

112 學年度 開南大學 國際專修部 申請入學 招生簡章

Guide for the Fall 2023 semester at Kainan
University's International Foundation Program



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※All recruitment affairs of our university are not handled by any external organizations, legal persons, groups, or individuals.

I. Application Methods and Dates

1. Important Application Dates

Item	Date	
Academic Year and Semester	Fall Semester 2023	Spring Semester 2024
Admission Guide Release	August 4 th (Friday) , 2023	October 30 th , 2023 (Monday)
Registration Deadline	From August 4 th (Friday) to 11 th (Friday), 2023	From October 30 th (Monday) to November 24 th (Friday), 2023
Document Review	From August 14 th (Monday) to 21 th (Monday), 2023	From November 27 th (Monday) to December 8 th (Friday), 2023
Review Results Announced	August 30 th (Wednesday) , 2023	December 11 th , 2023 (Monday)
Issuance of admission letter	September 1 th (Friday), 2023	December 18 th , 2023 (Monday)
Registration	Fall Semester 2023	February 2024

2. Application Process



3. Application Fee: No Registration Fee

II. Application Eligibility

Candidates who meet the following criteria for foreign students are eligible to apply:

1. Hold foreign nationality and do not qualify as overseas Chinese students at the time of application, in accordance with the Ministry of Education's "Regulations Regarding International Students Undertaking Studies in Taiwan" (see Appendix 1 for details).
2. Have a high school diploma or an equivalent level of education.
3. High school graduates aged 18 to 22 will be given priority in admission.
4. Have never worked in Taiwan before.

III. Admission and Academic Information

1. **Duration of Study: 1 year of Mandarin preparatory courses (no Mandarin foundation required) + 4 years of bachelor's degree program**

Study Duration	Educational System/Courses	Academic Requirements
The 1 st academic year	✓ International Programs Division. ✓ At least 720 hours of Mandarin preparatory courses.	During the course of study, students must achieve a Test of Chinese as a Foreign Language (TOCFL) level of A2 Basic.
The 2 nd to 5 th academic year	✓ Bachelor Program	Starting from the sophomore year (third year), students must reach the Test of Chinese as a Foreign Language (TOCFL) level B1 Intermediate.

Note 1: Those who do not meet the aforementioned standards will be reported for expulsion by the school. Students must leave the country according to the regulations.

Note 2: Students may not transfer to another department or school during the Mandarin preparatory period.

2. **For information on courses and faculty in each department, please visit the "Academic Units" section on our university website.**
3. **Admission Quota: A total of 100 students.**
4. **Recruiting Departments**

	Department	Quota
觀光與餐飲旅館學系	Department of Tourism and Hospitality Management	100
資訊管理學系	Department of Information Management	

國際物流與運輸管理學系	Department of International Logistics and Transportation Management
空運管理學系	Department of Air Transportation

IV. Required Documents

1. Record Table for Application Documents Submission (Form 1).
2. Admission Application Form (Form 2).
3. Admission Application Commitment Letter (Form 3).
4. Foreign Student Commitment Letter (Form 4).
5. Document Verification Supplement Commitment Letter (Form 5).
6. Verified copies of highest educational diploma and transcripts (with Chinese or English translation).
 - ✗ If verification cannot be completed before the application deadline, submit Document Verification Supplement Commitment Letter (Form 5). After receiving admission permission, original diplomas and transcripts verified by Taiwan's foreign missions or other authorized institutions, with Chinese or English translations and authentication stamps, must be submitted at registration. For countries with special regulations, follow their specific procedures (if there's no Taiwan foreign mission in the country, visit the nearest one).
7. Financial proof of at least USD 3,000 within the last three months.
 - (1) For Taiwan Scholarship recipients, please replace with the scholarship proof.
 - (2) If the financial proof is not under the applicant's account, attach a financial guarantee letter from the sponsor, stating the relationship with the applicant.
8. Passport or ID proof.
9. Autobiography or study plan (written in Chinese or English).

Important Notices:

1. This recruitment process follows the "Regulations Regarding International Students Undertaking Studies in Taiwan" issued by the Ministry of Education. Required documents and related regulations are subject to the latest provisions announced by the Ministry of Education of the Republic of China.
2. Admitted students found to have qualifications that do not meet the regulations or have submitted falsified documents will have their admission or enrollment revoked without any academic credentials issued. If such issues are discovered after graduation, the degree will be revoked, and

graduation qualifications will be annulled.

3. Admission does not guarantee visa issuance, which is subject to approval by the Bureau of Consular Affairs of the Ministry of Foreign Affairs or overseas missions.

V. Admission and Review Process

1. Admission Methods:

- (1) Through introductions by alumni and current students.
- (2) Organizing recruitment briefings with Vietnamese sister schools and high schools.
- (3) Participating in education fairs.

2. Review Process:

Applications from international students are processed by the Office of International and Cross-Strait Affairs, with an initial review of eligibility followed by on-site interviews conducted by the university's recruitment team. Professional reviews or screenings are then carried out by the respective departments (programs), and admission decisions are made after approval by the International and Cross-Strait Affairs Committee.

VI. Appeal Process for Candidates

Applicants with doubts about the admissions process or who wish to file a complaint regarding violations of gender equality principles must submit their appeal in writing, with their signature, to the University's International and Cross-Strait Affairs Committee within one week of receiving the notification of the review results. Appeals submitted after this period will not be considered.

VII. Registration for Enrollment

1. Admitted freshmen must follow the procedures outlined in the admission notice for registration and submit the following documents, or their admission will be revoked; failure to report is considered voluntary forfeiture of admission rights:
 - (1) Passport.
 - (2) Visa.
 - (3) Admission permit letter.
 - (4) Four 2-inch photos.
 - (5) Original diploma and transcript (verified by a foreign mission).

- (6) Proof of medical and injury insurance valid for at least six months from the date of entry into the country; current students must provide proof of National Health Insurance or similar.
- (7) A health check certificate issued by a hospital within the last three months.
- (8) Financial proof of at least USD 3,000 within the last three months.
2. Admitted freshmen who are unable to register within the stipulated time may, after completing the reporting procedures, apply to reserve their admission rights. Upon approval by the school, they may enroll in the next academic year.

VIII . Entrance Scholarships

The university offers scholarships covering full tuition and fees for the first year of the Mandarin Preparatory Class for students in the International Programs Division.

IX. Tuition and miscellaneous Fees

1. Tuition and miscellaneous fees for the International Foundation Program as outlined in the table below:

Duration of Study	School	Department/Program	Tuition and Fees per Semester
The 1st year		國際專修部華語先修班 International Foundation Program Chinese Language Learning Preparation Program	20,000 元

2. Tuition and miscellaneous fees for the department are charged according to the fee standards of each department in the current academic year for the 2nd to 5th years, as outlined in the table below:

Duration of Study	School	Department/Program	Tuition and Fees per Semester
The 2 nd to 5 th academic year	資訊學院 School of Informatics	資訊管理學系 Department of Information Management	NT\$46,243
	觀光運輸學院 School of Tourism and Transportation	空運管理學系 Department of Air Transportation 國際物流與運輸管理學系 Department of International Logistics and Transportation Management	NT\$46,243
		觀光與餐飲旅館學系 Department of Tourism and Hospitality	NT\$46,243

3. The university's standards for refunding tuition and fees for students who suspend or withdraw from their studies are in accordance with the Ministry of Education's "Regulations on Tuition and Fee Collection for Institutions of Higher Education," with the refund criteria as follows:

Expulsion Time	Tuition	Miscellaneous Fees	Other Fees	Accident Insurance
Before registration	No fee	No fee	No fee	No fee
After registration before classes start	2/3 refund	Full refund	Full refund	No refund
Before 1/3 of the semester has passed	2/3 refund	2/3 refund	2/3 refund	No refund
After 1/3 but before 2/3 of the semester has passed	1/3 refund	1/3 refund	1/3 refund	No refund
After 2/3 of the semester has passed	No refund	No refund	No refund	No refund

※Other fees include: computer and internet usage fees, language lab usage fees.

X. Dormitory Fee Standards

- The university's accommodation fees are listed in the table below, with fees for the second year onwards subject to the announcements made by the Office of Student Affairs for that academic year (knu.edu.tw).
- Fees are calculated in New Taiwan Dollars, with dormitory fees paid in full for two semesters at a time. Summer and winter vacation fees are charged according to the standards announced by the Office of Student Affairs.
- Electricity for the dormitory is charged separately, with a prepaid amount of NT\$1,500 for two semesters (subject to adjustments for actual usage).
- First-year preparatory students in the International Programs Division are required to live in the school dormitory.**

Dorm Type	Room Type		Cost for 2 Semesters
Dormitory 1	Standard Room	Quad Room	NT\$25,500
		Triple Room	NT\$34,000
		Double Room	NT\$51,000
	Deluxe Room *Includes refrigerator	Quad Room	NT\$26,200
		Triple Room	NT\$34,900
		Double Room	NT\$52,100

Dormitory 2 (Suite)	Standard Room	Quad Room	NT\$31,500
		Triple Room	NT\$42,000
		Double Room	NT\$63,000
	Deluxe Room *Includes refrigerator	Quad Room	NT\$32,200
		Triple Room	NT\$42,900
		Double Room	NT\$64,100

XI. Reference for Other Fees

All amounts below are in New Taiwan Dollars

Content	Estimated Amount
Book Fee	<ul style="list-style-type: none"> ✓ For the Mandarin Preparatory Class in the International Programs Division (First Year), the estimated book fees are approximately 6,000 NT dollars. ✓ For undergraduate programs, book fees vary depending on the textbooks specified by the instructors. The cost of one textbook is approximately 500 to 1,000 NT dollars.
Overseas Student Insurance Fee	<ul style="list-style-type: none"> ✓ Medical Insurance Fee (Only required for the first semester) ✓ First six months after enrollment: 3,270NT dollars (Approximately 545 NT dollars per month for 6 months). <p>The student accident insurance fee for the first semester is 494 NT dollars, and will be adjusted according to the school's announcement in the future.</p>
Computer and Internet Communication Fee	1,600 NT dollars per semester
Language Audiovisual Usage Fee	1,000 NT dollars per semester
National Health Insurance Fee	Starting from residency of six months: 4,956 NT dollars (Approximately 826 NT dollars per month for 6 months), payable every six months.

XII. Government Related Units Information

Unit	Information
Representative Offices Abroad of the Republic of China	The Ministry of Foreign Affairs of the Republic of China website provides more information on overseas representative offices. http://www.taiwanembassy.org/dept.asp?mp=2&codemeta=locationIDE
Consular Affairs Bureau of the Ministry of Foreign Affairs	Unit for Applying for Renewal of Residence Visa TEL : + 886-2-2343-2885 or 2895 http://www.boca.gov.tw
National Immigration Agency of the Ministry of the Interior	Unit for Applying for Replacement of Alien Resident Certificate TEL : + 886-2-2388-9393 ext.2637 http://www.immigration.gov.tw
International and Cross-Strait Education Division of the Ministry of Education	Overseeing international education-related matters in Taiwan Tel: +886-2-7736-5606 http://depart.moe.edu.tw/ed2500/Default.aspx

**Foreign Residents
Information Service Website**

Providing various information needed by foreigners in Taiwan.

TEL : + 886-0800-024-111

<http://iff.immigration.gov.tw>

外國學生來臺就學辦法

- 第 1 條** 本辦法依大學法第二十五條第三項、專科學校法第三十二條第一項、高級中等教育法第四十一條第一項及國民教育法第六條第三項規定訂定之。
- 第 2 條** 1 具外國國籍且未曾具有中華民國國籍，符合下列規定者，得依本辦法規定申請入學：
- 一、未曾以僑生身分在臺就學。
 - 二、未於申請入學當學年度依僑生回國就學及輔導辦法經海外聯合招生委員會分發。
- 2 具外國國籍並符合下列規定，且最近連續居留海外六年以上者，亦得依本辦法規定申請入學。但擬就讀大學醫學、牙醫或中醫學系者，其連續居留年限為八年以上：
- 一、申請時兼具中華民國國籍者，應自始未曾在臺設有戶籍。
 - 二、申請前曾兼具中華民國國籍，於申請時已不具中華民國國籍者，應自內政部許可喪失中華民國國籍之日起至申請時已滿八年。三、前二款均應符合前項第一款及第二款規定。
- 3 依教育合作協議，由外國政府、機構或學校遴薦來臺就學之外國國民，其自始未曾在臺設有戶籍者，經主管教育行政機關核准，得不受前二項規定之限制。
- 4 第二項所定六年、八年，以擬入學當學期起始日期（二月一日或八月一日）為終日計算之。
- 5 第二項所稱海外，指大陸地區、香港及澳門以外之國家或地區；所稱連續居留，指外國學生每歷年在國內停留期間未逾一百二十日。連續居留海外採計期間之起迄年度非屬完整曆年者，以各該年度之採計期間內在國內停留期間未逾一百二十日予以認定。但符合下列情形之一且具相關證明文件者，不在此限；其在國內停留期間，不併入海外居留期間計算：
- 一、就讀僑務主管機關舉辦之海外青年技術訓練班或教育部（以下簡稱本部）認定之技術訓練專班。
 - 二、就讀本部核准得招收外國學生之各大專校院華語文中心，合計未滿二年。
 - 三、交換學生，其交換期間合計未滿二年。
 - 四、經中央目的事業主管機關許可來臺實習，實習期間合計未滿二年。
- 6 具外國國籍並兼具中華民國國籍，且於本辦法中華民國一百年二月一日修正施行前已提出申請喪失中華民國國籍者，得依原規定申請入學，不受第二項規定之限制。
- 第 3 條** 1 具外國國籍，兼具香港或澳門永久居留資格，且未曾在臺設有戶籍，申請時於香港、澳門或海外連續居留滿六年以上者，得依本辦法規定申請入學。但擬就讀大學醫學、牙醫或中醫學系者，其連續居留年限為八年以上。
- 2 前項所稱連續居留，指每歷年在國內停留期間，合計未逾一百二十日。但符合前條第五項第一款至第四款所列情形之一且具相關證明文件者，不在此限；其在國內停留期間，不併入前項連續居留期間計算。
- 3 曾為大陸地區人民具外國國籍且未曾在臺設有戶籍，申請時已連續居留海外六年以上者，得依本辦法規定申請入學。但擬就讀大學醫學、牙醫或中醫學系者，其連續居留年限為八年以上。
- 4 前項所稱連續居留，指每歷年在國內停留期間，合計未逾一百二十日。但符合前條第五項第一款至第四款所列情形之一且具相關證明文件者，不在此限；其在國內停留期間，不併入海外連續居留期間計算。
- 5 第一項及第三項所定六年、八年，以擬入學當學期起始日期（二月一日或八月一

日)為終日計算之。

第一項至第四項所定海外，準用前條第五項規定。

第 4 條 1 外國學生依前二條規定申請來臺就學，以一次為限；其繼續在臺就學者，入學方式應與我國內一般學生相同。但下列情形，不在此限：

一、於完成申請就學學校學程後，申請碩士班以上學程，逕依各校規定辦理。
二、外國學生申請來臺就讀學士班以下學程，在國內停留未滿一年，因故退學或喪失學籍，得重新申請來臺就學，並以一次為限。

2 外國學生經入學學校以操行或學業成績不及格、違反法令或校規情節嚴重致遭退學或喪失學籍者，不得再依前項規定申請入學。

第 5 條 1 大學及專科學校二年制（以下簡稱大專校院）實際招收入學之外國學生，其名額以本部核定該校前一學年度招生名額外加百分之十為原則，並應併入當學年度招生總名額報本部核定；申請招收外國學生名額超過前一學年度核定招生名額外加百分之十者，應併同提出增量計畫（包括品質控管策略及配套措施）報本部核定。但國內大學與外國大學合作並經本部專案核定之學位專班，不在此限。

2 專科學校五年制及高級中等以下學校實際招收入學之外國學生，其名額以各主管教育行政機關核定該校前一學年度招生名額外加百分之十為限，並應併入當學年度招生總名額報各主管教育行政機關核定。

3 大專校院於前一學年度核定招生總名額內，有本國學生未招足情形者，得以外國學生名額補足，並應報本部核定。

4 第一項及第二項招生名額，不包括未具正式學籍之外國學生。

第 6 條 1 大專校院招收外國學生入學各年級，應擬訂公開招生規定報本部核定，其內容應包括招生方式、入學資格審查程序、學系（程）授課語言、學生應具備之語文能力基準、財力證明基準及其他相關事項。

2 前項招生規定經本部核定後，大專校院應自行訂定外國學生招生簡章，詳列招生方式、入學資格審查程序、招生學系（程）、各學系（程）授課語言、學生應具備之語文能力基準、修業年限、招生名額、申請資格、財力證明基準、學雜費收退費基準、學校獎助學金資訊及其他相關事項。

3 大專校院辦理外國學生招生事務，除宣傳推廣及協助學生辦理來臺相關必要程序外，不得委由校外機構、法人、團體或個人辦理；並應適時確認其是否向外國學生收取不合理之費用、成立借貸關係或其他違反相關法令之情形，必要時得向申請之外國學生查核。

4 大專校院自行或委由校外機構、法人、團體或個人辦理外國學生招生相關事項，不得提供與招生規定、招生簡章或相關規定不一致之資訊。

第 7 條 1 申請入學大專校院之外國學生，應於各校院指定期間，檢附下列文件，逕向各該校院申請入學，經審查或甄試合格者，發給入學許可：

一、入學申請表。

二、學歷證明文件：

（一）大陸地區學歷：應依大陸地區學歷採認辦法規定辦理。

（二）香港或澳門學歷：應依香港澳門學歷檢覈及採認辦法規定辦理。

（三）其他地區學歷：

1. 海外臺灣學校及大陸地區臺商學校之學歷同我國同級學校學歷。

2. 前二目以外之國外地區學歷，應依大學辦理國外學歷採認辦法規定辦理。但設校或分校於大陸地區之外國學校學歷，應經大陸地區公證處公證，並經行政院設立或指定之機構或委託之民間團體驗證。

三、足夠在臺就學之財力證明，或政府、大專校院或民間機構提供全額獎助學金之證明。

四、申請學校所規定之其他文件。

2 各校審核外國學生之入學申請時，對前項第二款至第四款未經我國駐外機構、行

政院設立或指定之機構或委託之民間團體驗證之文件認定有疑義時，得要求經驗證；其業經驗證者，得請求協助查證。

- 3 第一項入學許可應載明外國學生之姓名、就讀學程名稱、學位別、授課語言、入學之學年、學期開始日期、學雜費收退費基準、獎助學金及其他應告知外國學生之相關資訊之中文及英文版本，確認外國學生瞭解來臺就學相關權利義務，並得提供外國學生母國語言版本。

第 7-1 條 外國學生所繳入學證明文件有偽造、假借、塗改等情事，應撤銷錄取資格；已註冊入學者，撤銷其學籍，且不發給任何相關學業證明；如畢業後始發現者，應由學校撤銷其畢業資格並註銷其學位證書。

第 8 條 1 外國學生已在臺完成學士以上學位，繼續申請入學碩士以上學程者，得檢具我國各校院畢業證書及歷年成績證明文件，依第七條規定申請入學，不受第七條第一項第二款規定之限制。

- 2 外國學生在我國就讀外國僑民學校或我國高級中等學校附設之雙語部（班）或私立高級中等學校外國課程部班畢業者，得持該等學校畢業證書及歷年成績證明文件，依第七條規定申請入學，不受第四條第一項及第七條第一項第二款規定之限制。

第 9 條 招收外國學生之大專校院，應即時於本部指定之外國學生資料管理資訊系統，登錄外國學生入學、轉學、休學、退學或變更、喪失學生身分等情事。

第 10 條 外國學生不得申請就讀我國大專校院所辦理回流教育之進修學士班、碩士在職專班及其他僅於夜間、例假日授課之班別。但外國學生在臺已具有合法居留身分者或其就讀之班別屬經本部專案核准之課程者，不在此限。

第 11 條 大專校院、專科學校五年制、高級中等以下學校之外國學生註冊入學時，未逾該學年第一學期修業期間三分之一者，於當學期入學；已逾該學年第一學期修業期間三分之一者，於第二學期或下一學年註冊入學。但各主管教育行政機關另有規定者，不在此限。

第 12 條 1 大學外國學生於我國大學畢業後，經學校核轉本部許可在我國實習者，其外國學生身分最長得延長至畢業後一年。

- 2 外國學生來臺就學後，其於就學期間許可在臺初設戶籍登記、戶籍遷入登記、歸化或回復中華民國國籍者，喪失外國學生身分，應予退學。但入學方式與我國內一般學生相同者，及依國籍法第四條第一項第一款至第三款申請歸化取得中華民國國籍者，不在此限。

- 3 於我國大專校院就讀之外國學生轉學，由各大專校院自行訂定相關規定，並納入招生規定報本部核定。但外國學生經入學學校以操行不及格或因刑事案件經判刑確定致遭退學者，不得轉學進入大專校院就讀。

第 13 條 1 大專校院在不影響正常教學情況下，得與外國學校簽訂教育合作協議，招收外國交換學生；並得準用外國學生入學規定，酌收外國人士為選讀生。

- 2 高級中等以下學校經各主管教育行政機關核准者，得招收外國學生來臺進行一年以下之短期研習。

第 14 條 各級學校因國際學術合作計畫或其他特殊需求成立外國學生專班者，應依各級學校總量發展規模與資源條件相關規定，經該管主管教育行政機關核轉本部核定。

第 15 條 1 本部為獎勵就讀大專校院優秀外國學生，得設置或補助學校設置外國學生獎學金。

- 2 大專校院為鼓勵外國學生來臺就學，得自行提撥經費設置外國學生獎學金、助學金。

第 16 條 1 大專校院應指定專責單位或人員負責辦理外國學生就學申請、輔導、聯繫等事項，並加強安排住宿家庭及輔導外國學生學習我國語文、文化等，以增進外國學生對我國之了解。

- 2 大專校院應於每學年度不定期舉辦外國學生輔導活動或促進校園國際化，有助我

國學生與外國學生交流、互動之活動。

- 第 17 條** 1 專科學校五年制及高級中等以下學校招收外國學生，除依第二十條規定辦理在臺已具有合法居留身分之外國學生申請入學外，應擬訂招收外國學生來臺就學有關計畫，於每年十一月三十日前報該管主管教育行政機關核定後，始得招生。直轄市、縣（市）主管教育行政機關並應於每年十二月三十一日前，將核定招生學校名冊報本部備查。
- 2 前項計畫內容應包括專責外國學生單位之設置、加強我國語文、文化學習課程之規畫及安排外國學生住宿之措施等事項。
第一項學校招收外國學生之國別及名額，必要時得由本部會商內政部及外交部後定之。
- 第 18 條** 1 申請入學專科學校五年制及高級中等以下學校之外國學生，除第二十條另有規定外，應於各校指定期間，檢附下列文件，逕向各校申請入學，經審查或甄試合格者，發給入學許可：
- 一、入學申請表。
- 二、學歷證明文件：
- （一）大陸地區學歷：應依大陸地區學歷採認辦法規定辦理。
- （二）香港及澳門學歷：應依香港澳門學歷檢覈及採認辦法規定辦理。
- （三）其他地區學歷：
1. 海外臺灣學校及大陸地區臺商學校之學歷同我國同級學校學歷。
2. 前二目以外之國外地區學歷，應依本部國外學歷查證認定相關規定辦理。設校或分校於大陸地區之國外學校學歷，應經大陸地區公證處公證，並經行政院設立或指定之機構或委託之民間團體驗證。
- 三、足夠在臺就學之財力證明。
- 四、在臺監護人資格證明文件。
- 五、經駐外機構驗證之父母或其他法定代理人委託在臺監護人之委託書。
- 六、經我國公證人公證之在臺監護人同意書。
- 七、申請學校所規定之其他文件。
- 2 前項第二款學歷證明文件，於申請入學國民小學一年級上學期者，免予檢附。
- 3 第一項第四款至第六款文件，外國學生已成年者，免予檢附。
- 4 各校審核外國學生之入學申請時，對第一項第二款、第三款及第七款未經駐外機構、行政院設立或指定之機構或委託之民間團體驗證之文件認定有疑義時，得要求驗證；其業經驗證者，得請求協助查證。
- 第 19 條** 1 前條所稱在臺監護人，應為在臺設有戶籍之中華民國國民，並提出無犯罪之警察刑事紀錄證明及稅捐機關核發最新年度個人各類所得總額新臺幣九十萬元以上之資料清單。
- 2 符合前項規定者，每人以擔任一位外國學生之在臺監護人為限。但以校長、學校財團法人董事長或董事為監護人者，每人以擔任五位外國學生之在臺監護人為限。
- 第 20 條** 1 在臺已有合法居留身分，申請入學專科學校五年制及高級中等以下學校之外國學生，應檢具下列文件，逕向學校申請，並經甄試核准後註冊入學：
- 一、入學申請表。
- 二、合法居留證件影本。
- 三、學歷證明文件：
- （一）大陸地區學歷：應依大陸地區學歷採認辦法規定辦理。
- （二）香港及澳門學歷：應依香港澳門學歷檢覈及採認辦法規定辦理。
- （三）其他地區學歷：
1. 海外臺灣學校及大陸地區臺商學校之學歷同我國同級學校學歷。
2. 前二目以外之國外地區學歷，應依本部國外學歷查證認定相關規定辦

理。設校或分校於大陸地區之國外學校學歷，應經大陸地區公證處公證，並經行政院設立或指定之機構或委託之民間團體驗證。

- 2 前項第三款學歷證明文件，於申請入學國民小學一年級上學期者，免予檢附。
- 3 各校審核外國學生之入學申請時，對第一項第三款未經駐外機構、行政院設立或指定之機構或委託之民間團體驗證之文件認定有疑義時，得要求驗證；其業經驗證者，得請求協助查證。
- 4 高級中等以下學校應於第一項外國學生註冊入學後，列冊報該管主管教育行政機關備查。
- 5 第一項外國學生如申請高級中等以下學校因招生額滿無法接受入學，得向主管教育行政機關申請輔導至有缺額之學校入學。
- 6 高級中等以下學校得視第一項申請入學學生甄試成績，編入適當年級就讀或隨班附讀；附讀以一年為限，經考試及格者，承認其學籍。

- 第 20-1 條**
- 1 外國學生因該國發生戰亂、重大災害或重大傳染疾病疫情等情事，致該地區之學校無法正常運作，得經我駐外機構、或其本國駐華使領館或授權機構檢齊相關評估資料，經本部會同外交部、內政部移民署等相關機關認定後，其入學高級中等學校、專科學校以專案辦理招生。
 - 2 前項專案就學採外加名額者，以各校招生核定各該學制總名額外加百分之一為原則。

- 第 21 條**
- 1 外國學生就學應繳之費用，依下列規定辦理：
 - 一、依前二條規定入學者、經駐外機構推薦來臺就學之外交部臺灣獎學金受獎學生及具我國永久居留身分者，依就讀學校所定我國學生收費基準辦理。
 - 二、依教育合作協議入學者，依協議規定辦理。
 - 三、前二款以外之外國學生，依其就讀學校所定外國學生收費基準，並不得低於同級私立學校收費基準。
 - 2 本辦法中華民國一百年二月一日修正施行前已入學之學生，該教育階段應繳之費用，仍依原規定辦理。

- 第 22 條**
- 1 外國學生註冊時，新生應檢附已投保自入境當日起至少六個月效期之醫療及傷害保險，在校生應檢附我國全民健康保險等相關保險證明文件。
 - 2 前項保險證明如為國外所核發者，應經駐外機構驗證。

- 第 23 條**
- 外國學生有違反就業服務法之規定經查證屬實者，學校或相關主管機關應即依規定處理。

- 第 24 條**
- 外國學生有休學、退學或變更、喪失學生身分等情事，學校應通報外交部領事事務局及學校所在地之內政部移民署各服務站，並副知本部。

- 第 25 條**
- 1 學校違反本辦法規定者，主管教育行政機關依相關法令規定處理。
 - 2 學校未依第二十三條規定處理者，各該主管教育行政機關並得視情形調整招收外國學生名額。

- 第 26 條**
- 第七條第一項第一款、第十八條第一項第一款及第二十條第一項第一款所定書表格式，由各校定之；第十八條第一項第五款及第六款所定書表格式，由本部定之。

- 第 27-1 條**
- 1 實驗教育機構得依高級中等以下教育階段非學校型態實驗教育實施條例，並準用本辦法規定，招收外國學生來臺就學；其準用本辦法之範圍如下：
 - 一、第二條。
 - 二、第三條。
 - 三、第四條。
 - 四、第十一條。
 - 五、第十三條第二項。
 - 六、第十七條第一項。
 - 七、第十八條。

- 八、第十九條第一項。
- 九、第二十條第一項至第四項。
- 十、第二十二條。
- 十一、第二十三條。
- 十二、第二十五條第一項。
- 十三、前條。

- 2 實驗教育機構擬訂外國學生來臺就學有關計畫之內容，應包括外國學生專責人員之設置等事項。
- 3 實驗教育機構招收外國學生之國別，比照高級中等以下學校招收外國學生之國別規定。
- 4 符合第十九條第一項所定資格者，每人以擔任一位外國學生之在臺監護人為限。但實驗教育機構之負責人或設立實驗教育機構之非營利法人代表，每人以擔任五位外國學生之在臺監護人為限。
- 5 實驗教育機構招收外國學生之收、退費相關規定，應納入高級中等以下教育階段非學校型態實驗教育實施條例第六條第四項第七款收、退費規定。
- 6 外國學生有喪失學生身分、休學、變更或終止短期研習及其他情事，實驗教育機構應通報外交部領事事務局及學校所在地之內政部移民署各服務站，並副知本部、直轄市、縣（市）主管教育行政機關及設籍學校。

第 28 條

- 1 本辦法自中華民國一百零一年八月一日施行。
- 2 本辦法修正條文，除中華民國一百零一年十二月二十四日修正發布之條文，自一百零二年一月一日施行，一百零二年八月二十三日修正發布之條文，自一百零二年九月一日施行外，自發布日施行。

=====法條結束=====

表 1 / Form 1

開南大學外國學生申請入學繳交資料紀錄表

Kainan University Check List for Application Materials

※請用電腦打字 Please fill in this form electronically.

繳交資料紀錄表（申請人務必就已繳交之資料，於註記欄內打勾）

Please check items below that you have submitted.

以下為必繳資料：

The documents below are compulsory.

註記 Check (V)	申請資料 Application Documents	份數 No. of copies
	1.入學申請表並附貼二吋半身脫帽照片【表2】 A completed application form with a two-inch bust bare photo attached 【Form 2】	1
	2.國際專修部入學申請切結書【表3】 Declaration for International Foundation Program 【Form 3】	1
	3.外國學生切結書【表4】 Declaration for International Students 【Form 4】	1
	4.文件驗證補繳切結書【表5】 Affidavit for Presentation of Admission Documents 【Form 5】	1
	5.已驗證之最高學歷或同等學力證明文件影本 One photocopy of the certificate or diploma of the highest degree obtained abroad, or documentation of equivalent academic attainment	1
	6.已驗證之歷年成績單影本 One photocopy of the year-by-year grade transcript issued by the academic institution and verified by a Taiwanese overseas embassy or consulate	1
	7.財力證明或獎學金證明 A copy of the Financial Statement or Proof of Scholarship	1
	8.國籍證明文件或護照影本 Verification of nationality or a copy of passport	1
	9.自傳或讀書計劃：含學習動機、學習期限及未來展望（以中文或英文撰寫） An autobiography or study plan written in Chinese or English, including the purpose, duration, and expectation.	1
	10.未達語言標準自動退學切結書【表6】 Declaration Form for Automatic Withdrawal due to Failure to meet language standards 【Form 6】	

表 2/ Form 2

開南大學外國學生國際專修部入學申請表
Kainan University Application Form of International
Foundation Program

(Please complete this form in Chinese or English block letters)

一、個人基本資料 Personal Data

姓名 Full Name	(中文) In Chinese				此處貼 最近二吋半身 脫帽相片 Photo
	(英文) In English				
性別 Gender	<input type="checkbox"/> 男 Male <input type="checkbox"/> 女 Female	婚姻狀況 Marital Status	<input type="checkbox"/> 已婚 Married <input type="checkbox"/> 未婚 Single	通訊軟體 ID	
出生日期 Date of Birth		出生地點 Place of Birth		<input type="checkbox"/> Facebook : _____ <input type="checkbox"/> Instagram : _____ <input type="checkbox"/> Line : _____ <input type="checkbox"/> WhatsApp : _____ <input type="checkbox"/> WeChat : _____	
護照號碼 Passport No.		國籍 Nationality		城市/省 City/ Province	
電子信箱 Email			行動電話 Cellphone No.		
申請入學時間 Semester Enrollment	<input type="checkbox"/> 秋季班(9月入學) / Fall Intake (September Enrollment) <input type="checkbox"/> 春季班(2月入學) / Spring Intake (February Enrollment)				
推薦人(單位) Recommender	無推薦人則免填 <i>Leave it blank if there's no recommender.</i>				
通訊地址 Mailing Address				住家電話 Tel._	
父親 Father	姓名 Name		出生地點 Place of Birth		
	國籍 Nationality		聯絡電話 Telephone No.		
母親 Mother	姓名 Name		出生地點 Place of Birth		
	國籍 Nationality		聯絡電話 Telephone No.		

二、申請人教育背景 Applicant's Educational Background

最高學歷 Highest Educational Attainment	<input type="checkbox"/> 高中 Highschool <input type="checkbox"/> 大學 College <input type="checkbox"/> 其他 Others	文憑/學位 Diploma/Degree <input type="checkbox"/> 高中文憑 High school diploma <input type="checkbox"/> 大學學位 College degree
校名 School's Name		
學校所在地 School Location (Country)		
就學期間 Duration of Study	入學 Start date：西元 _____年 _____月 _____日 (YYYY/MM/DD) 畢業 Graduation date：西元 _____年 _____月 _____日 (YYYY/MM/DD)	

三、擬申請就讀系(所) Application for a Degree Program

學士班 Bachelor's Degree		選擇 Select (Please pick)
觀光與餐飲旅館學系	Department of Tourism and Hospitality Management	
資訊管理學系	Department of Information Management	
國際物流與運輸管理學系	Department of International Logistics and Transportation Management	
空運管理學系	Department of Air Transportation	

四、語文能力 Language ability

母語 Native language	<input type="checkbox"/> 中文 Chinese <input type="checkbox"/> 英文 English <input type="checkbox"/> 其他 Other _____
語言能力自我評估 Language ability self-evaluation	
英文語言能力自我評估 English language ability self-evaluation <input type="checkbox"/> 優 (Excellent) <input type="checkbox"/> 佳 (Good) <input type="checkbox"/> 尚可 (Average) <input type="checkbox"/> 稍差 (Poor)	
中文語言能力自我評估 Chinese language ability self-evaluation <input type="checkbox"/> 優 (Excellent) <input type="checkbox"/> 佳 (Good) <input type="checkbox"/> 尚可 (Average) <input type="checkbox"/> 稍差 (Poor)	

五、其他 Others

在臺期間各項經費來源 State your plans for financing your education in Taiwan

*若存款證明非申請人本人帳戶所有，另需檢附資助者證明，說明資助者與申請人關係並保證。If the financial statement doesn't belong to the applicant, financial guarantees has to be attached to the application form to describe the relationship between the applicant and the warrantee and make guarantee.

<input type="checkbox"/> 個人儲蓄 () Personal Savings (金額 Amount in US Dollars)
<input type="checkbox"/> 父母支援 () Parent Supports (金額 Amount in US Dollars)
<input type="checkbox"/> 獎助金 () Scholarship (來源及金額 Source & Amount in US Dollars)
<input type="checkbox"/> 其他 () Others (來源及金額 Source & Amount in US Dollars)
健康情形 Health Condition
<input type="checkbox"/> 佳 (Good) <input type="checkbox"/> 尚可 (Average) <input type="checkbox"/> 稍差 (Poor) 如有疾病或缺陷請敘明之 Describe any illnesses or health problems you may have.

六、學生宿舍申請 Application for Dormitory

※※※為安全考量，國際專修部學生一律入住學校宿舍。

學宿 Dormitory	房型 Room Type		費用 (一學年) Dormitory Fee (As an academic year)	選擇 Select (Please tick)
學生宿舍一宿 (雅房) Student Resident Hall 1 (Bedsit)	標準 Standard	四人房 Quad	NT25,500	
		二人房 Double	NT51,000	
	精緻 Exquisite *Equipped with refrigerator	四人房 Quad	NT26,200	
		二人房 Double	NT52,100	
學生宿舍二宿 (套房) Student Resident Hall 2 (Studio)	標準 Standard	四人房 Quad	NT31,500	
		二人房 Double	NT63,000	
	精緻 Exquisite *Equipped with refrigerator	四人房 Quad	NT32,200	
		二人房 Double	NT64,100	

電費另計，每學年預收電費 NT1,500。An amount of NT1,500 will be charge for electricity bill.

注意：宿舍分配依據宿舍現況安排。

NOTICE: The accommodation will be arranged according to the actual dormitory availability.

七、工作經驗 Work experience

是否有工作的經驗 Do you have any work experience? <input type="checkbox"/> 是 yes <input type="checkbox"/> 否 No
--

工作地區/國別 Which country		工作年資 How long	_____Years _____Months
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以上資料業由本人填寫，且經詳細檢查，在此保證其正確無誤。

I have carefully reviewed the above information and hereby attested that all of it is correct.

開南大學於本次招生作業中，授權取得學生之識別類、特徵類、學習經歷類等個人資料作為本校建立名單及招生聯繫之用，並須基於「學生資料管理」之目的，向有意願就讀之錄取學生蒐集與就學相關的資料，以供本校於學生求學期間及地區內的必要利用，例如學籍建立、資料管理、教育行政、住宿安排、必要聯繫等。

During the admission operations, Kainan University (KNU) is authorized to obtain my personal informationsuch as identification, characteristics and learning experiences, for admission only. KNU would use my information to confirm my qualification, establish the student list, arrange school accommodation, offer the scholarship, and contact and accomplish other related purposes during the time of studying at KNU.

申請人簽名 / Applicant's Signature _____

申請日期(MM/DD/YYYY) / Date of Application _____

國際專修部入學申請切結書

Declaration for International Foundation Program

- 一、本人所提供之最高學歷畢業證書為教育部認可、經駐外單位驗證屬實，保證於錄取報到時繳交經駐外單位驗證之外國學校畢業證書正本。(中文或英文翻譯本)

The diploma I provided is recognized by the Ministry of Education and verified by a Taiwanese overseas embassy. Upon registration, a photocopy of the certificate of diploma obtained from a foreign educational institution and verified by a Taiwanese overseas embassy shall be submitted with a notarized translation in either Chinese or English.

- 二、國際專修部申請入學必需於第一年先修華語課程(至少720小時)，華語先修課程期滿後必須通過華語文能力測驗 (TOCFL) A2標準;第二年修課期滿必須通過華語文能力測驗 (TOCFL)B1標準。未於規定時間內通過標準者學校逕行退學處分並通報註銷居留身份，學生須於居留證失效前離境。

Applicants admitted to the International Foundation Program must take at least 720 hours of Chinese courses during the first academic year. Students are required to pass TOCFL A2 level in the first academic year and TOCFL B1 level during the second academic year. Students who fail to pass the TOCFL are subject to withdrawal from the school and will be notified of the cancellation of their residence status. They must depart before the residence permit expires.

- 三、本人未曾因操行、學業成績不及格或因犯刑事案件經判刑確定致遭退學。

I have never been dismissed / withdrawn from any academic programs in any educational institutions due to failure of my conduct, failure of my academic grade, or found guilty of criminal cases.

- 四、本人知悉於就學期間在臺設戶籍登記、戶籍遷入登記、歸化或回復中華民國國籍者，喪失外國學生身分，需經退學處分。

I acknowledge that I will be withdrawn from China University of Technology (CUTE) if my identity of an international student has been lapsed by establishing household registration, moving-in registration, naturalizing or regaining R.O.C. citizenship.

- 五、打工重要規定

Regulations regarding working in Taiwan

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

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

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

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

The international students who work without a valid work permit will be fined between NTD 30,000 and NTD 150,000. They will immediately be ordered to leave Taiwan and will not be permitted to work in Taiwan in the future. If they fail to depart within the specified period, the Ministry of the Interior National Immigration Agency may enforce their departure or hold them in detention until they are deported. (See Paragraphs 1, 3 and 4 of Article 68 of the Employment Service Act.)

3. 如涉在臺非法工作，依本校學生獎懲規定，視情節予以處分。

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

- 六、上述所陳之任一事項，本人同意授權貴校查證，如有不實或不符規定等情事，於入學後經查證屬實者，本人願意接受貴校註銷學籍處分，絕無異議。

I authorize Kainan University to verify the authenticity of all the documents provided hereby. If anything is found to be false after admission, I will accept revocation of my status as a student of Kainan University. The decision made by Kainan University is final and irrevocable.

本人已詳細閱讀並同意上述說明內容，並確認提供正確詳實的個人資訊。

I have read and accept terms and conditions listed above.

申請人簽名 Applicant's signature : _____

日期 Date (MM/DD/YYYY) : _____

外國學生切結書 Declaration for International Students

一、本人保證符合中華民國教育部「外國學生來臺就學辦法」之規定。

I hereby attest that I am qualified to apply for admission as an international student under the “Regulations Regarding International Students Undertaking Studies in Taiwan” of the Ministry of Education, Republic of China (R.O.C.)

二、本人申請資格保證符合以下其中之一(請打 V)：

I hereby attest that I fulfill one of the following conditions (please check):

1. 具外國國籍且未曾具有中華民國國籍，且符合：(1) 未曾以僑生身分在臺就學，(2) 未於申請入學當學年度依僑生回國就學及輔導辦法經海外聯合招生委員會分發。

A person of foreign nationality who has never held the Republic of China (“R.O.C.”) nationality and who must have never previously undertaken studies in Taiwan as an overseas Chinese student nor have accepted a placement by the University Entrance Committee for Overseas Chinese Students in the current academic year of the application according to the “Regulations Regarding Study and Counseling Assistance for Overseas Chinese Students in Taiwan.”

2. 具外國國籍，申請時兼具中華民國國籍者，須具備以下條件：(1) 自始未曾在臺設有戶籍，且最近連續居留大陸、香港及澳門以外之海外地區六年以上，(2) 每曆年在國內停留期間未逾120日，(3) 未曾以僑生身分在臺就學，(4) 未於申請入學當學年度依僑生回國就學及輔導辦法經海外聯合招生委員會分發。

A person of foreign nationality who at the time of their application also holds dual R.O.C. nationality shall have never had a household registration in Taiwan, and have been living abroad (not including Mainland China, Hong Kong and Macau) continuously for more than 6 years and staying in Taiwan for no more than a total of 120 days per calendar year, and who must have never previously undertaken studies in Taiwan as an overseas Chinese student nor have accepted a placement by the University Entrance Committee for Overseas Chinese Students in the current academic year of the application according to the “Regulations Regarding Study and Counseling Assistance for Overseas Chinese Students in Taiwan”

3. 具外國國籍，申請前曾兼具中華民國國籍，於申請時已不具中華民國國籍者，須具備以下條件：(1) 自內政部許可喪失中華民國國籍之日起至申請時已滿八年，且最

近連續居留大陸、香港及澳門以外之海外地區六年以上，(2) 每曆年在國內停留期間未逾120日，(3) 未曾以僑生身分在臺就學，(4) 未於申請入學當學年度依僑生回國就學及輔導辦法經海外聯合招生委員會分發。

A person of foreign nationality who before the time of their application also held dual R.O.C. nationality but no longer does at the time of their application shall have renounced their R.O.C. nationality with the approval of the Ministry of the Interior on a date at least eight full years before making their application, and have been living abroad (excluding Mainland China, Hong Kong and Macau) continuously for more than 6 years and staying in Taiwan for no more than a total of 120 days per calendar year, and who must have never previously undertaken studies in Taiwan as an overseas Chinese student nor have accepted a placement by the University Entrance Committee for Overseas Chinese Students in the current academic year of the application according to the “Regulations Regarding Study and Counseling Assistance for Overseas Chinese Students in Taiwan”

4. 具外國國籍，兼具香港或澳門永久居留資格，且未曾在臺設有戶籍，申請時須於香港、澳門或海外連續居留滿六年以上，每曆年在國內停留期間未逾120日。

An applicant of foreign nationality, who is eligible for permanent residence in Hong Kong or Macao, who has never had a household registration in Taiwan, and who at the time of their application has resided in Hong Kong, Macao, or elsewhere overseas continuously for at least six years, staying in Taiwan for no more than a total of 120 days per calendar year

5. 曾為大陸地區人民具外國國籍，且未曾在臺設有戶籍，申請時已連續居留大陸、香港及澳門以外之海外地區六年以上，每曆年在國內停留期間未逾120日。

A person who was formerly from the Mainland Area and who has foreign nationality and has never had a household registration in Taiwan, and who at the time of their application has been living abroad (excluding Mainland China, Hong Kong and Macau) continuously for more than 6 years, staying in Taiwan for no more than a total of 120 days per calendar year

- ※ 以上所指中華民國國籍係指國籍法第二條規定辦理：有下列各款情形之一者屬中華民國國籍：(1) 出生時父或母為中華民國國民。(2) 出生於父或母死亡後，其父或母死亡時為中華民國國民。(3) 出生於中華民國領域內，父母均無可考，或均無國籍者。(4) 歸化者。

R.O.C. nationality is defined by Article 2 of the Nationality Act: A person who meets one of the following requirements has acquired the nationality of Republic of China: (1) a person whose father or mother was, at the time of his/her birth, a citizen of the Republic of China, (2)

a person born after the death of his/her father or mother who was, at the time of his (her) death, a citizen of the Republic of China, (3) a person born in the territory of the Republic of China and whose parents are both unknown or are stateless, or (4) a naturalized citizen

※ 連續居留海外採計期間之起迄年度非屬完整曆年者，以各該年度之採計期間內在國內停留期間未逾一百二十日予以認定。

If the calculated calendar year is not one complete calendar year, their stay in Taiwan should not exceed 120 days within the calculated calendar year period.

三、本人所提供之最高學歷畢業證書(報名大學部者為高中畢業證書、研究所者為大學或碩士畢業證書)均為教育部認可、經駐外單位驗證屬實，保證於錄取報到時繳交經駐外單位驗證之外國學校畢業證書正本。(中文或英文翻譯本)

The diploma I provided (high school diploma for applying undergraduate program, bachelor's or master's degree diploma for postgraduate program) is recognized by the Ministry of Education and verified by Taiwan's overseas representative office. Upon registration, a photocopy of the certificate of diploma obtained from a foreign educational institution and verified by Taiwan's overseas representative office shall be submitted with a notarized translation in either Chinese or English.

四、本人未曾遭中華民國各大專院校以操行或學業成績不及格、違反法令或校規情節嚴重致遭退學或喪失學籍。如違反此規定並經查證屬實者，本人同意取消入學資格並註銷學籍
I have never been expelled from any university or college in Taiwan under these circumstances (with drop-out records due to failure in conduct grades, academic grades, or in violation of laws or school rules). Should I breach any regulations, I will be denied admission and my student status will be revoked.

五、上述所陳之任一事項同意授權貴校查證，如有不實或不符規定等情事屬實者，本人願意學校註銷學籍處分，絕無異議。

I agree to authorize Kainan University to verify any information provided above. If any of it is found to be false, I have no objection to being deprived of registered student status.

此致 開南大學
Submitted to Kainan University

立書人簽名 Applicant's signature : _____

日期 Date (MM/DD/YYYY) : _____

文件驗證補繳切結書 Affidavit for Presentation of Admission Documents

本人____(請填寫姓名)____申請貴校外國學生申請入學____(請填寫申請系所)____，保證於報到註冊時補交下列文件：

I, _(Full name)_, applying for admission to _ (Name of department/graduate institute) _at KAINAN UNIVERSITY, hereby promise that I will submit the following documents at the time of registration:

經駐外單位驗證之國外最高學歷證件正本一份

An original copy of highest academic credential authenticated by a Taiwan Overseas Representative Office

經駐外單位驗證之歷年成績證明正本一份

An original copy of year-by-year grade transcript authenticated by a Taiwan Overseas Representative Office

若在報到時無法提供繳驗經駐外單位驗證之學歷證明及成績單正本；本人願放棄錄取資格，絕無異議。

*文件為中英文以外之語文，應附經驗證之中文或英文譯本

If I am unable to submit an original copy of highest academic credential and transcript authenticated by a Taiwan Overseas Representative Office at the time of registration, I am willing to give up the admission with no objection.

*If the language is other than Chinese or English, a Chinese or English translation should be attached.

申請人簽名 / Applicant's Signature _____

申請日期/ Date of Application (MM/DD/YYYY) _____