員無須重複報名手續，只需在規定期限內，繳清學費即可。

8. Next Semester Registration

1. If a student meets any of the following conditions, the Center may, based on the actual situation, cancel the student's qualification and will not accept their application for the next term:
 - ▶ The final semester average score is below 70.
 - ▶ The number of absences exceeds the allowed limit.
2. If a student has already applied for the next term but needs to request a refund due to the above reasons, the refund will be processed according to the Center's refund policy.
3. Enrollment for the next term: At the end of each semester, the Center conducts a continuation survey. Students who wish to continue their studies do not need to re-register; they only need to pay the tuition fees within the specified deadline.

九、 在學證明及出席記錄

在某些情況下，像是辦理延期簽證或是申請居留證，學生會需要申請在學證明及出席紀錄。請至少在你需要的七天之前向語言中心提出。如果沒有特別說明，一律核發中文證明。

9. Enrollment Certificate & Attendance Record

Students may request a copy of Enrollment Certificate or Attendance Record under certain circumstances, such as visa extension, ARC application. Please inform Chinese Language Center office 7 days prior to the day you need. We only issue the documents in Chinese unless otherwise stated.

十、 成績報告和結業證書

1. 每期課程結束後，本中心將於三週內給予成績單及結業證書。學生若缺少期中測驗、期末測驗 或結業成績未達規定（總平均分數低於 70 分），或缺席時數超過規定，則不發予結業證書。
2. 學生若於三週內離校，成績單及結業證書需郵寄，請事先繳交郵資(國內 NT \$ 50／國外 NT\$ 200)，本中心將於課程結束後約一個月內，統一以掛號寄出。
3. 結業證書將載明學生姓名、修業期間及時數，但不授予學分。
4. 插班生無結業證書，僅核發成績單。

10. Grades Report & Certificate of Completion

1. The grade report and certificate of completion will be issued in three weeks after each semester. However, no certificate will be issued if the student has no grades of mid-exam or final exam, or the final average grades are lower than the standard (70 points) or he/she doesn't fulfill the regulated attendance hours.
2. If the student leave school during this three weeks and need to send the grade report and certificate of course completion by post. The postage fees need pay by the students. (NT\$50 for domestic; NT\$200 for overseas.)
3. Student's name, studying period, and class hours will be printed in the certificate. Credits are not offered for this course.
4. Only transcript (no certificate) for those who join the class halfway.

十一、 退學規定

學生個人有下列各款情形之一者，本中心得勒令退學，並通知中華民國內政部移民署，且本中心有權拒絕該生下期之入學申請。

1. 毆打教職員、同學。
2. 破壞公物，情節嚴重。
3. 蓄意傷人，情節嚴重。
4. 因個人因素影響校園安全或課程進行，情節嚴重。
5. 有觸犯刑事法律之行為，經法院有罪判決確定或學校查證屬實者。
6. 其他特殊情形經中心主管會議認可者。

11. Expulsion Policy

When students have any of the following conducts, Chinese Language Center has the right to disqualify students' identity, discontinue their studying here, inform the National Immigration Agency, as well as reject their application for the following term:

1. Commitment of assault and battery on the LC faculty or students
2. Destruction of public property, occasioning grievous harm
3. Overt commitment of assault and battery, occasioning grievous harm
4. Violation of the safety on the campus or the proceeding of the course
5. Any conducts that violate the Criminal Code or are announced guilty by the Court or proved as truth by the school.
6. Other conducts that are considered improper for continuing studying at LC by the LC administration chief meeting.

十二、 退費規定

1. 開課前申請退費者，退還已繳學費 90%。
2. 自實際上課之日算起，未逾全期授課時數 1/3 申請退費者，退還已繳學費 50%。
3. 自實際上課之日算起，已逾全期授課時數 1/3 者，不得申請退費。
4. 若因招生不足或非歸咎於學員之事由，致無法開課，無息退還已繳費用。
5. 欲退費者請攜帶下列文件「親自」至辦公室辦理。所需文件如下：
 - (1) 退費申請書(現場填寫)
 - (2) 繳費證明(收據)正本
 - (3) 身分證、護照、居留證或統一證號影本
 - (4) 本人存摺封面影本(帳號及分行名稱須清晰)
6. 待本中心確認您申請手續完成後，費用預計於申請退費後 3 週內匯款 (匯費及手續費自付)。

請注意：18 週課程的總時數為 270 小時，其 1 / 3 時數為 90 小時(第一至六週)

12. Refund Policy

1. Students who submit refund application after they make the payment and before the course starts are entitled to a 90% refund of the tuition.
2. Students who submit refund application before passing the first third of the course are entitled to a refund of 50% of the tuition.
3. There will be no refund after the first third of the course.
4. If the class is not open because there are fewer students enrolled than it is required or because of other reasons which has nothing to do with students, all the fees which are already paid will be refunded.
5. Please submit the following application documents to the CLC office in person.
Refund application documents are:
 - (1) application form
 - (2) original receipt
 - (3) the photocopy of ID card/passport/ARC
 - (4) the photocopy of the cover page of the applicant's bank account book (which shall clearly indicate the bank's branch's name and the account number)
6. The refund can be expected in 3 weeks after the application submission is accepted and confirmed by the LC office (bank remittance handling fee might be charged, and the fee will be charged from the student).

Attention : The total class hours of an 18-week course is 270 hours, therefore 1/3 of class hours means the first 6 weeks (90 hours)

十三、 保險資訊

團體保險

本中心將為就讀本中心的外籍學生辦理團體保險，保險自每學期上課首日起生效。本中心強烈建議初抵臺灣的外籍學生參加本保險。若學生選擇不參加，須簽署切結書，並自行承擔相關風險與責任。

費用：新台幣 500/月

全民健康保險

持有居留證且在台灣實際居留已滿6個月者（期間僅可出境一次且不超過30天，且實際在台居留天數須達滿6個月），即可申請加入全民健康保險，辦理健保IC卡。

請攜帶以下文件自行至健保局申請：

1. 居留證
2. 兩吋照片一張(也可以至健保局拍攝)
3. 印章

重要提醒：離臺前，請務必主動前往健保局辦理退保手續。

13. Insurance

Accident Insurance

The Center will purchase group insurance for international students enrolled in our program. The insurance coverage will take effect from the first day of classes each semester. We strongly recommend that newly arrived international students participate in this insurance plan. Students who choose not to enroll must sign a waiver form and will be solely responsible for any consequences thereafter.

Fee: NTD 500/month

National Health Insurance

International students who hold an ARC (Alien Resident Certificate) and have resided in Taiwan for at least six full months (only one departure from Taiwan is allowed during this period, not exceeding 30 days, and the actual days of residence must total six months) are eligible to apply for National Health Insurance (NHI).

To apply for the NHI IC card, please bring the following documents to the NHI Office:

1. ARC (Alien Resident Certificate)
2. One 2-inch photo
3. Personal Stamp

Important Reminder: Before leaving Taiwan, please make sure to cancel your National Health Insurance (NHI) coverage at the National Health Insurance Administration (NHI) office.

十四、 住宿

本校提供外籍學生申請校內宿舍，請在填寫報名表時勾選是否需要宿舍。宿舍位於校園內，鄰近上課地點（綜合大樓），男女分棟住宿。若需自行在校外租屋，請自行聯繫房東與安排住宿事宜，本中心恕不提供協助，且學生需自行負責居住安全。

宿舍費用如下：

- ▶ 每學期：新台幣 7,129 元（不包含寒暑假）
- ▶ 寒暑假期間：每週新台幣 420 元

每學期及寒暑假須重新提出宿舍申請。期末時，生活輔導組將公告下一學期之宿舍申請資訊，請留意公告網站：https://www.npust.edu.tw/news1/index2_en.aspx 並自行完成申請手續。

14. Housing

The university provides on-campus dormitories for international students. Please indicate whether you require dormitory accommodation when filling out the application form. The dormitories are located on campus, close to the classroom building (General Building), and male and female students are housed separately.

If you prefer to rent off-campus housing, you must make your own arrangements. Our Center does not assist with off-campus housing and students are responsible for their own safety.

Dormitory fees are as follows:

- ▶ NT\$7,129 per semester (excluding summer and winter breaks)
- ▶ NT\$420 per week during summer and winter breaks

Students must apply for dormitory accommodation every semester. At the end of each semester, the Office of Guidance and Counseling Section will announce the dormitory application process for the following term. Please check the announcements on the website: https://www.npust.edu.tw/news1/index2_en.aspx and submit your application accordingly.

十五、 校園服務與支持

國立屏東科技大學（NPUST）提供多項校園服務，滿足學生日常生活需求並支持其身心健康發展：

1. 便利商店：
校內設有兩間便利商店——全家（Family Mart）與萊爾富（Hi-Life），提供餐飲、日用品、帳單代繳及 ATM 服務。
2. 郵局：
校內設有中華郵政，學生可在此開立帳戶、寄件收件，並接收獎學金款項。
3. 圖書館：
圖書館提供中英文圖書、期刊、數位資源及閱讀自習空間，是進行研究與自我學習的好地方。
4. 學生諮商中心：
學生諮商中心提供免費且保密的心理健康服務，包括個別晤談與心理輔導等資源。
5. 校內交通工具：
綜合大樓前停車場提供電動機車租借服務。
可選擇租借輕型電動機車（需駕照）或迷你電動機車（免駕照）。

營業時間：週一至週五，上午 10 點至下午 6 點

特別服務日：2025 年 8 月 30 日至 31 日（宿舍報到日）

交通安全提醒：

在台居住未滿一年者不得申請本地駕照，可使用原居國之有效國際駕照。請務必遵守交通規則，校外道路狹窄且交通繁忙，事故時有發生。違規情形如：無照駕駛、超速、未戴安全帽、進入行人專用區等，皆可能遭受處罰。

15. Campus services

National Pingtung University of Science and Technology (NPUST) offers a variety of on-campus services to meet students' daily needs and support their well-being:

1. **Convenience Stores:**
Two convenience stores are available on campus—Family Mart and Hi-Life, providing food, drinks, daily necessities, bill payments and ATM services.
2. **Post Office:**
The Chunghwa Post Office located on campus allows students to open accounts, handle postal services, and receive scholarship payments.
3. **University Library:**
The library provides a wide range of Chinese and English books, journals, digital resources, and study areas. It is a great place for research and self-study.
4. **Counseling Center:**
The Student Counseling Center offers free and confidential mental health support, including individual counseling sessions and psychological services.
5. **On-campus Transportation:**
A scooter rental service is available at the parking lot in front of the General Building. You may rent a light electric scooter (license required) or a mini electric scooter (no license needed).

Business Hours: Monday–Friday, 10:00 AM–6:00 PM

Special Service Days: August 30–31, 2025 (Dorm check-in days)

Traffic Safety Notice:

International students who have been in Taiwan for less than one year are not eligible to apply for a local driver's license. You may use a valid international driver's license from your home country. Please drive carefully. Traffic outside campus can be congested and accident-prone. Common violations like riding without a license, speeding, not wearing a helmet, or entering pedestrian-only zones may result in penalties.

十六、 聯絡資訊和有用網址
Contact Info & Useful Links

國立屏東科技大學 語言中心 (華語文中心)
Language Center (Chinese Language Center)



Office Hours: Monday-Friday, 08:30-12:00;
13:30-17:30.

Email: npust.clc@gmail.com

Tel: +886-8-7703202 ext.7715

Location:

1, Shuefu Road, Neipu, Pingtung 912301,
TAIWAN. (3rd Floor of General Building)

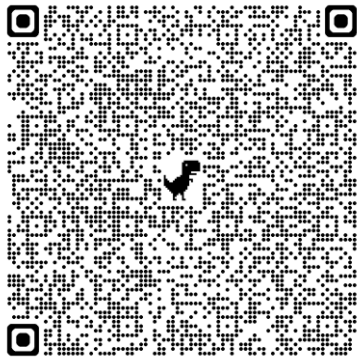
Location:

<https://maps.app.goo.gl/KtZaHM1VLEEHfK9w5>



Mandarin classes will also be held in the General Building (building code: IH), in rooms IH309 and IH212. (Please refer to the attached timetable.)

中華郵政 (內埔學府郵局)
Chunghwa Post Co. Ltd. (Neipu Xuefu Branch)



Office Hours: Monday-Friday, 08:30-12:00;
13:00-16:30.

Tel: +886-8- 770-0625

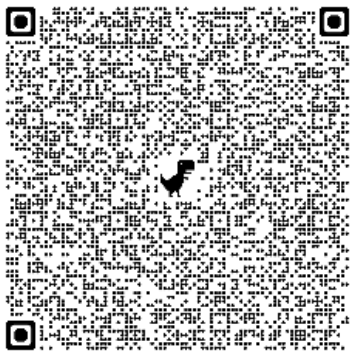
Address:

1, Shuefu Road, Neipu, Pingtung 912301,
TAIWAN. (International College Building)

Location:

<https://maps.app.goo.gl/zuEwVJif2Xckmewa6>

內政部移民署屏東縣服務站
Immigration Office (Pingtung County Service Center)



Office Hours: 08:00-17:00 (Mon-Fri, no lunch
break)

Tel: +886-8-766-1885

Address: No. 60, Zhongshan Rd., Pingtung City,
Pingtung county 900, Taiwan (R.O.C.)

Location:

<https://maps.app.goo.gl/MmLFZcjzpsjaZQZ7>

Website: www.immigration.gov.tw



114-1 華語正規班課程表(A 班-進階班) 邱美雅老師

Timetable of 2025 Fall term Chinese Regular Class (Ms. Qiu)

Date Time	Monday	Tuesday	Wednesday	Thursday	Friday
08:10 09:00		Chinese Character Training 華語詞彙教學 IH309	Chinese syntax and sentence pattern 華語語法教學 IH212		
09:10 10:00		Chinese Character Training 華語詞彙教學 IH309	Chinese syntax and sentence pattern 華語語法教學 IH212		
10:15 11:05		Chinese Character Training 華語詞彙教學 IH309	Chinese syntax and sentence pattern 華語語法教學 IH212		IQ Chinese 華語中打自學時間 IH315
11:10 12:00		Listening and Speaking Training 華語聽力與口說 IH309	Listening and Speaking Training 華語聽力與口說 IH212		IQ Chinese 華語中打自學時間 IH315
12:00 13:30	Lunch Time/午休時間				
13:30 14:20				Reading and writing of Chinese 華語閱讀與寫作 IH309	TOCFL Listening and Reading Enhancive Class TOCFL 聽讀加強班 IH309
14:30 15:20				Reading and writing of Chinese 華語閱讀與寫作 IH309	TOCFL Listening and Reading Enhancive Class TOCFL 聽讀加強班 IH309
15:30 16:20				Reading and writing of Chinese 華語閱讀與寫作 IH309	TOCFL Listening and Reading Enhancive Class TOCFL 聽讀加強班 IH309
16:30 17:20				Listening and Speaking Training 華語聽力與口說 IH309	



國立屏東科技大學

National Pingtung University of Science and Technology

校園導覽地圖 CAMPUS MAP



- 1 Sewage Treatment Plant
- 2 Research Center for Environmental Science and Technology
- 3 Syueren Dorm
- 4 South Taiwan Animal Disease Diagnosis Center
- 5 Animal Teaching Hospital
- 6 Department of Veterinary Medicine
- 7 Animal Teaching Hospital - Large Animal Branch
- 8 Wildlife Rescue Center
- 9 Shalin Center for Life Education
- 10 Working Dog Training School
- 11 Graduate Institute of Biotechnology
- 12 Biodiversity Research Center
- 13 Department of Biomechanics and Machine shop
- 14 Institute of Materials Engineering

- 15 Department of Biomechanics Engineering
- 16 Institute of Wildlife Conservation
- 17 Department of Mechanical Engineering
- 18 Soy Sauce Factory
- 19 Plant Industry Laboratory
- 20 Pasturage
- 21 Dorm Cheng Jhai
- 22 College of Engineering
- 22 Department of Materials Engineering
- 22 Department of Vehicle Engineering
- 23 Department of Child Care
- 24 Shu-Yun Hall - Exhibition Hall of Agricultural Implements
- 25 Department of Life Science
- 25 College of Agriculture
- 25 Post Office
- 25 College of International Studies
- 26 Media Hall-Computer Center
- 27 Administration Building
- 28 Food Processing Plant
- 29 Department of Food Science
- 30 Child Care Center
- 31 Department of Fashion Design and Management
- 32 Department of Environmental Science and Engineering
- 33 Library
- 34 Graduate Institute of Landscape Architecture and Recreation Management
- 35 Department of Plant Industry
- 36 Department of Plant Medicine

- 37 College of Management
- 37 Department of Business Administration
- 37 Department of Information Management
- 37 Department of Agribusiness Management
- 37 Department of Industrial Management
- 37 Graduate Institute of Finance
- 37 Graduate Institute of Management of Innovation and Technology
- 38 Timber Processing Shop
- 39 Building Resources Engineering
- 39 Department of Civil Engineering
- 39 Department of Forestry
- 39 Department of Soil and Water Conservation
- 39 Department of Wood Science and Design
- 39 Graduate Institute of Bio-resources
- 40 Artificial rain laboratory
- 41 Hydraulics Laboratory
- 42 Department of Tropical Agriculture and International Cooperation
- 43 Department of Animal Science
- 44 Innovation and Practical Training Center
- 45 Guest House
- 46 Guest House Restaurant
- 47 Dorm Huei Jhai
- 48 Hotel and Restaurant Management, Recreation Management
- 49 Swimming Pool
- 50 Sports Center
- 50 Department of Recreational Sports and Health Promotion
- 51 Department of Aquaculture
- 52 Dorm Sin Jhai
- 53 Dorm Yong Jhai
- 54 Dorm Jih Jhai
- 55 Dining Hall I

- 56 Softball Field
- 57 Sports ground
- 58 General Education Building
- 58 College of Humanities and Social Sciences
- 58 Department of Applied Foreign Languages
- 58 Department of Social Work
- 58 Graduate Institute of Hakka Cultural Industry
- 58 Graduate Institute of Vocational and Technical Education
- 58 Center for General Education
- 58 Center for Teacher Education Program
- 58 Military Education Office
- 58 Division of Continuing and Extension Education
- 58 Placement Office
- 58 Health Center
- 59 Dorm Shih Jhai
- 60 Dorm Ren Jhai
- 61 Dining Hall II
- 62 Dorm De Jhai
- 63 Soil and Water Conservation Outdoor Laboratory
- 64 Bio-safety Laboratory
- 65 Detector Dog Training Center
- 66 Horse farm for antivenin production
- 67 Livestock farm
- 68 Civil Engineering Laboratory
- 69 Green House
- 70 Greenhouse and work preparation room
- 71 Pond for animal feed preparation, Greenhouse
- 72 Aquaculture area and feed mill
- 73 Jing-Si Lake
- 74 Golf practice court
- 75 Research Farm for Sustainable Agriculture
- 76 Agricultural College of Tropical Agriculture Research Building
- 77 Department of Vehicle's Factory
- 78 Security station
- 79 Second Building Veterinary Medicine and Vaccine Center

Students Online Application System



內政部移民署
NATIONAL IMMIGRATION AGENCY

中文

Foreign and Overseas Chinese
Mainland China, Hong Kong and Macao
Nationals without registered household in the Taiwan Area

Students Online Application System





Online Application

If students apply by themselves, please choose the type of identity first.

Foreign students and Overseas Chinese students	Nationals without registered household in the Taiwan Area (Students)
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Information For Foreigners In Taiwan

Domestic : 0800-024-111
Overseas : 886-800-024-111

The office hours of the NIA's service centers nationwide

08:00-17:00
through the lunch hour from Monday to Friday.

Service Line of Computer Operation/ System Maintenance

02-27967162
from 08:30-17:30
Monday to Friday

How to apply online for the ARC ?

- A** Prepare required documents
- B** Create and activate an account
<https://coa.immigration.gov.tw/coa-frontend/student/entry?lang=en>
- C** Log in to your account to fill in the application form and upload required documents
- D** Pay after approval
- E** Print out your the Electronic ARC/ Download your receipt and pick up your ARC at NIA service centers

A. Required documents

Items	Photo (2x2 inches)	Passport	Resident Visa	Proof of Accommodation	ARC	Admission Permit or Certificate	Other Supporting Documents (Optional)
First- time ARC application (admitted but not yet enrolled)	✓	✓	✓	✓		✓ Certificate of Admission Permit	
First- time ARC application (enrolled)	✓	✓	✓	✓		✓ Certificate of Enrollment or student ID	
ARC extension application	✓	✓			✓	✓ Certificate of Enrollment /student ID with a valid registration stamp	
Change of ARC information application	✓	✓			✓		✓ 1. passport renew: upload renewed passport ✓ 2. lost ARC: upload declarations or the police statements ✓ 3. change residential address: upload the proof of dormitory payment 3 or the lease.

A. Required documents

1. Photo 2X2 inches



format : JPG

file size : 4KB-512KB

pixels : 413 X 531

2. Please scan and upload the document (Photos taken by mobile phones are also accepted)



format : JPG|JPEG|PNG|BMP|PDF

file size : 4KB-512KB

Passport or ID card (both front and back page)

Chinese translation of required documents

B. Go to the Students Online Application System website

1. Click “foreign students and overseas Chinese students”

內政部移民署
NATIONAL IMMIGRATION AGENCY

Foreign and Overseas Chinese
Mainland China, Hong Kong and Macao
Nationals without registered household in the Taiwan Area
Students Online Application System

Online Application
If students apply by themselves, please choose the type of identity first.

Foreign students and Overseas Chinese students

Nationals without registered household in the Taiwan Area (Students)

Information For Foreigners In Taiwan
Domestic : 0800-024-111
Overseas : 886-800-024-111

The office hours of the NIA's service centers nationwide
08:00-17:00
through the lunch hour from Monday to Friday.

Service Line of Computer Operation/ System Maintenance
02-27967162
from 08:30-17:30
Monday to Friday

© NATIONAL IMMIGRATION AGENCY Address: No. 15, Guangzhou St., Zhongzheng District, Taipei City 100-66, Taiwan, ROC.

2. Read the notice and click “I want to apply”

內政部移民署
NATIONAL IMMIGRATION AGENCY

Foreign and Overseas Chinese
Mainland China, Hong Kong and Macao
Nationals without registered household in the Taiwan Area
Students Online Application System

Foreign students and Overseas Chinese students

Nationals without registered household in the Taiwan Area (Students)

Introduction
In order to allow foreign and overseas Chinese students to attend college and above in Taiwan, the students shall apply for a resident visa at an overseas Taiwan embassy before applying through the online registration and certification system for a resident visa at the National Immigration Agency of the Ministry of the Interior after arriving in Taiwan.

Qualification
Any student with foreign nationality but not yet approved for naturalization in Taiwan may hold an admission permit/notice or certificate of enrollment and registration to fill out an application. residence permit and receipt are ready for download. By signing into the system, the foreign and overseas Chinese students are able to download their e-residence permits and receipts from "e-residence permit download" and "receipt download" in the "download section". Take the e-receipt to the service station in exchange for the IC card as a residence permit.

Document Download
1. [System User Guide](#)
2. [Application Instructions](#)

I want to apply

© NATIONAL IMMIGRATION AGENCY Address: No. 15, Guangzhou St., Zhongzheng District, Taipei City 100-66, Taiwan, ROC.

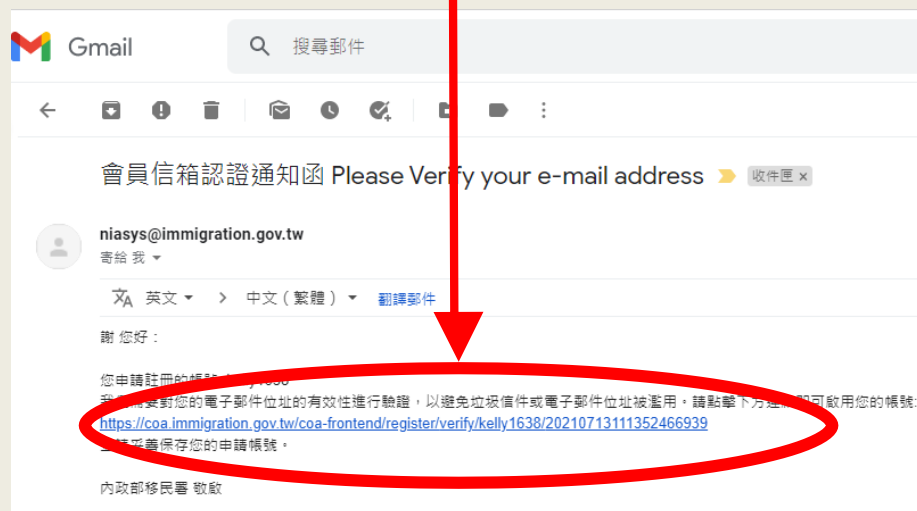
3. Create an account and remember to activate the account by clicking the link e-mailed to you

中華民國內政部移民署 NATIONAL IMMIGRATION AGENCY, REPUBLIC OF CHINA(TAIWAN)
外國與外僑、大陸與港澳、無戶籍國民學生線上申辦系統
Students Online Application System

Alien Resident Certificate Application for Foreign Students and Overseas Chinese Students - Register

Name in Chinese English surname *English given name *Nationality
Date of Birth *Gender Please select *Passport No.
*Contact Phone Number EXT *Email
*Login Account *Login Password *Re-Enter Login Password
Please remember your account number.
The password should be 8 characters at least with 1 lower-case English letter and 1 Arabic number at least.

Register Clear



4. Choose the type of application and click "New applicant"

中華民國內政部移民署 NATIONAL IMMIGRATION AGENCY, REPUBLIC OF CHINA(TAIWAN)
外國與外僑、大陸與港澳、無戶籍國民學生線上申辦系統
Students Online Application System

Application Case Status Check Online Payment Account

ARC Application for Foreign Students and Overseas Chinese Students

First-time ARC Application of Foreign Students and Overseas Chinese Students

Extension Application (including a Change of ARC Information)

ARC Replacement (unregistered e-ARC to registered IC ARC)

Change of ARC Information Application for Foreign Students and Overseas Chinese Students

photo 選擇檔案 沒有選擇檔案 Clear

Students and Overseas Chinese Students entering Taiwan for s

of Study degree Please select

中華民國內政部移民署 NATIONAL IMMIGRATION AGENCY, REPUBLIC OF CHINA(TAIWAN)
外國與外僑、大陸與港澳、無戶籍國民學生線上申辦系統
Students Online Application System

Application Case Status Check Online Payment Account

ARC Application for Foreign Students and Overseas Chinese Students

New Applicant

Item Application ID Act

5. select your status of study

The screenshot shows the 'ARC Application for Foreign Students and Overseas Chinese' interface. It features three main selection fields: '*Please select identity:', '*Program of Study', and '*Status of Study'. The 'Program of Study' dropdown is open, showing options like 'Elementary School', 'Junior High School', 'High School', 'Bachelor's Degree', 'Master's Degree', 'PhD Degree', 'Exchange Student', 'Short-term Language Learning Program', 'Technical Training Class for Overseas Youth', and 'Industry-Academia Collaboration Program'. A red circle highlights the 'Program of Study' dropdown and the 'Status of Study' field. The 'Send' and 'Clear' buttons are at the bottom left. The footer contains copyright information and contact details for the National Immigration Agency.

中華民國內政部移民署 NATIONAL IMMIGRATION AGENCY, REPUBLIC OF CHINA(TAIWAN)
外國與外僑、大陸與港澳、無戶籍國民學生線上申辦系統
Students Online Application System

Application ~ Case Status Check ~ Online Payment ~

ARC Application for Foreign Students and Overseas Chinese

*Please select identity : Foreign Student

*Program of Study Please select

*Status of Study

Who is the exchange student should be issued

Send Clear

Copyright © NATIONAL IMMIGRATION AGENCY Address : No. 15, Guangzhou St., Zhongzheng Dist., Taipei
Enquiry hotline for computer operation/ Customer Service (Six Lines) : +886 (02)2796-7162 ; Service Counter service hours: Monday to Friday 08:00-17:00, no lunch break. Service hotline for Foreigners in Taiwan (international)

Identity

- Visa type
- **FS, FR**-> foreign students
- **FC**-> overseas Chinese students

Program

- Choose your program of study

Status

- I have an admission permit -> **"admitted but not yet enrolled"**
- I already have my certificate of enrollment or student ID with a valid registration stamp -> **"enrolled"**


C. Fill in the application form and upload documents

中華民國內政部移民署 NATIONAL IMMIGRATION AGENCY
REPUBLIC OF CHINA (TAIWAN)
外國與外僑、大陸與港澳、無戶籍國民學生線上申辦系統
Students Online Application System

Application Case Status Check Online Payment Account

ARC Application for Foreign Students and Overseas Chinese Students

Application Details



*Upload Photo 沒有選擇檔案

*Eligibility
Foreign students and Overseas Chinese Students entering Taiwan for study

*Program of Study
Master's Degree

*School

*Status of Study
Received but not enrolled

[照片範例說明](#)

*1. Admission Permit or Certificate

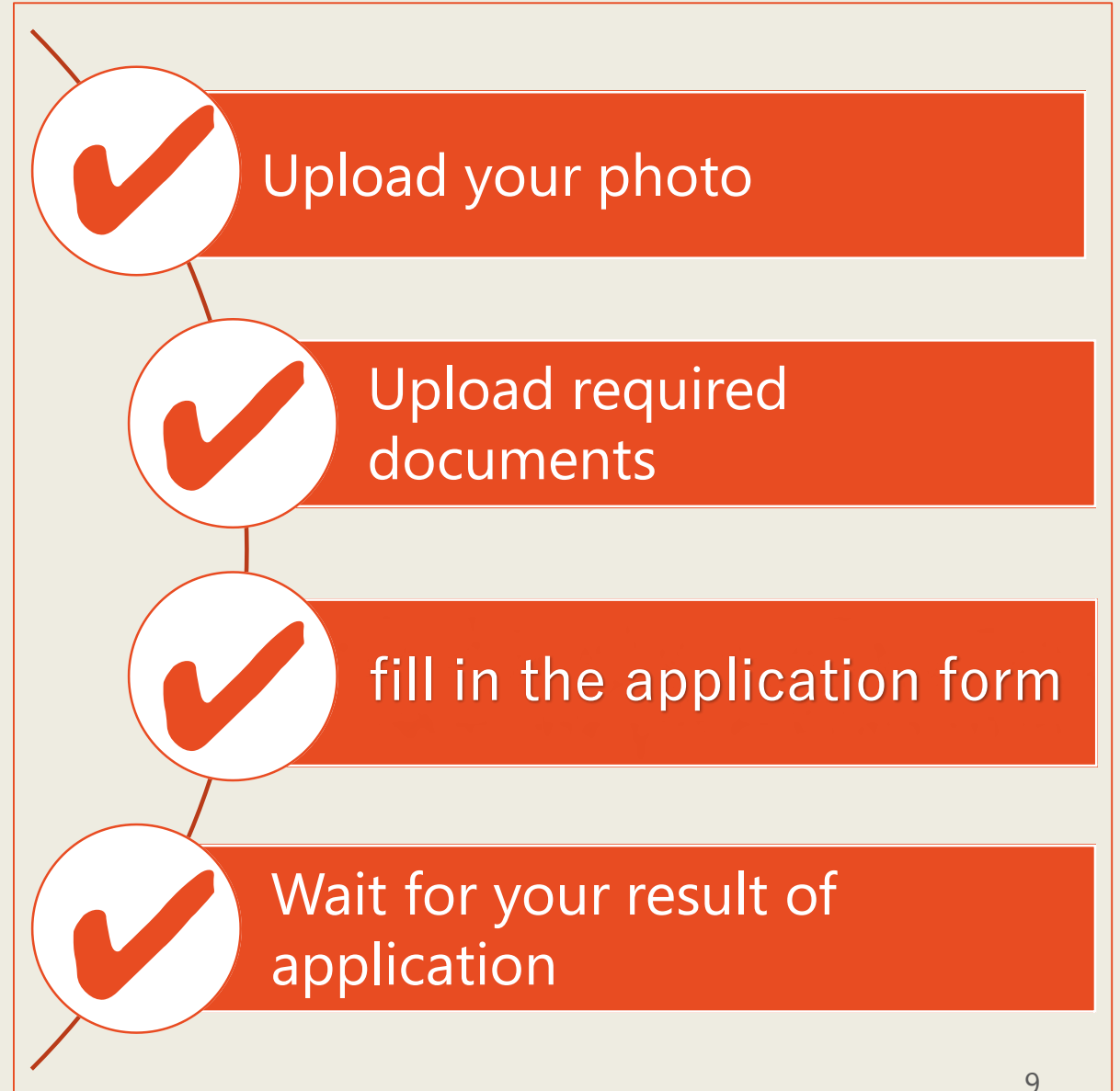
沒有選擇檔案

*2. Passport

沒有選擇檔案

*3. Resident Visa

沒有選擇檔案



D. Pay after approval

Pay after approval → various payments options are available






(Notice: payment at convenient stores will take 2-3 working days for transaction process)

中華民國內政部移民署 NATIONAL IMMIGRATION AGENCY, REPUBLIC OF CHINA(TAIWAN)
外國與外僑、大陸與港澳、無戶籍國民學生線上申辦系統
Students Online Application System

› 中文 謝 ◯ Logout Countdown : 26:30 Logout

Application ◯ Case Status Check ◯ **Online Payment ◯** Account ◯ Download ◯

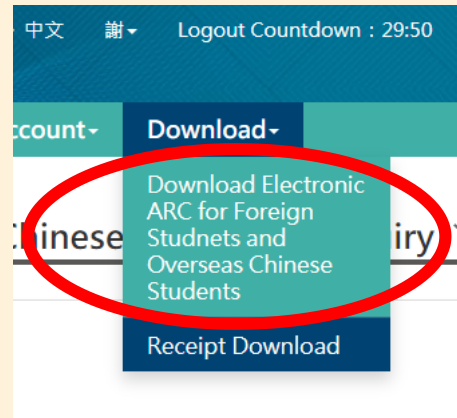
Online Payment - List ▾

 國際信用卡網路繳費 International Credit Card Payment	 四大超商繳費 Convenience Store Payment	 網路收單ATM繳費 Web ATM Payment	 虛擬帳戶繳費 Virtual Account Payment	 E政府繳費平台繳費 E-Government Payment
--	--	---	--	--

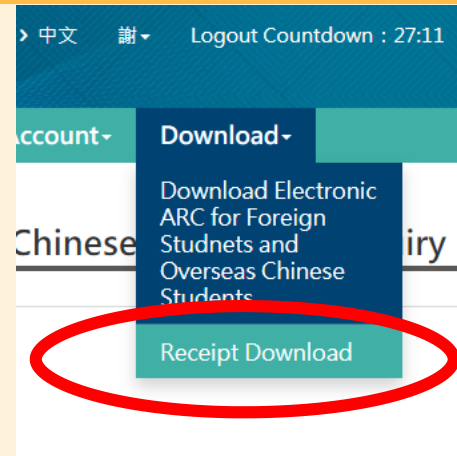
E. Download and Print Out

1. Download and print out your Electronic ARC (valid for 6 months)
2. Download your receipt, and pick up your ARC IC Card (valid for 1 year)at NIA service centers

- Electronic ARC (short-term language learning program or formal academic students with an admission permit)
- Print out



- ARC IC Card
- Print out the receipt and pick up your IC Card at NIA service centers (or authorize someone to collect IC Card on your behalf)



If you have any further questions, please feel free to contact us:

With regard to online operation/ system problems, please call Service Line : 02-2796-7162 。

Foreigners in Taiwan Hotline (available in 7 languages) :
Domestic : 0800-024-111 Overseas : 886-800-024-111

Office hours of NIA service centers : 08:00 a.m. -5:00 p.m.,
Monday to Friday

Guidelines for Residency Applications for Foreign Nationals Holding a Visitor Visa or Entering the Republic of China through Visa Exemption

I. Legal Basis:

- (I) Article 23 of the Immigration Act (hereinafter referred to as "the Act").
- (II) Articles 6 and 17 of the Regulations Governing Visiting, Residency, and Permanent Residency of Aliens (hereinafter referred to as "the Regulations").
- (III) Article 12 of the Act for the Recruitment and Employment of Foreign Professionals (hereinafter referred to as "the Act for Foreign Professionals").

II. Applicable Subjects:

- (I) Foreign nationals holding a visa with a duration of sixty days or more, and without restrictions on extension or other limitations imposed by the visa-issuing authority, who meet one of the following conditions may apply for residency to the National Immigration Agency (NIA) under the Ministry of the Interior. Upon approval, the NIA will issue an Alien Resident Certificate (ARC) for Foreign nationals:
 - 1. Spouse is a ROC national currently residing in Taiwan with registered household registration, or a foreign national who has been approved for residency or permanent residency, or a resident of Hong Kong or Macau who has been approved for residency. However, foreign spouses granted residency under Subparagraphs 9 or 10 of Paragraph 1 of Article 23 of the Act, or those permitted by the central competent authority for employment under Subparagraphs 8 to 10 of Paragraph 1 of Article 46 of the Employment Service Act in ROC, are not eligible to apply.
 - 2. Foreign nationals under the age of eighteen (18), whose immediate lineal relatives are ROC nationals with household registration in Taiwan or granted residency, or foreign nationals approved for residency or permanent residency, or residents of Hong Kong or Macau with approved residency, are eligible to apply. In cases where the familial relationship is established through adoption, the adopted individual should reside together with the adoptive parent in Taiwan. However, foreign spouses granted residency under Subparagraphs 9 or 10 of Paragraph 1 of Article 23 of the Act, or those permitted by the central competent authority for employment under Subparagraphs 8 to 10 of Paragraph 1 of Article 46 of the Employment Service Act in ROC, are not eligible to apply.
 - 3. Spouses, minor children under the age of eighteen (18), and children aged eighteen (18) or older unable to live independently due to physical or mental disabilities of a person of the mainland Chinese nationals engaged in investment, operational management, implemented investment, intra-corporate transfers, academic and

technological research, or long-term industrial and technological research activities in Taiwan.

4. Engaged in employment services specified in Subparagraphs 1 to 7 and Subparagraph 11 of Paragraph 1 of Article 46 of the Employment Service Act, or exempted jobs as stipulated in Subparagraphs 1 and 3 of Paragraph 1 of Article 48 of the Employment Service Act, permitted by the central labor authority or the competent authority of the industry concerned; undertaking professional work as defined in Subparagraphs 4 and 5 of Paragraph 4 of Article 4, Article 8, Article 10 of the Act for Foreign Professionals; or obtaining a work permit according to Paragraph 1 of Article 15 of the Act for Foreign Professionals.
 5. Representatives of investors, either individuals or foreign legal entities, who have made investments in ROC above a certain amount, approved or filed for record by the competent central authorities of the industry concerned.
 6. The person in charge of a foreign company within the territory of ROC.
 7. According to the provisions of the preceding three items, those approved for residency or permanent residency include their children aged eighteen (18) or older who are unable to live independently due to physical or mental disabilities.
 8. Overseas compatriot students who return to study in ROC and are distributed by the competent authority of overseas community affairs, then forwarded to various levels of educational administrative agencies for allocation.
 9. The surviving spouse, who was a national with household registration in Taiwan at the time of the spouse's death, and has under-eighteen children with household registration in Taiwan, maintaining care responsibilities, exercising rights and obligations, or having regular interactions.
 10. The former spouse was a national with household registration in Taiwan and had legally resided in Taiwan, and has under-eighteen children with household registration in Taiwan, maintaining care responsibilities, exercising rights and obligations, or having regular interactions.
- (II) Foreign nationals entering the ROC without a visa or holding a visitor visa, who are permitted by the central labor competent authority or the competent authority of the industry concerned to engage in work stipulated in Subparagraphs 1 to 7 and Subparagraph 11 of Paragraph 1 of Article 46 of the Employment Service Act, or work exempted from a permit under Subparagraphs 1 and 3 of Paragraph 1 of Article 48 of the Employment Service Act, or professional work as defined in Subparagraphs 4 and 5 of Paragraph 4 of Article 4, Article 8, and Article 10 of the Act for Foreign Professionals, or obtaining a work permit according to Paragraph 1 of

Article 15 of the Act for Foreign Professionals.

- (III) Foreign professionals or specific foreign professionals entering the ROC without a visa or holding a visitor visa, who are permitted or exempted from a permit, according to Article 7 of the Act for Foreign Professionals, to engage in professional work in the ROC.
- (IV) Spouses, minor children under the age of eighteen (18), and children aged eighteen (18) or older unable to live independently due to physical or mental disabilities of applicants under the preceding two paragraphs, entering the country without a visa or holding a visitor visa.

Foreign nationals applying for residence whose reasons for residence align with the purpose of the visitor visa they originally held upon entry, and meet one of the following conditions:

1. Overseas compatriot students permitted to study in the ROC by educational administrative agencies at various levels, universities, or overseas joint admission committees formed by universities.
2. Students permitted to study in the ROC by schools approved by educational administrative agencies at various levels to admit international students.
3. Students who have studied for a minimum of four (4) months at Mandarin teaching institutions affiliated with higher education institutions accredited by the Ministry of Education and continue their registration for more than three (3) months.

III. Application Procedure: Submit the application to the service stations of the NIA located in each jurisdiction of direct municipalities, counties (cities), or apply online (For applicants specified in Item 4 of Subparagraph 1 and Subparagraphs 2 to 4 of the second point, applications can be made through the “Online Application System for Foreign Professionals and Their Dependents” of the NIA; for applicants specified in Item 8 of Subparagraph 1 of the second point and Subparagraph 5, applications should be submitted through the “Online Application System for Residency Permits, Extensions, or Modifications for Foreign and Overseas Chinese Students” of the NIA). But for applicants who apply based on a relationship with a national or according to Subparagraphs 9 and 10 of Paragraph 1 of Article 23 of this Act, they should apply to the service center of the NIA at their current place of residence.

IV. Required Documents:

- (I) Application form for foreign nationals' residence (stay) cases.
- (II) A recent, color, uncovered head photo taken within the last two (2) years (following the same specifications as a national ID photo).
- (III) Original and photocopy of passport and visitor visa (original to be returned after verification). However, applicants entering by visa-exempt means, according to Subparagraphs 2 to 4 of the second point, do not need to submit a copy of the visitor visa.
- (IV) Health examination certificate issued within the last three (3) months, proving the applicant's fitness:
 1. Applicants under Items 4 to 8 of Subparagraph 1, and Subparagraphs

- 2 to 4 of the second point are exempted from this requirement.
 2. Exempted for foreign spouses, children under the age of eighteen (18), and children aged eighteen (18) or older unable to live independently due to physical or mental disabilities who hold a valid Employment Gold Card.
 3. Children aged six or below may submit a "vaccination certificate" instead.
 4. The health examination certificate must comply with the health check items announced by the competent authority, the Ministry of Health and Welfare. For examinations conducted domestically, individuals must visit the designated hospitals for health checks on foreigners as announced by the Ministry of Health and Welfare. If the examination is conducted overseas, it should be verified by the embassy, representative office, or office (hereinafter referred to as "the overseas mission") abroad. If the examination items are incomplete, individuals must supplement the unexamined items domestically.
- (V) Criminal Record Certificate:
1. Applicants under Items 4 to 8 of Subparagraph 1, and Subparagraphs 2 to 5 of the second point are exempted from this requirement. However, for spouses under Item 4 of the second point, if the marital relationship was established after the entry into the ROC in this instance, it is still required to be submitted.
 2. A criminal record certificate from the applicant's home country issued within one (1) year from the date of issuance. However, the certificate must not exceed the validity period indicated in the document. The term "home country criminal record certificate" refers to a nationwide record from the applicant's country of origin. For example, if the applicant is a U.S. citizen, the criminal record certificate must be issued by the Federal Bureau of Investigation (FBI). If the applicant is a Vietnamese citizen, the criminal record certificate should be the Vietnamese "Bản Kê Khai Tư Pháp số 2" (Judicial Record No. 2).
 3. The criminal record certificate must include records from the last five (5) years.
 4. Applicants who were previously granted residency in ROC and reapply for residency cases by entering with a visitor visa within three (3) months of leaving the ROC are not required to submit a criminal record certificate from their home country.
- (VI) Proof of current residence (such as a lease agreement, photocopy of property ownership deed, or photocopy of both sides of the identity card of a national property owner with a statement of consent, or other sufficient documents to prove the actual residential address of the applicant).
- (VII) For individuals born in mainland China and originally holding Chinese citizenship, in addition to providing supporting documents according to Article 7 of the Act Governing Relations between the People of the

Taiwan Area and the Mainland Area, proving residence overseas for more than four (4) years (such as passport entry and exit records and a certificate of entry and exit issued by the competent authority at the place of residence), one of the following proof documents should be submitted:

1. The original certificate verified by the Straits Exchange Foundation (SEF) proving that the individual is not registered in mainland China.
2. The original certificate of cancellation of mainland China household registration verified by the SEF.
3. The document certifying the loss of mainland China citizenship, verified by the overseas mission.
4. Other documents sufficient to prove the loss of mainland China citizenship.

(VIII) Original and photocopy of relevant supporting documents for the purpose of application (originals will be returned after verification).

1. For applicants applying based on spouse status according to Item 1 of Subparagraph 1 of the second point and Subparagraph 4:
 - (1) The applicant, as the foreign spouse of the foreign national residing in the ROC with permission, is exempt from submitting a marriage certificate verified by an overseas mission if the relationship, spouse's name, and identification number have already been annotated in the visa note field based on the code table. The submission of the identification documents of the sponsoring relative is sufficient for the application. If the visa is exempted or holding a visitor visa with the note field indicating only "P" (for purposes such as tourism, visit, or family reunion) without specifying the relationship, name, and identification number or residence permit number with the sponsoring relative, it is still necessary to submit a verified document confirming the family relationship by the overseas mission.
 - (2) If the applicant is a foreign spouse of a registered ROC national, and the marriage has been registered in the household registration, submit the identification documents of the sponsoring relative.
 - (3) If the applicant is the spouse of a foreign national residing in ROC with a mid-level technical job permit, proof must be provided that the sponsoring relative's average monthly total income for the past year is at least NTD 53,000.
2. Applicants applying for the status of minor children under the age of eighteen (18) or children aged eighteen (18) or older who are unable to live independently due to physical or mental disabilities, as stipulated in Items 2 and 7 of Subparagraph 1 and Paragraph 4 of the second point:
 - (1) Original household registration transcript or ARC for the entire household, valid within the last three (3) months, for direct lineal

ascendants.

- (2) Proof of family relationship, such as a birth certificate or court-issued adoption certificate. Foreign nationals under the age of eighteen (18) applying for family reunification with their lineal ascendants, if the relationship, family member's name, and ID (or residence permit) number are already noted in the visa annotation column, only need to submit the identity documents of the family member when applying.
 - (3) Applicants who are children under the age of 18 and foreign nationals residing in the ROC with a mid-level technical job permit must provide proof that the sponsoring relative's average monthly total income for the past year is at least NTD 53,000.
 - (4) Applicants who are 18 or older unable to live independently due to physical or mental disabilities must provide a diagnosis certificate. The document should sufficiently prove their condition, such as paralysis, inability to care for oneself, or the need for complete assistance in daily life. Alternatively, a Barthel Index score assessed by a physician should be thirty (30) points or below.
3. Applicants applying under Item 3 of Subparagraph 1 of the second point:
 - (1) The original copy of the valid multiple Entry/Exit Permits for the sponsoring relative in Taiwan (to be returned after verification).
 - (2) Documents proving relationship.
4. Applicants applying under Item 4 of Subparagraph 1, Subparagraphs 2 and 3 of the second point:
 - (1) Approval letter from the central labor competent authority or the competent authority of the industry concerned. The approval letter must have a period of employment validity of at least six (6) months.
 - (2) An employee certificate valid within one (1) month (exempt for those with individual work permits without an employer).
 - (3) Applicants who meet the requirements of Article 48 of the Employment Service Act are not required to apply for a work permit from the Ministry of Labor. They can submit the approval letter from the competent authority of the industry concerned for processing.
5. Applicants applying under Item 5 of Subparagraph 1 of the second point:
 - (1) Approval letter from the competent authority of the investment enterprise (investment amount must be USD 200,000 or more). The approval letter must be issued by the competent authority of the investment enterprise within the last three (3) months.
 - (2) List of directors and supervisors.
 - (3) Company Change Registration Form.

6. Applicants applying under Item 6 of Subparagraph 1 of the second point:
 - (1) Approval letter from the Department of Commerce, Ministry of Economic Affairs.
 - (2) Foreign Company (Change) Registration Form or Branch Office Establishment (Change) Registration Form.
 - (3) If the representative or litigious and non-litigious agent of the foreign company's branch office also serves as the manager of the branch office, in addition to the documents listed in Items 1 and 2, a work permit issued by the Ministry of Labor must also be provided.
7. Applicants applying under Item 8 of Subparagraph 1 of the second point shall provide proof of enrollment or proof of current enrollment (including student ID).
8. Applicants applying under Item 9 of Subparagraph 1 of the second point:
 - (1) The marriage certificate verified by the overseas mission is exempted for those whose marriage has been registered in the household registration record.
 - (2) The original death certificate of the spouse or the household registration record indicating the completion of the death registration is required.
 - (3) The household registration record of the child under the age of eighteen (18) who has been registered in the ROC is required (the child must be in the ROC).
 - (4) Proof of guardianship or interaction with children under the age of eighteen (18) registered in the ROC, including judicial orders allowing interaction or custody, affidavits from village chiefs, national spouses or their relatives, government agencies (such as social affairs, health affairs, civil affairs, police affairs, veterans service offices, etc.), schools, or other documents (such as payment receipts for tuition, health insurance premiums, alimony, etc.), communication records, photos of interactions, etc., should be provided.
9. Applicants applying under Item 10 of Subparagraph 1 of the second point:
 - (1) The marriage certificate verified by the overseas mission is exempted for those whose marriage has been registered in the household registration record.
 - (2) The household registration record of the child under the age of eighteen (18) who has been registered in the ROC is required (the child must be in the ROC).
 - (3) Proof of guardianship or interaction with children under the age of eighteen (18) registered in the ROC, including judicial orders allowing interaction or custody, affidavits from village chiefs,

national spouses or their relatives, government agencies (such as social affairs, health affairs, civil affairs, police affairs, veterans service offices, etc.), schools, or other documents (such as payment receipts for tuition, health insurance premiums, alimony, etc.), communication records, photos of interactions, etc., should be provided.

10. Applicants applying under Subparagraph 5 of the second point (verification of original document, submission of photocopy):

- (1) Items 1 and 2: Proof of enrollment or proof of current enrollment (including student ID).
- (2) Item 3: Proof of enrollment and registration (Proof of enrollment must indicate completion of at least four (4) months of study and continuous registration for at least three (3) months, with attendance records showing a minimum of fifteen (15) hours of classes per week from Monday to Friday, with absences, including leave hours, not exceeding one-fourth of the total class hours).

(IX) Other supporting documents.

Documents produced in overseas areas must be certified by the overseas embassies. If the required documents are made, notarized, authenticated, or certified by foreign missions or authorized institutions in the Republic of China, they shall be certified by the Ministry of Foreign Affairs. If the documents are in a foreign language, the NIA may request the applicant to provide a Chinese translation verified by the overseas mission or notarized by a domestic notary public.

V. Fees: The Alien Resident Certificate (ARC) is charged at NTD 1,000 per item per year of validity. However, for applicants entering the ROC via visa-exempt entry or holding a visitor visa, an additional fee of NTD 2,200 is charged.

VI. Processing Time: Ten (10) working days (excluding the time for document return, supplementation, and interview). Applicants with incomplete or insufficient documents must rectify the issue within fifteen (15) days from the day of notification. For those who need to apply from overseas, mainland China, Hong Kong, or Macau, the rectification period is extended to three (3) months. Failure to rectify or incomplete rectification by the deadline will result in the rejection of the application. After rectification, the processing time will be recalculated, starting from the date of resubmission, with a duration of ten (10) working days.

VII. Notes:

- (I) A visitor visa is valid for 180 days, and those marked with 'No Extension' may apply. Those entering the ROC through trial exemptions, visa on arrival, individuals from Southeast Asian countries checking online in advance, APEC Business Travel Card (ABTC) holders, working holiday visa holders, and those with visas marked as ineligible for resident visa or resident certificate in the ROC, unless otherwise specified, are not eligible to apply.

- (II) Applicants applying in accordance with Subparagraphs 1, 9, and 10 of Paragraph 1 of Article 23 of the Act may submit their application up to thirty (30) days before the expiration of their stay period.
- (III) Applicants applying in accordance with Subparagraphs 2 to 8 of Paragraph 1 of Article 23, Paragraph 4, and in accordance with Article 12 of the Act for Foreign Professionals for visa-exempt entry may submit their application up to fifteen (15) days before the expiration of their stay period.
- (IV) The validity period of the Alien Resident Certificate (ARC) shall commence from the day following its approval.
- (V) Foreign nationals marrying nationals with registered permanent residence in the Taiwan Area and applying for the first time for residence based on family ties are restricted to applying for a one-year validity Alien Resident Certificate (ARC), and must apply accompanied by their spouse.
- (VI) Any ROC national residing in the Taiwan Area with a registered household, who has entered the ROC with a foreign passport and is applying for an extension of stay, residency or an extension of residency, shall first apply to a household registration office for household de-registration before the NIA may accept his/her application. The NIA will not process applications from males approaching military service age who have not yet fulfilled their military service obligation or from those who are of military service age and meet any of the following circumstances:
 - 1. The applicant does not possess a military service-related Overseas Compatriot Identity Certificate or an ROC passport with an alien resident identity.
 - 2. The overseas compatriot male has resided in the ROC for over one (1) year.
 - 3. He is subject to conscription and restricted from leaving the ROC in accordance with the law.
- (VII) The maximum validity period for the Alien Resident Certificate (ARC) of those studying Mandarin, undergoing training approved by the educational or other competent authorities in the ROC, and missionaries shall not exceed one (1) year.
- (VIII) Applicants who are unable to obtain an Alien Resident Certificate (ARC) before the expiration of their stay period shall leave the ROC within the prescribed period.
- (IX) If the applicant leaves the ROC during the application process, the application will be closed and archived (no further processing). If the applicant re-enters the ROC and meets the requirements stipulated in paragraphs of Article 23 of the Act, they may reapply according to the Guidelines.

Application Instructions for Visitor Visa Extension

Laws and Regulations

- A. Article 31, Paragraph 1 of the Immigration Act.
- B. Article 3 and 19 of the Regulations Governing Visiting, Residency, and Permanent Residency of Aliens.
- C. Article 18 of the Act for the Recruitment and Employment of Foreign Professionals.
- D. Article 3, Paragraph 1, Subparagraph 1 of the Fee-Charging Standards for Entry/Exit Permits and Immigration Documents.

Applicant Eligibility and the Duration of Visitor Visa (Further) Extension:

A. Visitor Visa Extension:

1. For a foreign national who is holding a visitor visa and has been permitted to stay in Taiwan for sixty days or more, and has not been subject to 'no extension will be granted' or other restrictions on the visa by the visa-issuing authority, he/she may apply for an extension of stay before the expiration of his/her current stay if there is the necessity of a continuing stay: per extension shall not exceed the duration of stay permitted by the original visa, and the total duration of stay shall not exceed six months.
2. For lineal ascendants of a foreign specified professional and/or a foreign senior professional that has been approved for residence or permanent residence by the National Immigration Agency, Ministry of the Interior (hereinafter referred to as NIA), who hold a visitor visa of six months and has not been subject to 'no extension will be granted' or other restrictions on the visa by the visa-issuing authority: he/she may apply to the NIA for an extension of stay without leaving the State before the expiration of his/her current stay if there is the necessity of a continuing stay, while the total duration of each stay shall not exceed one year.

B. Further Extension of the Visitor Visa:

1. For a person who has been pregnant for more than seven months or less than two months after childbirth or miscarriage: Up to two months per extension.

2. For a person who has been hospitalized for disease or pregnancy, and traveling abroad by plane or ship may endanger his/her life: Up to two months per extension.
3. For a person whose spouse, or lineal relative by blood, collateral relative by blood within the third degree or a relative by marriage within the second degree has been hospitalized for catastrophic illness or injury in Taiwan which requires in-person caring or is deceased which requires funeral arrangements: Up to two months from the day of the occurrence.
4. For a person who has met forces majeure, natural disaster or other unforeseen incidents: Up to one month.
5. For a person whose personal freedom has been deprived by law: Granted as required by circumstances.

Required Documents

A. Visitor Visa Extension:

1. Application Form.
2. Passport. (Original and one photocopy.)
3. Visa. (Currently in use, either issued abroad or within Taiwan. Original and one photocopy.)
4. Supporting Documents for Specific Purposes of Stay:
 - (1) Visiting Relatives:
 - a. Relative's R.O.C. (Taiwan) ID, household registration, R.O.C. (Taiwan) Resident Certificate, Alien Resident Certificate (ARC), Alien Permanent Resident Certificate (APRC) or Employment Gold Card.
 - b. Proof of kinship. (e.g. Marriage certificate, birth certificate with parents' information)
 - (2) Studying Mandarin Chinese:
 - a. Certificate of enrollment issued by the Mandarin Chinese Language Centers affiliated with universities or tutoring centers.
 - b. Proof of attendance. (Applicants who have been absent over a quarter of total class hours during the 3 months prior to the time of application are not eligible for visitor visa extension.)
 - (3) Religious Activities:
 - a. Invitation or relevant documents issued by the religious organization within 1 month;
 - b. Registration certificate of the inviting religious organization (A photocopy which is stamped with the organization's and its representative's corporate

- seals.)
- (4) Foreign Employees Attending Training Courses in Taiwan:
 - a. Approval letter issued by the competent authorities (Original and photocopy, the original will be returned after reviewing.);
 - b. Employment certificate issued by the training organization in Taiwan within 1 month.
 - (5) Employment or Business Activities:
 - a. Approval letter issued by the competent authorities (Original and photocopy. The original will be returned after inspection.)
 - b. Employment certificate or relevant document issued by the company/organization in Taiwan within 1 month.
 - (6) Business Visitors:
 - a. Business guarantee statement letter issued by the company in Taiwan. (Stamped with the company's and its representative's corporate seals.)
 - b. Business registration of the company in Taiwan.
 - (7) Working Holiday: Proof of accommodation in Taiwan.
 - (8) Lineal Ascendants of Foreign Special/Senior Professionals:
 - a. A multiple-entry visitor visa with a duration of 6 months issued by the Ministry of Foreign Affairs which is valid for one year and bears no such remark as "no extension or other restrictions will be granted."
 - b. ARC, APCR, or Employment Gold Card of the Foreign Special/Senior Professional.
 - c. Proof of kinship.
 - (9) Other Purposes of Stay: Documents relevant to the purpose of stay noted in the applicant's current visa must be submitted with the application.

B. Further Extension of the Visitor Visa:

Applicants should submit the documents stated in items 1 to 3 of the preceding paragraph with supporting documents regarding the purpose of application.

Application Procedures

A. Visitor Visa Extension:

Please apply at the NIA service centers up to 15 days prior to the expiration date of the permitted period of stay.

B. Further Extension of the Visitor Visa:

Please apply at the NIA service center in your actual place of residence up to 15 days prior to the expiration date of the permitted period of stay.

Application Fees

The application fee is NTD\$300.

Notes

- A. If the application is filed by an agent, please complete the agent's authorization section on the application form, or provide an additional power of attorney.
- B. Duration of stay starts from the next day of arrival.
- C. Foreign nationals may not apply to extend their stay if they were admitted to Taiwan in the following categories: landing visa, visa-exempt entries, and visas bear such remark as "no extension will be granted."
- D. Applicants whose purpose of stay is studying Mandarin Chinese must apply for extension by themselves in person.
- E. For applicants who meet the criteria listed in Article 2, Subparagraph 1, Item 2, it may take one to two weeks to process the application, depending on the situation of each case. When the applicant receives the NIA's notification, he/she should go to the NIA service center in his/her actual place of residence and apply for an extension as instructed.
- F. For an R.O.C. (Taiwan) National with household registration in Taiwan who has entered Taiwan on a foreign passport, he/she must apply for moving-out registration at Household Registration Office before submitting the application for extension. A man whose age is close to military age or of military age who has not fulfilled his military service obligation and does not hold an Overseas Compatriot Identity Certificate or whose R.O.C. (Taiwan) passport bears no Overseas Compatriot Identity Endorsements, the application will not be accepted. A draftee-to-be in the status of an Overseas Chinese has established household registration in Taiwan and resides in Taiwan for one year or anyone who is subject to conscription by law and is restricted from traveling overseas, and in these cases, applications will not be accepted either.
- G. Notarization and verification procedures
 - 1. If the required documents are generated overseas, the following regulations shall apply:
 - (1) If the required documents are made in foreign

countries, they shall be certified by the overseas embassies; if the required documents are made by foreign missions or authorized institutions in the R.O.C. (Taiwan), they shall be certified by the MOFA.

- (2) If the required documents are made in mainland China, they should be verified by an agency established or designated by the Executive Yuan or a private organization entrusted by the Executive Yuan.
 - (3) If the documents are made in Hong Kong or Macao, they should be verified by an organization established or designated by the Executive Yuan or a private organization entrusted by the Executive Yuan in Hong Kong or Macao.
2. If a document is written in a foreign language, the NIA may request that the applicant submit a Chinese translation certified by overseas embassies or notarized by a domestic notary public.



Guide for Foreign Students

Enrolling in Taiwan's National Health Insurance (NHI) for the First Time

Step 1 Required documents

When applying for NHI for the first time, prepare the following documents:

- ① **Alien Resident Certificate (ARC)** – An original copy of your ARC card/certificate.
- ② **Personal Stamp (Stamp of your Chinese name)**
- ③ **ID photo** (if you don't have an ID photo, you can take a photo free of charge at the Health Insurance Department)

You are eligible to apply after staying in Taiwan for six consecutive months without leaving for more than 30 days. If you have left Taiwan for more than 30 days within six months, your eligibility resets, and you must wait another six months.

Step 2 Visit the Pingtung NHI Office

Office Information:

Pingtung Liaison Office, National Health Insurance Administration

Address: No. 1518, Guangdong Road, Pingtung City,

Pingtung County, 900

Phone: (07) 231-5151 / (08) 733-6525

Office Hours: Monday–Friday, 8:30 AM– 5:30 PM

Google Map Location:

<https://maps.app.goo.gl/avw1xDTEpFcGtYs9>



Scan the QR code to find the location on Google Maps

Step 3 Submission of documents

Submit all your required documents. The billing address will be sent to you monthly; we suggest you fill in the address of NPUST Chinese Language Center:

Chinese Address

屏東縣內埔鄉學府路1號(語言中心-綜合大樓3樓)

English Address

1, Shuefu Road, Neipu, Pingtung 912301. (Language Center)

Step 4 Using your NHI card

Once you receive your NHI card, you can visit any NHI-contracted hospital or clinic in Taiwan. The card covers general medical consultations, hospital visits, dental care, and prescribed medications. You will still need to pay a small co-payment for doctor visits and treatments.

If you meet any problems during the application, feel free to contact NPUST Chinese Language Center:

08-770-3202 #7715