



開南大學  
Kainan University

Copyright

開南大學  
2023-2024 年境外生新生手冊  
Guidance for New Students  
Kainan University 2023-2024



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# KNU 行事歷 Calendar 2023-2024

## (First semester)

08/01	Beginning of the academic year. Beginning of the Fall Semester.
09/04 - 09/07	The first time for adding or dropping courses before class starts (No cross-program course selection)
09/08 - 10/02	Apply for taking courses over 25 credits
09/14 - 09/18	Dormitory check-in
09/15	(1) Immediate drop-and-add for Freshmen (2) Freshmen orientation
09/14	Deadline for registration tuition payment
09/18	School starts (official classes)
09/19 - 09/25	The second time for adding and dropping courses
09/27	Correction of course selection
09/27 - 10/05	Course selection confirmation
09/29	Moon Festival (National Holiday)
10/09	Adjusted holiday
10/10	National Day of R.O.C.
10/29	Deadline for One-third mark of the semester (for refund purpose)
11/06 - 12/31	Apply for withdrawal courses
11/13 - 11/19	Mid-term exams
12/10	Deadline for Two-third mark of the semester (for refund purpose)
12/25 - 113/1/14	End-term Teaching Evaluation survey
01/01	R.O.C Founding Memorial Day
01/02	R.O.C Founding Memorial Day make-up holiday
01/05	Deadline for application of suspension in studies
01/06 - 01/12	Final exams
01/19 - 01/23	Pre-selection course registration-old students(No cross-program)
01/24	Pre-selection distribution announcement
01/25 - 05/03	Apply for a reduction in the number of credit hours
01/25	Withdraw from a course after pre-selection period
01/30 - 02/02	The first time for adding or dropping courses before class starts
01/31	End of semester

## (Second semester)

02/01	(1) Beginning of the Spring Semester (2) Registration for international students
02/05 - 03/04	Apply for taking courses over 25 credits
02/08 - 02/14	Chinese New Year holidays
02/15	Deadline for registration tuition payment
02/16	Immediate drop-and-add for Freshmen
02/16 - 02/19	Dormitory check-in
02/18	Deadline for application of suspension in studies at the begging of the semester (for refund purpose)
02/19	School starts (official classes)
02/20 - 02/26	The second time for adding and dropping courses
02/29	Correction of course selection
02/29 - 03/07	Course selection confirmation
02/28	Peace Memorial Day
03/16	School Anniversary Day
03/31	Deadline for One-third mark of the semester (for refund purpose)
04/04	Children's Day
04/05	Tomb-Sweeping Day
04/08	Adjusted holiday
04/08 - 05/03	Apply for withdrawal courses
04/15 - 04/21	Mid-term exams
05/12	Deadline for Two-third mark of the semester (for refund purpose)
06/07	Deadline for application of suspension in studies
06/10	Dragon Boat Festival
06/17 - 06/23	Final exams
07/31	End of semester

# **KNU CALENDER**



## 入學相關資訊 Admission related information

### 選課須知 Course Selection

請至教務處線上選課系統選課。

若有任何課程及選課相關問題，**請直接與系所聯繫。**

Please complete courses selection on our on-line system. If you have further questions related to your course, **please make inquiries towards the department of your major.**

- **選課步驟 Steps:**

教務系統使用手冊

Related Links: [User Guide for the Academic System](#)

PDF File



## 學校信箱開通 Active your KNU email account

圖資處學生信箱說明：

<https://itc.knu.edu.tw/var/file/21/1021/img/485/291130200.pdf>

1. 開南大學郵件系統網址：<http://mail.knu.edu.tw>



**STUDENT ID @mail.knu.edu.tw**

2. 開南大學Gapps郵件系統網址：<http://mail.gapps.knu.edu.tw>



**STUDENT ID @gapps.knu.edu.tw**

**Password:**

**Last 4 number of Passport + Birth month & date**

Ex:

Passport: MU1234567

Birthday: 20051224

The password would be: 45671224



## 新生入學助學金 New Student Bursary

(一)大學部僑外生新生入學助學金核予共計二學期學雜費全免金額，減免方式如下：

The total amount of tuition and miscellaneous fees waived for two semesters for Overseas Chinese and international students in the Bachelor's programs are as follows:

年級 School Year	一年級 Freshman		二年級 Sophomore		三年級 Junior	
	第一學期 1 <sup>st</sup> semester	第二學期 2 <sup>nd</sup> semester	第一學期 1 <sup>st</sup> semester	第二學期 2 <sup>nd</sup> semester	第一學期 1 <sup>st</sup> semester	第二學期 2 <sup>nd</sup> semester
學雜費優惠 Tuition & Miscellaneous Fees Deduction	100%	20%	20%	20%	20%	20%

※轉學生依其入讀年級減免學雜費

A transfer student will receive the bursary according to his/her school year.

(二)碩士班僑外生新生入學助學金核予共計一學期學雜費全免金額，於入學第一年第一學期減免百分之五十，第二學期減免百分之五十。

The total amount of tuition and miscellaneous fees waived for one semester for Overseas Chinese and foreign students in the Master's program is 50% in the first semester and 50% in the second semester of the first year of study.

※開南大學保留更新獎助學金規定之權利。

Kainan University reserves the right to update the regulations on scholarships without prior notice.

※新生入學獎學金之申請應於申請就讀本校時，配合本校招生報名截止日期提出申請。

The submission of the documents should be done before the deadline of the school enrollment during the admission process.



(三)學生若違反以下九項規定，將取消獎學金領取資格：

- 一、該學期修課學分未達十五學分下限。
- 二、前一學期學業成績未達平均八十分(含)以上，或超過二科成績不及格。
- 三、前一學期操性成績未達八十分以上。
- 四、前一學期有小過以上懲處紀錄者。
- 五、延遲繳費或積欠任何應自付之費用。
- 六、非法校外打工者。
- 七、未通過前一學期36小時的服務學習認證。
- 八、未依規定請假，曠課 4 週以上者。
- 九、已休學、退學者。

Overseas students who violate the following regulations, the scholarship in the second semester will automatically be cancelled:

1. A minimum of 15 credits.
2. The average grade must be 80 or above (cannot fail more than two classes).
3. The conduct grade must above 80.
4. Students who violate the laws of this country or violate KNU rules.
5. Late payment or Arrears.
6. Students who work illegally in Taiwan.
7. Students who haven't completed 36-hour service in previous semester.
8. Students who are absent from the university over 4 weeks.
9. Students who suspend their study, get expelled or transfer out of KNU.

For further information please visit:

<http://knureg.knu.edu.tw/RegulationsSearch-sub.asp?no=0x7cce53cf90577442771720a370c3c723>

## 服務學習 Service-learning

1、獲得境外生第一學期全額學雜費全免之學生，需協助處理校內學術或行政單位臨時性、特定性及事務性等工作，一學期服務時數為三十六小時，共兩個學期。（共計72小時）。

For those who receive scholarship, it is compulsory to provide 36-hour service in a semester, for a total of two semesters (72 hours in total); the service includes temporary, specific and routine work for academic or administrative units.

2、獲獎學生應於獲獎當學年12月底或6月底前完成時數。

Please complete the service task no later than the end of December or June.

3、未如期完成者，會取消獎學金資格。

Failure to complete the required hours on time will result in the cancellation of the scholarship eligibility.

4、服務之學生必須在期限內填寫「開南大學境外生獎學金服務學習紀錄表」，由任用單位簽核填寫。

Please complete the "Overseas Student Scholarship Service Learning Record Form" and have it approved by the designated department.

5、完成服務時數時，將服務學習紀錄表交給本處境外生服務中心彙整審核後，由本處頒發服務學習認證。

After completion, submit the record form to the Overseas Student Service Center in OICA, and we will issue a certificate of service learning.

For further information please visit:

<http://knureg.knu.edu.tw/RegulationsSearch-sub.asp?no=0x27ed0fb950b856b06e1273989422e7d3>

僑外生獎助學金辦法



境外生服務學習細則



## 繳費 Fee-paying

學雜費應於每學期初註冊時繳交，依照各學系收費標準收費。如未來學雜費調整，依本校規定辦理。

Tuition and miscellaneous fees must be paid when students register at the beginning of each semester. Rates for the 2023-2024 academic year are determined by respective departments according to standards set by the Ministry of Education. Any future changes to the tuition and miscellaneous fees will be made in accordance with the internal regulations of the Kainan University.

(1) 依學費單繳費。

Pay fees according to paying list.

(Refer to the operation below to get payment slip)

(2) 所有學生均須繳交學生團體保險費及網路通訊使用費約新臺幣 3,094 元，獲得學雜費減免之學生亦須繳交此等費用，學雜費減免不包含學生團體保險費及網路通訊使用費。

All students need pay for the Students Group Insurance, Internet access and other fees for a total about NT\$3,094 dollars. Students who have the Tuition and Miscellaneous Fees waivers will not be excluded from the aforementioned fees.

(3) 請從這網站列印繳費單。

Please print payment slip from this website:

[https://ars.tcb-bank.com.tw/Student/Page/NSB1\\_1\\_600.aspx](https://ars.tcb-bank.com.tw/Student/Page/NSB1_1_600.aspx)



合庫學費代收網

## 登入 Log in

Select School – 開南大學, and then follow the instruction below, then press confirm.

學校分類：大學

學校：財團法人私立開南大學

學生代號：Student ID

識別碼：PASSPORT NO.( Upper Case)

## 報到 Registration

請至國際處(B112)辦理報到，以下為報到所需文件：

Please bring documents below to the Office of International Affairs (B112) for registration :

**(1) 經台灣駐外機構認證的每學期畢業證書及成績單**

Diploma and transcripts of every semester which are authenticated by Taiwan Overseas Mission.

**(2) 簽證，護照及居留證(若有)**

Visa, passport, and ARC (if you have one)

**(3) 財力證明**

Certification of account balance

**(4) 入學信**

Official letter of acceptance

**(5) 證件照**

ID Photo

**(6) 健檢報告**

Certificate of Health

**(7) 醫療保險費台幣 3000 元**

Insurance fees NT 3,000 dollars (For foreign students)

**(8) 健保卡(若有)**

National Health Insurance Card if you have one

# 打工重要規定 Regulations regarding working in Taiwan

工作證網路申請 Online Application : <https://bit.ly/2UlrhHf>

網站操作手冊 Website User Manual:

<https://ezwp.wda.gov.tw/wcfonline/wSite/download/student.pdf>

## 學生工作證許可期間

Work permit duration: maximum of 6 months

Apply period:

1. First semester: apply anytime during the semester. On the website select duration from October the 1st to March 30th of the next year.
2. Second semester: apply anytime during the semester. On the website select duration from April 1st to September 30th of the same year.

上學期提出者，工作許可之期限至次學期之3月31日止。

下學期提出者，工作許可之期限至同年之9月30日止。

## 應備文件

- ✧ 學生切結書
- ✧ 學生證影本（正反面）或 在學證明書
- ✧ 居留證(ARC)
- ✧ 有效期期間之護照影本
- ✧ 郵局掛號單繳費收據（100NTD）

## 申請規定客服專線

Telephone of Workforce Development Agency :  
(02)8995 6000

## 線上系統客服專線

Online System Customer Service Hotline :  
0800-881-339

### 學生切結書 Student affidavit

僑外生來臺求學、進修，同時體驗在臺生活，現行規定僑外生在學期間，每週可以工作時數最多為20小時；至寒暑假期間的每週工作時間則不受20小時限制，但須注意勞動基準法的工作時間規範。

For overseas Chinese students and international students to explore life in Taiwan while studying in Taiwan, they are allowed to work for a maximum of 20 hours a week during school according to current regulations. The 20-hour/week limit will be relaxed for summer and winter breaks. However, overseas Chinese students and international students should not exceed the working hour limit stated in the Labor Standards Act. 勞動力發展署提醒，雇主將僱僱外生打工時，應注意相關規定，確認僱僱外生是否有向勞動部申請取得工作許可，查驗方式可至勞工動態查詢系統 (<https://labor.wda.gov.tw/labweb/Login.jsp>)查詢；另相關聘僱規定，可至勞動部勞動力發展署外國人在臺工作服務網(<https://ezworktaiwan.wda.gov.tw/>)。如僱僱外生未經許可工作，會以違反就業服務法第43條規定，最高可處新臺幣15萬元以下罰鍰；至於雇主聘僱未經許可或許可失效僱僱外生，依法可處最高75萬元罰鍰。The Workforce Development Agency (WDA) reminds employers hiring overseas Chinese students and international students should pay attention to related regulations to ensure they have acquired the working permit issued by the Ministry of Labor (MOL). Employers may check on the Foreign Labor Searching System (<https://labor.wda.gov.tw/labweb/Login.jsp>). In addition, employers can find out related regulations from the Working Expats in Taiwan website (<https://ezworktaiwan.wda.gov.tw/>) of the WDA. Overseas Chinese students and international students working without a working permit will be punished for violating Article 43 of the Employment Services Act, with a maximum fine of NT\$150,000. Employers hiring overseas Chinese students and international students without a working permit will face a maximum fine of NT\$750,000 by law.

學生申請工作許可期間，依本部公告之審查作業手冊所載，於上學期提出者，工作許可之期限原則至次學期之3月31日止，於下學期申請者，工作許可之期限原則至同年之9月30日止，惟申請之許可期間較短者，將依其申請期限核予許可，考量學生之工讀需求不一，仍依其申請期限為準，惟最長仍以6個月為限。

Please refer to the review manual publicly announced by the agency for the validity periods of students' work permits. For those who apply in the 1st semester, the work permits are valid until March 31 of the 2nd semester. For those applying in the 2nd semester, their work permits will be valid until September 30 of the same year. Permits with shorter validity periods may be issued, based on the period when students apply. Because requirements for each student's part-time job are different, validity periods of the work permits are based on the applications, but the longest period is 6 months.

我已詳閱並會遵守規定，如有違反規定，願意接受後果及校規懲罰。

(I will follow the rules after reading information above, if I won't, I am willing to accept the consequences and punished by the university.)

學生名字(Print Name): \_\_\_\_\_

學號(Student ID): \_\_\_\_\_

簽名 (Signature): \_\_\_\_\_

簽署日期(Signature date): \_\_\_\_\_

開南大學國際及兩岸事務處  
電話：03-3412500# 1028, 1029



# 學校地圖 Campus Map



## 周邊交通資訊 Available Transportation

1. 0968A 圓山捷運站 - 開南大學 (route between School and Taipei)
2. 5086 桃園－大園 (route between School and Taoyuan train station)
3. 206 桃園－高鐵桃園站(route between Taoyuan train station and Taoyuan HSR Station)
4. 開南大學交通校(專)車－藝文特區站－城市大亨站－宏太社區站 (School bus)

For further information please visit:



<https://general.knu.edu.tw/p/412-1006-246.php?Lang=zh-tw>



## 全聯 PX Mart

全聯福利中心Pxmart -蘆竹上興店

地址:338 桃園市蘆竹區大竹路367號

交通:搭乘公車5086(在宏邦大鎮下車)步行1分鐘抵達



## 愛買 A. Mart

愛買A. Mart-桃園店

地址:330 桃園市桃園區中山路939號

交通:搭乘開南大學交通校(專)車，在宏太社區下車步行1分鐘抵達



## 宿舍 Dormitories

### ● 住宿規定 Dorm Regulation

- (1) 宿舍進出皆須刷門禁卡，請勿將門禁卡轉借他人使用。

Please use a Key-card to gain access to dorm building. Keep the door closed. Key-card is for personal use only.

- (2) 禁止大功率電器用品於寢室內使用，包含電視、電鍋、電湯匙、電茶壺、電磁爐、微波爐、烤麵包機等大功率之電器，亦不得私接電源，及瓦斯器具等。

Prohibited, dangerous, or unsanitary articles, as well as articles that block access to other persons' belongings are prohibited. This includes televisions, karaoke machines, video games, irons, electric pots, electric stoves, kettles, and so on.

- (3) 宿舍全面禁煙，宿舍內不得爭吵、鬥毆、酗酒或涉及金錢賭博。不得攜帶違禁品進入宿舍。

It is prohibited to smoke, fight, argue, drink alcohol, gamble, or cause other disturbance in the dormitory.

- (4) 不得帶非住宿生進入宿舍，如有訪客請至辦公室登記，異性訪客得於會客處所接待，不得進入寢室，嚴禁私自帶外賓至學生宿舍過夜。

Visitors are only permitted to stay in the lounge on the 1st floor unless specifically authorized by the university. All visitors, family members or friends are not allowed to stay overnight in the dormitory.

- (5) 寢室冷氣供應採「使用者付費」原則。

Air conditioning in the dormitory will be provided for a fee.

- (6) 離校前同學們應查核寢室財產無誤並打掃清潔後，再遷出宿舍。

Students should clean their rooms, and after it has been ascertained that nothing is missing, students may move out.

- (7) 禁止飼養寵物。

Pets are not allowed.

- (8) 門禁時間自晚上 12 點至早上 6 點，晚間 12 點過後，大門關閉禁止通行，同學請務必於門禁前回來。

The curfew is from 12:00 a.m. to 06:00 a.m. The entry gates are closed after 12:00 a.m. Students must come back to the dormitory before curfew.

## ● 住宿費用 Dormitory Fee

房間為4人房(4 people per room)

住宿費，每學年新臺幣第一宿舍27,000元；

第二宿舍33,000。

寒暑假另計：

第一宿舍：3,000/月；150/天

第二宿舍：3,750/月；200/天

Dormitory fees per year:

1st Dorm NTD 27,000 per year. /2nd Dorm 33,000 per year.

Summer and Winter vacation:

1st Dorm NTD 3,000/per month.

2nd Dorm NTD 3,750/per month.

其他，費用名稱：預付電費 1,500元

Other fees: NTD 1,500 for prepaid Electricity fee per year.



收費項目 \ 休、退學時間			校 內 人 士		校 外 人 士	
			上十下學期	寒暑假/ 短期住宿	他校學生	其 他
住宿費	第一會館 (一宿)	4人 標準雅房	25,500元/人 (12,750元/學期)	3,000元/月 150元/天	450元/天	650元/天
		4人 精緻雅房	26,200元/人 (13,100元/學期)	3,100元/月 160元/天	無	無
	第二會館 (二宿)	4人 標準套房	31,500元/人 (15,750元/學期)	3,750元/月 200元/天	500元/天	700元/天
		4人 精緻套房	32,200元/人 (16,100元/學期)	3,850元/月 210元/天	無	無
預付電費			1,500元	1,500元	0元	0元

備註：

1. 校外人士住宿須繳交保證金1,500元。
2. 退宿時依學生宿舍退宿辦法辦理退費。
3. 標準房型無冰箱，精緻房型有冰箱。
4. 短期住宿二十天(含)以上，以月計收，未滿二十天，以天計收。

收費項目 \ 休、退學時間			校 內 人 士		校 外 人 士	
			上+下學期	寒暑假/ 短期住宿	他校學生	其 他
住宿費	第一會館 (一宿)	3人 標準雅房	34,000元/人 (17,000元/學期)	4,000元/月 200元/天	550元/天	750元/天
		3人 精緻雅房	34,900元/人 (17,450元/學期)	4,100元/月 210元/天	無	無
	第二會館 (二宿)	3人 標準套房	42,000元/人 (21,000元/學期)	5,000元/月 270元/天	600元/天	800元/天
		3人 精緻套房	42,900元/人 (21,450元/學期)	5,100元/月 280元/天	無	無
預付電費			1,500元	1,500元	0元	0元

備註：

1. 校外人士住宿須繳交保證金1,500元。
2. 退宿時依學生宿舍退宿辦法辦理退費。
3. 標準房型無冰箱，精緻房型有冰箱。
4. 短期住宿二十天(含)以上，以月計收，未滿二十天，以天計收。

收費項目 \ 休、退學時間			校 內 人 士		校 外 人 士	
			上 + 下學期	寒暑假/ 短期住宿	他校學生	其 他
住宿費	第一會館 (一宿)	2人 標準雅房	51,000元/人 (25,500元/學期)	6,000元/月 300元/天	650元/天	850元/天
		2人 精緻雅房	52,100元/人 (26,050元/學期)	6,100元/月 310元/天	無	無
	第二會館 (二宿)	2人 標準套房	63,000元/人 (31,500元/學期)	7,500元/月 400元/天	700元/天	900元/天
		2人 精緻套房	64,100元/人 (32,050元/學期)	7,600元/月 410元/天	無	無
預付電費			1,500元	1,500元	0元	0元

備註：

1. 校外人士住宿須繳交保證金1,500元。
2. 退宿時依學生宿舍退宿辦法辦理退費。
3. 標準房型無冰箱，精緻房型有冰箱。
4. 短期住宿二十天(含)以上，以月計收，未滿二十天，以天計收。

## 聯絡方式 Contact Information:

地址 Address: 桃園市蘆竹區開南路1號

No. 1, Kainan Rd., Luzhu Dist., Taoyuan City 338, Taiwan (R.O.C.)

第一宿舍 1st Dorm: 03-3412500#1524

第二宿舍 2nd Dorm: 03-3412500#1525

宿舍手冊 Guidance for Student Dormitory :

[https://sa.knu.edu.tw/var/file/5/1005/attach/11/pta\\_21612\\_8784670\\_09072.pdf](https://sa.knu.edu.tw/var/file/5/1005/attach/11/pta_21612_8784670_09072.pdf)

For further information please visit:

<https://sa.knu.edu.tw/p/412-1005-4300.php?Lang=zh-tw>



## 生活資訊 Campus Life

### 簽證及居留證須知 VISA and ARC Information

外籍生及僑生含港澳具外國國籍之華裔學生

International Students (Hong Kong and Macau not included)

#### Before Arrival (抵達前)

請依照身分別點選下列頁面，並依照頁面內容指示完成居留簽證

**Resident Visa** 申請。

Please click the following link based on your identity and follow the respective instruction in order to apply for the **Resident Visa**. Please apply for **Resident Visa, not Visitor Visa**.

外國學生申請居留簽證  
Resident Visa for Foreign Students:  
<https://reurl.cc/7prEx5>



僑生申請居留簽證  
Resident Visa for Overseas  
Chinese Students:  
<https://reurl.cc/leRpxq>



#### After Arrival (抵達後)

**Resident Visa → ARC**

**1. Resident Visa holders must apply for Alien Resident Certificate(ARC) within 15 days after arrival.**

居留簽證轉居留證需於抵臺 15 天內完成申請。

**2. 申請文件 Required documents:**

- ✓ ID photos (Soft Copy) 電子檔
- ✓ Passport & Resident Visa (Soft Copy) 電子檔
- ✓ Enrollment Certificate (在學證明)
- ✓ Accommodation Certificate/Lease Tenancy Agreement (住宿證明/校外租賃合約)
- ✓ Application Fee: NT 1,000 (申請費用：新臺幣 1,000 元)



**3. Submit one photocopy of ARC to B112.** (取得居留證後，請務必繳交 1 份影本至國際處)

**4. 領取居留證地址 Address：**

330桃園市桃園區縣府路106號

No. 106, Xianfu Rd., Taoyuan Dist., Taoyuan City 330, Taiwan (R.O.C.)

<p>線上申請網站 Students Online Application System： <a href="https://reurl.cc/NRrOpq">https://reurl.cc/NRrOpq</a></p>	<p>系統使用教學 System User Guide: <a href="https://reurl.cc/zNeOr0">https://reurl.cc/zNeOr0</a></p>
	

諮詢專線	電話	服務項目	服務時間
外來人士在臺生活諮詢服務熱線	1990	外國人及新住民在臺生活需求及生活適應方面之諮詢服務，包括簽證、居留、工作、教育文化、稅務、健保、交通、就業服務、醫療衛生、人身安全、子女教養、福利服務、法律資訊及其他生活訊息等事項。提供中、英、日、越、印、泰、柬語服務。	1.中、英、日語：24小時、全年無休。 2.越南語、印尼語、泰國語、柬埔寨語：每週一至週五(不含國定例假日及其他休息日)上午9時至下午5時。

## 辦理外僑居留證申請辦法 How to apply for an ARC

依據：「外國人停留居留及永久居留辦法」第 5 條、第 9 條。

持「居留簽證」入境臺灣，或是在中華民國境內獲改換發居留簽證者（改換居留簽證辦法請查本冊簽證變更），申請人請於入國後 15 日內，或是居留簽證換發之翌日起 15 日內，持相關文件至移民署官網「外國與外僑 / 大陸與港澳 / 無戶籍國民學生線上申辦系統」申請，逾時申辦，處新臺幣 2,000-10,000 元罰鍰。

Apply for an ARC online, using the Students Online Application System on the official website of the National Immigration Agency. This must be done **within 15 days** of arriving in Taiwan; A fine of between NTD 2,000 and NTD 10,000 will be imposed if a person fails to apply within this period.

## 外僑居留證延期 Extending an ARC

依據：「外國人停留居留及永久居留辦法」第 3 條、第 8 條、第 22-1 條。

外國人居留期滿有繼續之必要時，應於居留期限屆滿前 30 日內，至移民署官網「外國與外僑 / 大陸與港澳 / 無戶籍國民學生線上申辦系統」申辦外僑居留證延期。

A foreigner who needs to extend their residency must apply for an extension of their ARC online using the Students Online Application System on the official website of the National Immigration Agency **within 30 days** of the date that their residency will expire.

## 外僑居留證資料異動 Changing ARC details

外國人變更居留地址或服務處所時，應於15日內備妥文件辦理資料異動，違規者，處新臺幣 2,000-10,000 元罰鍰。

A foreigner who **changes their residential address** or their place of employment must assemble all the required documents and apply **within 15 days** to have this change recorded; failure to do so will result in a fine of between NTD 2,000 and NTD 10,000.

## 手機門號辦理資訊 Where to Get a Phone Number

電信業者 Telecom Company	地址 Address
中華電信 Chunghwa Telecom	338桃園市蘆竹區大竹路442號 No. 442, Dazhu Rd., Luzhu Dist., Taoyuan City 338 , Taiwan (R.O.C.)
台灣大哥大 Taiwan Mobile	33862桃園市蘆竹區大竹路405號1樓 1F., No. 405, Dazhu Rd., Luzhu Dist., Taoyuan City 338 , Taiwan (R.O.C.)
遠傳電信 Far EasTone Telecom	338桃園市蘆竹區大竹路506-27號1樓 1F., No. 506-27, Dazhu Rd., Luzhu Dist., Taoyuan City 338 , Taiwan (R.O.C.)

### 手機門號申請 Application for Mobile Phone Numbers

申辦手機分為滿20歲與未滿20歲兩種情況，一般情況說明如下，但實際作業仍依現場櫃檯人員判斷：

The application is divided into two types: one for those aged 20 and above; the other for those under 20. Details are as below. Please note that your actual application is subject to judgment of the telecom provider's service counter staff.

#### (A) 年滿20歲 Aged 20 and above:

**1. 第一證件（有效期限須大於3個月）：護照**

Primary ID (validity exceeding 3 months): your passport.

**2. 第二證件（有效期限須大於3個月）：在台簽證、健保卡、國際駕照、居留證。（提供之第二證件應與第一證件不同）**

Secondary ID (validity exceeding 3 months): visa in Taiwan, health insurance card, international driving license or alien resident certificate (the secondary ID needs to be different from the primary ID).

**3. 就學證明：依各電信公司要求，檢附學生證或錄取通知書等文件。**

Proof of Student Status: Subject to the requirements of each telecom provider, you need to present a student ID or the university's offering letter.

**4. 保證人或保證金：申辦月租型門號，需檢附保證人或保證金。連帶保證人通常需持有中華民國身分證，且年滿20歲具有行為能力。**

Guarantor or Guarantee Deposit: Applications for paid-monthly phone deals require a guarantor or guarantee deposit. The joint guarantor needs to be a R.O.C. ID holder, aged 20 or above, and is legally liable.

## **(B) 未滿20歲 Aged under 20:**

### **1. 第一證件、第二證件、就學證明規定同上。**

Same requirements for the primary and secondary IDs and proof of student status apply as for those aged 20 or above.

### **2. 法定代理人：未滿20歲之申請人，無論國籍，包括臺灣同學，均需連同法定代理人到場辦理。境外同學申辦手機門號，由各電信公司門市判斷情況，由學校出示相關證明，或由學校統一辦理。**

Legal Representative: Applicants under age 20, regardless of their nationality, Taiwanese included, will need to be accompanied by their legal representative(s) to handle the application. Phone number applications by underage overseas students are subject to the judgment of each telecom provider. Group applications or relevant documents from the university may be requested.

### **3. 連帶保證人：未滿20歲之外籍人士，需有連帶保證人，才能申辦月租型手機。連帶保證人通常需持有中華民國身分證，且年滿20歲具有行為能力。**

Joint Guarantor: A joint guarantor is required for those foreign passport holders when applying for a paid-monthly phone deal. The joint guarantor needs to be a R.O.C. ID holder, aged 20 or above, and is legally liable.

## 郵局資訊 Post Office Information

### 中華郵政 大竹郵局

地址：338 桃園市蘆竹區大竹路385號

#### 郵局開戶申請 Account opening

請持有效外國護照及外僑居留證前往各郵局辦理。

#### 辦理郵局戶口需攜帶以下證件 Required documents:

- Student ID Card 學生證(正本及正、反面影本各一份)
- ARC 居留證(正本及正、反面影本各一份)
- Stamp 印章



## 汽、機車駕照考試 Driver's License Test for Vehicles and Motorcycles

### 報名網站 Online Application:

<https://www.mvdis.gov.tw/m3-emv/test/index>

### 桃園監理站

電話 TEL:03-3664222

地址 Address:桃園市桃園區介壽路416號

### 交通部公路總局汽機車線上隨機模擬考系統

### Online practice theory tests from the Directorate General of Highways for cars and motorcycles

網址 Link: <https://www.mvdis.gov.tw/m3-simulator-driv/>

## Driver's License Test for Vehicles and Motorcycles General regulations

您可持居留證報考汽、機車駕照，但不得報考職業駕照。駕照有效期限依個人經許可停留期間之證明（件）核發。

申請時請注意以下事項：

You can apply to test for a car or motorbike driver's license using your ARC, but you are not eligible to apply for a commercial driver's license. The validity period of the driver's license is issued in accordance with your residency certificate (document) limitation.

Please note the following when applying :

#### 1. 申辦資格：須年滿18歲。

Qualifications: 18 years old and above.

#### 2. 應備文件 Required Documents :

(1) 經許可停留或居留6個月以上之證明（件）（例如：居留證）。

Proof (with a permit) to stay or remain in Taiwan for more than 6 months (for example: Alien Residence Permit).

(2) 報考汽車駕照須有學習駕駛3個月以上之學習駕駛證；報考普通重型機車以下等級駕照則免附學習證明。

To apply for a driver's license, you must have a learner's permit for more than 3 months; if you are applying for vehicles less than a motorcycle, then a learner's permit is not required.

(3) 本人最近6個月內拍攝之1吋光面素色背景、脫帽、五官清晰正面半身黑白或彩色照片2張（報考普通小型車駕需照片3張），並不得使用合成照片。

Two 1 inch glossy photos with a plain background taken in the last 6 months, no hat with clear facial features. Black and white or color photos are both acceptable (3 photos are needed for ordinary small cars). Synthesized photos are not allowed.



(4) 經臺灣公立醫院或衛生機關或公路監理機關指定之醫院、診所或團體辦理體格檢查及體能測驗合格之駕駛執照登記書。

A driver's license registration certificate that verifies you have passed the physical examination and fitness test conducted by a governmental designated hospital, clinic or group in Taiwan.

3. 駕照筆試：汽、機車電腦筆試試題為正體中文，若對正體中文閱讀不熟稔，可選擇電腦口試（語音輔助）測驗。

Written test: the test questions for cars and light motorbikes are computerbased and all in Chinese. If you are not familiar with reading Chinese, you can choose to take a computer oral (voice assisted) test.

#### 4. 注意事項 Items of importance :

(1) 提醒您遵守交通安全，避免無照駕駛，或違法租借車輛，以維自身及他人之安全。

We must remind you to observe traffic safety, avoid driving without a license or illegally renting a vehicle in order to maintain your safety as well as that of others.

(2) 報考汽車駕照可選擇駕訓班或自力學習滿3個月後報考。

You can choose to join a driving class or for self-study and apply for a driver's license test after 3 months.

(3) 報考輕型機車駕照需路考。

You will need to pass a road test before obtaining a scooter license.

(4) 筆試及路試均合格者始核發駕照，筆試、路試不及格者7天後才能重新報考。

You must pass both a road test and written test to qualify for a license. If you fail to pass either one, please wait a period of 7 days to apply again.

(5) 合格體檢表及筆試成績1年內有效。

Results of physical exams and written tests are valid for up to one year.

(6) 駕照有效期限依個人經許可停留之證明（件）有效期限核發之。

The validity period of the driver's license is issued in accordance with your residency certificate (document) limitation.

(7) 筆試題庫可至交通部公路總局（以下簡稱公路總局）網站（<http://www.thb.gov.tw/tm/wcf.aspx>）>監理服務>「駕照筆試模擬考」查閱或下載。

For practice tests please visit the Directorate General of Highways (DGH) on the Ministry of Transportation and Communications website (DGH in the following) (<http://www.thb.gov.tw/tm/wcf.aspx>) > Motor Vehicle Driver Information Service > "Practice Test for Driver's License" to view or download.

**For further information please visit:**

<https://www.mvdis.gov.tw/m3-emv/test/index>



## 外籍生全民健康保險加保注意事項Health Insurance

全民健康保險是一種強制性的社會保險，提供外國學生在臺平等的就醫權益。外國學生來臺就學，自居留滿六個月時起，即應依法強制參加全民健康保險，於就讀學校辦理參加全民健保或自行加保。（所稱在臺居留滿六個月，指連續在臺居住達六個月或曾出境一次未逾三十日，其實際居住期間扣除出境日數後併計達六個月。）

National Health Insurance (NHI) is a compulsory social insurance that provides foreign students with equal medical rights in Taiwan. According to National Health Insurance Act, any foreign student who stays in Taiwan with an Alien Resident Certificate (ARC) over six months is obligated to underwrite an insurance policy under NHI.

Definition of a person stays in Taiwan for full 6 months:

6 months of continuous residence in Taiwan or with one trip abroad not exceeding 30 days when the actual residency period of 6 months is reached after the days abroad have been deducted.

### 保險費繳納方式及金額：

依規定外籍生健保費應註冊時一併繳納。外籍生保險費每月新台幣826元（依健保局現行收費標準），第一學期繳納9月至次年2月保險費（共4,956元），第二學期繳納3月至8月保險費（共4,956元）。

Insurance payment method and amount :

The cost of National Health Insurance (NHI) should be included in the tuition fee every semester. If you are eligible to underwrite an insurance policy under NHI. The cost is NTD 826 each month (according to the fee criteria set by NHI), so payment per semester is NTD 4,956 (Fall semester: from September to February; Spring semester: from March to August).

持有健保IC卡新生，請洽國際事務處承辦人辦理繳費及健保轉入相關事宜。

For new students who have already possessed a valid NHI IC Card, please come to the Office of International and Cross-Strait Affairs (B112) to apply for the transfer.

如外國學生在健保期內，畢業，休學，退學，但其居留證仍在有效期限內，學校將不再代為加保，該學生必須自行前往繳交健保費。

Students who are suspended from school, expelled from school, or graduated from school (ARC still within the valid period), must pay the NHI fees at local district office. Those students can no longer join NHI through Kainan University.

如有在外打工者，請學生向公司申請轉入證明，並交相關證明至國際處，避免重複投保。

International students who work off-campus must obtain the transfer certificate from their companies and submit the documents to the Office of International and Cross-Strait Affairs (B112) to avoid duplicate coverage

## 外籍學生醫療保險注意事項foreign student medical insurance

無全民健保新生必須被強制參加本校提供之「外籍學生醫療保險」。

All college freshman without universal health insurance should participate in „foreign student medical insurance“ by our school.

目前由國泰人壽保險公司承保(保單規則及內容)，6個月保費共計新台幣3,000元。

The insurance is underwritten by Cathay Life Insurance Co., Ltd. 6 month insurance premium is NTD 3000 in total.

門診給付相同症狀每日以一次為限，每日一次理賠上限為新台幣1,000元。

If it is same symptoms, there is only one outpatient claims per day , and up to NTD 1000.

保險給付範圍限於臺灣地區之醫療行為。

Claims is only for the medical behavior in Taiwan.

投保前之傷病及保險公司規定之特殊疾病及醫療行為不給付。

You will not get claims before you apply, or some special disease.

請檢附下列文件至健康中心辦理理賠。

1. 所有就診收據正本(請貼在A4空白紙上)
2. 診斷書正本
3. 銀行或郵局存摺影本
4. 居留證影本
5. 保險理賠申請書(或至國際處索取填寫)

Please bring these file to Health Center to apply for claim. Original copies of all medical receipts

1. Original medical certificate
2. A copy of bank or post office passbook
3. Copy of residence permit
4. Insurance claim application

以上文件齊全後，保險公司理賠部門確認文件齊全並為該保險理賠項目，約4週後核定理賠金額匯款至受益人個人指定帳戶。

After the following documents are complete. Insurance agent will approve the insurance claim and remit money to designated account.

## 實用 APPS Recommend Apps

### Google 智慧鏡頭 Google Lens

主要功能：可及時翻譯文字

Main Function：Google Lens can translate text from the real world.



### 健保快易通 National Health Insurance App

主要功能：得知你在台的醫療紀錄及訊息

Main Function：Enable you to reach your personal health information, including medical records, surgery, medications, tests and examinations, covid-19 test report, etc.



### Bus+

主要功能：公車資訊查詢

Main Function：Providing bus estimation time, nearby stops and related routes.



### 中央氣象局 Taiwan Weather

主要功能：天氣查詢

Main Function：The simple and clear home page meets your needs of daily weather information.



## 常見問題 Q&A

### (1) 如何申請居留證？ How to apply ARC?

請看本冊第 16-17 頁。 Please look at page 16-17.

### (2) 如何取得在學證明及住宿證明？ How can I get enrollment certificate and accommodation certificate?

請聯繫國際處申請在學證明及住宿證明。

Please come to B112 to apply your enrollment certificate and accommodation certificate.

### (3) 申請健保卡的條件是什麼？ Requirements for National Health Insurance (NHI) Registration.

在臺居住滿 6 個月，係指進入臺灣地區並取得外僑居留證後(以居留證初次核發日期為準)，連續居住達 6 個月，或曾出境 1 次未逾 30 日之實際居住期間，扣除出境日數後，併計達 6 個月。A person who has, after receiving an ARC, stayed in Taiwan for six consecutive months (starting from the ARC issue date), or exited Taiwan only once, for fewer than 30 days, within a period amounting to six months after the number of days that they have been away from Taiwan is deducted.

### (4) 如何申請工作證？ How to apply work permit?

請看本冊第 30 頁。 Please look at page 30.

## 境外學生手冊 Student Handbook

(以下手冊為NISA&僑委會提供給學生參考)



中文版



English Ver.



僑生手冊





## 附件 Appendix

### 桃園觀光導覽網Taoyuan Tourism Guide

LINK: <https://travel.tycg.gov.tw/zh-tw>



## 夜市 Night market

夜市名稱	特色	地點
基隆夜市	廟口小吃遠近馳名，例如鼎邊銼、泡泡冰、天婦羅、營養三明治、豆簽羹。	基隆市奠濟宮附近的仁三路和愛四路的小吃攤
士林夜市	集合大江南北小吃，是觀光客必到的夜市之一。	臺北市文林路、大東路及安平路之間
饒河街夜市	臺北第一座觀光夜市，全長約600公尺，有多家藥燉排骨，進補好選擇。	臺北市八德路4段與撫遠街交叉口，至八德路的慈佑宮為止
華西街夜市	臺灣最著名的觀光夜市。	臺北市西園路與環河南路之間
遼寧夜市	著名的小吃有鵝肉、海鮮、筒仔米糕、沙威瑪、蚵仔煎、滷味等。	臺北市長安東路與中興高中之間
景美夜市	多達數百家攤販，有30多年歷史，臺北市南區最受歡迎的逛街地點。	臺北市景美街
臨江街夜市	兩條街構成十字型，一邊是吃食，一邊是雜貨；大快朵頤之餘，還能逛街。	臺北市信義路4段與基隆路2段間
寧夏夜市	臺北傳統老夜市之一。從蚵仔煎、大腸麵線等傳統美食到具地方特色的小吃一應俱全。	臺北市民生西路與南京西路間，寧夏路上
逢甲夜市	逢甲大學周圍街區宛如一座不夜城，「價位便宜，應有盡有」是一大特色，販賣各式小吃、衣服及飾品等。	臺中市西屯路2段及西安街之間的福星路、逢甲路及文華路
鹿港小吃	小吃包括鱈、鰻、蚵仔、蝦猴、花跳、蛤蜊等海鮮。茶點則有鳳眼糕、牛舌餅等，其中玉珍齋餅舖享譽全臺。	彰化縣鹿港鎮
花園夜市	花園夜市規模較大，交通便利。除豐富的臺南美食外，其種類繁多的服飾總是吸引許多觀光客的目光。	臺南市北區和緯路3段及海安路3段交叉口
六合夜市	山產、海產、飲食、各地特產、小吃等一應俱全。其中木瓜牛奶、鹽蒸蝦等是主要特色。	高雄市六合路
羅東夜市	地道小吃包括鹹米苔目、燻鴨、肉羹、龍鳳腿、豆腐卷、米粉羹、海鮮、粉腸、油豆腐包香腸、蚵仔煎等。	宜蘭縣羅東鎮中心、中山公園四周
花蓮 東大門夜市	花蓮規模最大的夜市，在這裏可吃到新鮮的海鮮快炒及特色小吃，還可欣賞夕陽緩緩沉入海面的美景。	花蓮鐵道文化園區

【註：本資訊摘自行政院研究發展委員會編制製之外國人在臺生活指南】



## 醫療院所 Hospitals

機構名稱	地址	電話
長庚醫療財團法人林口長庚紀念醫院	桃園市龜山區公西里復興街 5 號、5 之 7 號	03-3281200
沙爾德聖保祿修女會醫療財團法人聖保祿醫院	桃園市桃園區建新街 123 號	03-3613141
衛生福利部桃園醫院	桃園市桃園區中山路1492號	03-3699721
敏盛綜合醫院	桃園市桃園區經國路 168 號	03-3179599
國軍桃園總醫院附設民眾診療服務處	桃園市龍潭區中興路 168 號	03-4799595
壠新醫院	桃園市平鎮區廣泰路七七號	03-4941234
臺北榮民總醫院桃園分院	桃園市桃園區成功路三段100號	03-3384889
天成醫療社團法人天晟醫院	桃園市中壢區延平路 155 號	03-4629292
衛生福利部桃園療養院	桃園市桃園區龍壽街71號	03-3698553
祐民醫院	桃園市中壢區民族路二段180號	03-4915656
宏其醫療社團法人宏其婦幼醫院	桃園市中壢區元化路 223 號	03-4618888
新國民醫院	桃園市中壢區復興路152號	03-4225180
長慎醫院	桃園市中壢區中山東路二段 525 號 1-2 樓	03-4569779
中美醫院	桃園市中壢區中美路 95 號	03-4266222
中壢長榮醫院	桃園市中壢區環中東路 150 號	03-4631230
仁祥醫院	桃園市中壢區中美路 13.15.17 號 1-6 樓	03-2804203
永康醫院	桃園市中壢區裕民街13號	03-4223641
承安醫院	桃園市中壢區延平路643號	03-2807722
華揚醫院	桃園市中壢區中北路二段 316 號	03-4577200
宋俊宏婦幼醫院	桃園市平鎮區民族路199號	03-4020999
秉坤婦幼醫院	桃園市平鎮區延平路二段 129 號	03-4025866
陽明醫院	桃園市平鎮區延平路二段56號	03-4929929
新永和醫院	桃園市平鎮區延平路一段81號	03-4220606
龍潭敏盛醫院	桃園市龍潭區中豐路 168 號	03-4794151
天成醫院	桃園市楊梅區中山北路一段356號	03-4782350
怡仁綜合醫院	桃園市楊梅區楊新北路321巷30號	03-4855566
衛生福利部桃園醫院新屋分院	桃園市新屋區新屋村 14 鄰新福2路6號	03-4971989
福太醫院	桃園市桃園區民族路85號	03-3358226
桃新醫院	桃園市桃園區復興路 195 號 桃園縣桃園市博愛路 22 號	03-3325678
振生醫院	桃園市桃園區三民路二段288號	03-3356156
德仁醫院	桃園市桃園區桃鶯路 245 號	03-3632323
長庚醫療財團法人桃園長庚紀念醫院	桃園市龜山區舊路里頂湖路 123 號、123 之1 號	03-3196200
大明醫院	桃園市龜山區萬壽路二段 964 號、966 號	03-3202792
大園敏盛醫院	桃園市大園區華中街 2 號	03-3867521
居善醫院	桃園市大園區南港村大觀路 910 號	03 3866511
桃園區衛生所	桃園市桃園區國豐三街 123 號 4 樓	03-3791888

中壢區衛生所	桃園市中壢區普義里溪洲街 296 號	03-4352666
平鎮區衛生所	桃園市平鎮區新富里振興路 1 號	03-4576624
八德區衛生所	桃園市八德區介壽路 2 段 361 巷 28 號	03-3662781
楊梅區衛生所	桃園市楊梅區校前路 409 號 1、2 樓	03-4750151
蘆竹區衛生所	桃園市蘆竹區長安路 2 段 238 號	03-3524732
龜山區衛生所	桃園市龜山區自強南路 103 號	03-3299645
龍潭區衛生所	桃園市龍潭區中山里大昌路 1 段 277 號 2樓	03-4792033
新屋區衛生所	桃園市新屋區新屋里中山路 239 號	03-4772018
觀音區衛生所	桃園市觀音區觀新路 58 號	03-4732031
大溪區衛生所	桃園市大溪區仁愛路 1 號	03-3882401
大園區衛生所	桃園市大園區田心里中正西路 19 號 1 樓	03-3862024
復興區衛生所	桃園市復興區澤仁里中正路 25 號	03-3822325

## 實用電話 Useful Phone Numbers

Contact	Telephone No.
Emergency Numbers (Free Service)-Police	110
Emergency Numbers (Free Service)-Fire, Ambulance	119
Emergency Numbers (Free Service)-Emergency Call (For Bad Cell Phone Reception)	112
Overseas Operator	100
Chinese Local Directory Assistance	104
Chinese Long Distance Directory Assistance	105
English-language Directory Assistance	106
Time	117
Weather	166
Traffic	168
24-Hour Toll-Free Travel Information Hotline	0800-011-765
Information For Foreigners In Taiwan	1990
Travel Service Center, Tourism Bureau	+886-2-2717-3737
Terminal 1, Tourist Service Center, Taiwan Taoyuan International Airport, Tourism Bureau	+886-3-398-2194
Terminal 2, Tourist Service Center, Taiwan Taoyuan International Airport, Tourism Bureau	+886-3-398-3341
Tourist Service Center, Kaohsiung International Airport, Tourism Bureau	+886-7-805-7888
Ministry of Foreign Affairs	+886-2-2348-2999
Taiwan External Trade Development Council (TAITRA)	+886-2-2725-5200
Bureau of Foreign Trade	+886-2-2351-0271
Taiwan Visitors Association	+886-2-2752-2898
Police Radio Station	+886-2-2388-8099

For more information please visit 交通部觀光局網站 : <https://www.taiwan.net.tw/>