



外國學生及僑生
學習與實習參考手冊

—— 學生版 ——

**Academic and Internship Handbook
for International and Overseas
Chinese Students – Student Version**



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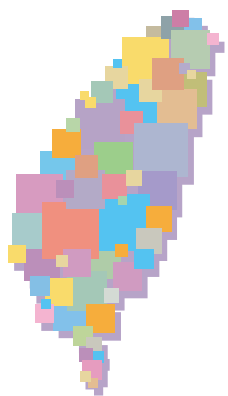
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外國學生及僑生學習與實習參考手冊

Welcome to Taiwan !



序 言

歡迎您來到中華民國臺灣，臺灣風景秀麗、氣候宜人、民風淳樸，校園氣氛活潑、老師親切、學生熱情。您在此就讀，不僅可以學習課堂上的專業知識、參與學校多元化的課外活動，閒暇之餘，也可以深度認識臺灣，了解臺灣文化、品嚐道地小吃、遊覽著名景點。初到臺灣的您，一定會被眼前的情景所深深吸引，相信未來於臺灣就學幾年的學習生活，將會是您一生中難忘的美好回憶。

然而，臺灣風俗民情及法令規章與其他國家有所不同，為了讓您在就學及生活上，若遭遇困擾有所參考，而不至於無所適從，特編製可供您於學習、實習與生活上可能碰到的問題和解決方式的參考手冊。但本手冊資料僅供參考，若有說明未盡事宜，請您洽就讀學校專責單位詢問。

為使同學來臺就讀更為便利，從2016年起，相關措施做了適當調整，於2017年持續放寬與簡化。為鼓勵僑外生來臺就學，教育部設立「臺灣獎學金」、「華語文獎學金」、「新南向培英專案」，以及各校所設置之外國學生、僑生獎助學金；同時開放同學報考部分考試院所舉辦的專技人員考試與技能檢定等。

在臺就學期間，您所就讀學系除課堂課程學習安排外，若您就讀學系有實習課程安排，學系亦會根據相關規定安排實習課程，讓您可了解所學領域之職場工作性質與要求，同時讓理論與實務能互相印證。提醒您，就學期間實習與打工兩者規定是不同的，手冊中有相關注意事項，除避免造成實習或工作權益遭受損害，也列舉打工所須遵循的法律規定。希望這本手冊內容，能讓您來臺就學的過程更為順利、豐碩。

最後，祝福您在臺就讀期間一切平安順利、收穫滿滿！

註：

1. 本手冊適用對象為來臺就讀大專校院一般學系(不含專班)之外國學生、僑生。
2. 本手冊僅供參考，因相關法規可能會修訂，故詳細規定請參閱相關官方網站的辦法與規定。



壹

學習

- 一、註冊
- 二、選課（包括校際選課）
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- 四、課外輔導
- 五、請假
- 六、學術交流
- 七、轉系、轉學
- 八、輔系及雙主修
- 九、休、退學
- 十、在臺升學
- 十一、論文（研究生）
- 十二、畢業

Study

一、註冊

（一）請您依學校錄取通知單規定，如期入境註冊。

外國學生註冊入學時，已逾該學年度第1學期修業期間三分之一者，依學校規定於第2學期或下一學年度註冊入學。

（二）註冊入學時，請您記得依學校錄取通知單說明，準備下列文件交學校審查，並應依學校規定繳交學雜費及有關費用：

1. 其他國籍證明文件或護照影本。
2. 最高學歷證件：
 - (1) 若持臺灣學歷者：最高學歷畢業證書及歷年成績單無須驗證。
 - (2) 若持外國學歷者（不包含香港、澳門或大陸）：最高學歷畢業證書及歷年成績單影本，得由就讀學校得逕向申請人國外畢業學校查證、函請我國駐外館處協助查證，或由申請人辦理驗證。（僑生之外國學歷應經駐外機構驗證或由僑務委員會指定之保薦單位核驗）
 - (3) 若持香港或澳門學歷者，應依『香港或澳門學歷檢覈及採認辦法』規定辦理。
 - (4) 若持大陸地區學歷者，應依『大陸地區學歷採認辦法』；持大陸地區學士學位以上（含）者，另須繳交「學位證（明）書」。
 - (5) 若持同等學歷者，其修業期限得由學校就申請人所持國外學歷當地國學制、修業期間學校行事曆、入出國紀錄及臺灣同級同類學校學制等綜合判斷是否符合大學入學同等學力後予以採認。
3. 健康檢查合格證明：繳交近3個月內由臺灣衛生福利部指定外籍人士體檢國內醫院或國外醫院出具之健康檢查合格證明（居留或定居健康檢查項目表），國外健檢證明須經中華民國駐外館處驗證。
4. 醫療傷害保險證明：
 - (1) 外國學生：新生應檢附已投保自入境當日起至少6個月有效期之醫療及傷害保險，亦可選擇入臺後經就讀學校向臺灣的保險公司加保「境外學生醫療保險」；如為國外所核發者，應經駐外機構驗證。
 - (2) 僑生：新生自抵臺灣註冊之日起，參加6個月僑生傷病醫療保險。

5. 全民健康保險：於臺灣實際取得居留證後居留滿180天後，僅出境1次且未逾30天者，得符合將醫療保險改投全民健康保險。僑生如果持有中華民國身分證者，得依附直系血親尊親屬加保。

(三) 若申請資格不符或所繳交證件資料經查有假借、冒用、偽造、變造或考試舞弊等情事，會被取消相關資格，請務必注意：

1. 於錄取後、註冊前經察覺者：將被撤銷入學許可。
2. 於註冊入學後經察覺者：將被開除學籍、且無任何修業證明文件。
3. 於畢業後被察覺者：將被依法追繳學位證書，並被公告註銷您的畢業資料。

二、選課（包括校際選課）

- (一) 若學校安排選課輔導講習或說明會，建議您主動參加以了解選課方式及課程架構。
- (二) 如果您不熟悉國語文，建議您參加就讀學校所開設國語文學習課程，以順利銜接並強化學習。
- (三) 經系（所）主管同意後，您可於規定期限內完成選課作業，校際選課亦同，並請密切注意各校規定之選課時間，以免錯失選課時間。
- (四) 您可選修學校所規劃輔導考取證照之相關課程，目前報名考試的相關規定，說明如下：
 1. 您可以報考之證照，例如：
 - (1) 考試院所舉辦的專門職業及技術人員考試，如：律師、會計師、專利師、建築師、各科技師、醫師、中醫師、牙醫師、藥師、醫事檢驗師、護理師、助產師、臨床心理師、諮商心理師、呼吸治療師、醫事放射師、營養師、物理治療師、職能治療師、語言治療師、聽力師、牙體技術師、獸醫師、社會工作師、不動產估價師、地政士、不動產經紀人、保險代理人、保險經紀人、保險公證人、記帳士、導遊人員、領隊人員及驗光人員。
 - (2) 行政院勞動部舉辦之各類科「全國技術士技能檢定」。

(3) 國際語言及能力測驗考試，例如財團法人語言訓練中心舉辦之TOEIC、TOEFL、GRE等。

(4) 國際專業證照考試，例如Chartered Financial Analyst（CFA）等。

(5) 臺灣民間舉辦且不具執業法規效用之考試，例如：金融研訓院舉辦之「金融市場常識與道德測驗」、「信託業業務人員信託業務專業測驗」、「銀行內部控制與內部稽核測驗」、「債權委外催收人員專業測驗」、「結構型商品銷售人員資格測驗」、「理財規劃人員專業能力測驗」、「初階授信人員專業能力測驗」、「進階授信人員專業能力測驗」、「金融人員授信擔保品估價專業能力測驗」、「初階外匯人員專業能力測驗」、「外匯交易專業能力測驗」、「金融人員風險管理專業能力測驗」、「中小企業財務人員測驗」等；又如財團法人中華民國證券暨期貨市場發展基金會舉辦之「企業內部控制基本能力測驗」、「資產證券化基本能力測驗」、「債券人員基本能力測驗」等。（細節請洽各考試舉辦單位）

2. 各項考試報名所需資格與證件等條件，依照各項考試公告和簡章的規定辦理。

三、修課、年限及延長問題

(一) 修課，您需注意的事：

1. 應準時上、下課，若有特殊狀況應立即向您所就讀學校外國學生、僑生輔導專責單位尋求協助。
2. 教師於課堂授課時，您可適度提出意見交流，但請注意態度及言詞，避免衝突，互相尊重。
3. 在課程學習上，大部分學校設有預警機制，當您學習狀況未如預期時，會給予您適當的輔導，協助您儘快適應學習；如就讀學校未設預警機制，請您自行留意學習狀況。
4. 對於在校想旁聽的課程，您須事先取得授課老師的同意。
5. 若您為強化課後學習而需於課程中錄音或錄影時，請務必先經過授課老師之同意。

6. 若於課程中與同學發生衝突，切勿擅自私下處理，應通報學校專責單位進行協助。

(二) 修業年限及延長

學士學位之修業期限，以4年為原則。但得視院、系、學位學程之性質延長1年至2年，並得視院、系、學位學程之實際需要另增加實習半年至2年；修讀碩士學位之修業期限為1年至4年；修讀博士學位之修業期限為2年至7年。實際就讀年限或可延長就讀年限，請您查詢就讀學校規定。

四、課外輔導

- (一) 就讀學校將於新生入學舉辦外國學生、僑生說明會，建議您務必注意時間準時出席，會中可了解相關法令、學校及課程介紹等，讓您更快融入校園生活；同時也鼓勵參與導師定期召開之導生聚會，可與導師及同學分享生活與學習心得。
- (二) 若您在校園學習期間，有任何行為不當之情形，經輔導後仍未改善，會依學校學生獎懲規定，情事重大者會被退學處分。

五、請假

若您於學期間因身體不適或重要事件等需要請假，得依據就讀學校學生請假規定，檢具相關證明辦理，若請假時數達到休、退學標準時，則依就讀學校休、退學原則辦理。

六、學術交流

- (一) 您可申請參加在臺學校與其他國外大學、機構辦理之學術交流活動，如遊學、交換學生、雙聯學制及論文發表等。
- (二) 您可視學習需求自由選擇參加校內外學術性活動，如講習會、工作坊、學術會議、學術研討會、論壇及展演活動。
- (三) 出國交流時，請您注意下列事項：

1. **目的國簽證：**若您參加海外研習交流活動時，請記得事先洽詢欲前往國家之駐臺領事館或駐臺代表機構，辦理入出境該國之相關簽證手續。相關的駐臺機構，可至下列網址查詢：<http://www.mofa.gov.tw/Regions/Index/?opno=cecdc3f9-5642-4076-a902-f8276783163d>
2. **居留證效期：**請務必於離境前確認居留證（外國學生、僑生）於入境時仍在有效效期內。如有必要，請提早至移民署服務站辦理居留證延期。

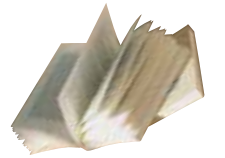


七、轉系、轉學

- (一) **轉系：**如您在學期間對就讀學系不感興趣或適應困難，可依就讀學校之學則規定申請轉系。
- (二) **轉學：**
 1. 您於在臺就學期間可依各校之轉學規定參加轉學考試，惟外國學生經原就讀學校以操行不及格或因刑事案件經判刑確定致遭退學者，不得轉學進入其他大學校院就讀。僑生參加轉學考試不予優待，外國學生轉學由各大學校院自行訂定相關規定納入招生規定報部核定。
 2. 您應於轉學後至移民署服務站辦理資料異動。

八、輔系及雙主修

您在學期間，可依就讀學校規定，提出修讀輔系或雙主修申請。



九、休、退學

- (一) 若您因故須辦理休、退學，移民署會於學校通報您已休、退學後，廢止您的居留證，請您查詢就讀學校相關程序。
- (二) 外國學生就讀學士班退學後，就不能再以外國學生管道申請入學。僑生經輔導回臺就學後，在臺灣停留未滿1年，因故退學或喪失學籍返回僑居地者，得重新申請回臺就學，並以一次為限，但僑生經入學學校以學業或操

行成績不及格、違反校規情節嚴重或因刑事案件經判刑確定，依學生獎懲規定致遭退學或喪失學籍者，不得重新申請回臺就學。

(三) 若您休學後欲辦理復學，請於次學期或次學年開學前，重新申請註冊入學，應備文件如下：

1. 護照正本及影本各1份（護照效期須為6個月以上且有空白頁）。
2. 簽證申請表（「線上填寫申請表專區」填寫，列印產出具有條碼之簽證申請表，並親自簽名確認）。
3. 彩色照片2吋2張、背景須為白色。
4. 註冊相關證明文件之正本及影本各1份。
5. 財力證明，國外文件須翻譯為中文或英文，並經駐外館處驗證。
6. 最近3個月內健康檢查合格證明正本及影本各1份。該文件須由衛生福利部疾病管制署指定之國內體檢醫院出具，或由國外合格醫院出具，國外文件須翻譯為中文或英文，並須經駐外館處驗證。健康檢查項目須符合衛生福利部「居留或定居健康檢查項目表（乙表）」之規定。

十、在臺升學

(一) 您可依以下方式辦理在臺升學：

1. 外國學生：外國學生已在臺完成學士以上學位，如擬就讀碩士以上學程，其入學方式依各校規定辦理，以外國學生申請入學或與本國一般學生參加相同入學管道。
2. 僑生：僑生已在臺完成學士以上學位，入學方式除可檢具相關文件向海外聯招會申請分發碩士以上學程外，亦可與本國一般學生參加相同入學管道。

(二) 依據您所就讀學校學生逕讀博士學位辦法規定，若您修讀學士應屆畢業或修讀碩士學位，修業期間成績優異，並具有研究潛力，符合學校規定標準，可以依學校規定提出申請逕修讀博士學位。

(三) 若您獲錄取於臺灣繼續升學，於註冊入學後，至內政部移民署網站申請居留延長（<https://coa.immigration.gov.tw/coa-frontend/>）。

十一、論文（研究生）

- (一) 碩士生：**您必須完成碩士學位應修課程後提出論文，經由學位考試委員會考試通過，即可獲頒碩士學位。
- (二) 博士生：**您必須修習博士學位各項課程，更需通過博士候選人資格審查後，提出論文，經由學位考試委員會考試通過，方能獲頒博士學位。

十二、畢業

(一) 當您於畢業時，請依下述說明辦理離境事宜：

外國學生及僑生畢業離境的規定，移民署會以學校通報您畢業後，廢止您的居留證，通常畢業時間在6月，實際完成通報作業約在7~9月，故您須在居留證之廢止前離境。

(二) 外國學生、僑生於居留期限屆滿前（以您畢業後學校完成通報作業開始起算）得向移民署申請延期。自原居留效期屆滿(畢業證書所記載之畢業年月)之翌日起延期6個月；延期屆滿前，有必要者，得再申請延長1次，總延長居留期間最長為1年。



貳

實習

- 一、實習課程
- 二、實習合約
- 三、實習保險
- 四、實習輔導與考核
- 五、實習爭議協商處理、申訴
- 六、緊急意外事故
- 七、實習與打工之差異
- 八、諮詢、申訴管道

Internship

一、實習課程

(一) **實習目標**：為使您提早體驗職場，建立正確工作態度，並增加就業機會，減少企業職前訓練成本，儲值就業人才，可以了解未來工作場域並培養職場工作態度，學習專業技能及管理實務，實現學用合一。同時透過校外實習培養專業能力，讓理論與實務接軌，提升畢業後的就業能力。但請您要注意哦，通常實習課程在大一不會開設，最常開設在3、4年級，且為本地生、外國學生、僑生、港澳生、陸生全部適用，不會只針對外國學生或僑生開設。

(二) **實習機構評估及選定機制**：學校實施校外實習時，會針對校外實習合作機構建立評估與選定機制，以學生的實習權益保障及實習學習專業性為評估重點，並確保校外實習機構具備足夠訓練與指導人力及健全之設施、設備。

(三) **學校亦會針對辦理校外實習課程應設置校級及院、系、所、學位學程、科級學生校外實習委員會，辦理實習相關事項。**

1. **校級學生校外實習委員會**：成員包括辦理校外實習業務人員、合作機構代表、學生代表、校外法律學者專家；其任務如下：

- (1) 督導合作機構之評估及選定。
- (2) 檢核及確認書面契約。
- (3) 評估全校實習成效及督導學生申訴、爭議及意外事件之處理。
- (4) 督導學生實習期滿前終止實習之處理。
- (5) 督導與合作機構訂定學生個別實習計畫。
- (6) 督導實習輔導訪視之落實。
- (7) 其他學生權益保障相關事項。



2. 院、系、所、學位學程、科級學生校外實習委員會之組成，由您所就讀學校定之；其任務如下：

- (1) 整體規劃及推動校外實習課程。
- (2) 確認合作機構之評估結果及選定。
- (3) 擬訂書面契約及學生個別實習計畫。
- (4) 協調、處理學生申訴、爭議及意外事件。
- (5) 處理學生實習期滿前之終止實習。
- (6) 追蹤處理及檢討學生實習輔導訪視結果。
- (7) 其他學生權益保障相關事項。



二、實習合約

「專科以上學校產學合作實施辦法」規範學校辦理校外實習，學校必須與實習合作機構簽訂校外實習合作契約書，且會於契約中明定下列事項，以保障您的實習權益：

- (一) 實習機構提供學生相關操作訓練，並配合學系指派之專責教師提供諮詢輔導。
- (二) 實習機構負責學生於實習前之安全講習、實習場所安全防護設備配置與相關安全措施之規劃。
- (三) 應為實習學生投保相關保險。
- (四) 合作機構與實習學生爭議協商處理方式。
- (五) 中途終止實習之轉介、輔導措施。

學校辦理校外實習前，會以學校為主體與實習機構簽訂合作契約書，並要求實習機構確實依契約執行，以完善對實習學生之權益保障。實習合約內容會包含實習時間（校外實習時數）、合約期限、實習項目、實習津貼（或獎助學金）、膳宿及保險、實習學生輔導內容及實習考核等項目。



三、實習保險

學系規劃校外實習課程及尋求實習合作機構時，針對實習機構所能提供之實習環境與條件，會以專業學習為核心妥善規劃實習課程學習內涵，請您別擔心。為強化您校外實習之保障，實習期間除了學生平安保險外，學校或實習機構會協助為每位實習學生投保相關意外傷害保險。投保期間依校外實習課程分為 12 個期程（1~12 個月），投保費率採各職業類別固定費率，學校不同科系學生於相關保險期間，可以相同保費享有「傷害保險 2,000,000 元」及「傷害醫療險限額 50,000 元（含門診實支實付及住院日額給付）」之保障。

上述保險相關規範會於實習契約內容中載明，並讓實習學生了解保險內容。學系會於實習前透過各種宣導形式，加強學生實習權益意識以維護自身應有之權益。

四、實習輔導與考核

參與實習前、實習過程中及實習結束後，您所讀學系會提供您適當輔導與注意事項及評分規定，一定要了解哦！

(一) 實習前輔導事項：

學系安排您前往校外實習前會安排各項輔導訓練課程或講座，並針對實習合約內容及學生實習權益進行說明。

1. 實習前講習：透過實習前講習讓您在校外實習前，建立正確的職場工作態度、性別平等意識、職業安全衛生觀念與勞動權益知識，進而強化您在校外實習前的調適與準備。
2. 實習機構說明會：學系於辦理實習前會參酌實習機構之意願邀請舉辦說明會，介紹機構主要產品與服務內容、公司福利與薪資水準、人才培育與實習訓練計畫等，供實習學生參考。





(二) 實習中輔導事項：

1. 實習機構對實習學生之培訓與輔導

學系將請實習機構安排具相關專長之人員擔任實習學生之實習機構輔導教師，且由學系輔導教師、實習機構輔導教師及學生共同擬定「實習計畫」，並要求實習機構依學生個別實習計畫提供專業實務訓練。

您實習的業界輔導教師主要任務為在實習過程中指導您的實務訓練，並配合學系輔導教師共同定期了解您在實習中的學習狀況及表現，且會指導您撰寫實習報告與評核您的實習表現。

2. 學系輔導教師實地訪視與輔導

實習期間學系輔導教師將與實習機構輔導教師保持密切聯繫，以了解您在實習過程中的學習情況，並定期赴實習機構訪視您，以實地明瞭與協助您的學習狀況及遭遇的困難，並同時指導您撰寫實習報告與評核您的實習表現等。學系將視實習課程內容需求設計實地訪視紀錄表單，並要求學系輔導教師將每次訪視結果及您的實習狀況如實紀錄與存查。

3. 不適應之輔導與轉換實習機構

若您在實習中有不適應的情形，無論是由您或實習機構反映，學系皆將於第一時間請學系輔導教師與您聯繫及輔導，學系輔導教師會持續追蹤您的適應狀況或其他權益受損改善情形，若經訪視輔導後，您仍未能適應實習環境或實習機構的異常情形未改善，學系輔導教師將會協助您申請終止實習或轉換其他實習機構，並經校定程序審核通過後，由學系協助轉換至新實習機構繼續完成實習課程。

實習成績考核：校外實習成績應由實習機構與校內負責實習課程之教師共同評核。其評核方式包括實習報告之內容完整性及學生實際參與實務作業之時數及勤惰，以計算實習成績，經評核成績合格者給予學分。實習期間實習機構及系所會不定期協調檢討實習各項措施及評核方式，期使實習內容更臻完善。



五、實習爭議協商處理、申訴

若您與實習機構產生爭議，應即時向學系輔導教師反映，由學系輔導教師與實習機構共同商議爭議改善方案，如未獲改善，可利用學校校外實習委員會或學校學生申訴機制提出申訴。學校受理單位應立即啟動爭議協商與處理機制，並儘速召開會議進行討論。學校會邀請爭議事件當事人（您）及當事人所屬實習機構代表出席，並具體陳述相關事實，以利進行客觀之評斷及決議。若涉及勞資權益之糾紛，會考慮邀請勞動法律專家學者協助釋疑。會後會將會議決議或結果作成紀錄，並將會議決議通知申訴當事人（您）及當事人所屬實習機構，要求實習機構或您依據決議進行調整及改善，若有任一方不同意決議結果，則學系應啟動實習轉換機制，並安排您轉換實習機構。若明確違反實習合約或勞動相關法規之規定，學校會主動提供您法律諮詢，協助您向地方勞動主管機關提請協調或申訴，並依法採取相關法律途徑及訴訟，以確保您的實習權益。



六、緊急意外事故

學校會成立緊急意外事故通報管道與建立處理機制，並於實習前向您宣導。若您於實習過程中有發生緊急意外事故之情事，由您、其他同學或實習機構輔導教師即時向學系輔導教師通報狀況，後續由雙方共同協助處理，並將處理情形通報學校實習業務單位存查，學校實習業務單位應積極掌握您的情形，並協助您請領保險理賠。

七、實習與打工之差異

(一) 實習：

校外實習課程係為學校正式課程之一，與一般未透過專業性安排及規劃之計時打工性質是不同的，如為學校規劃之校外實習課程且未有課程學習活動以外之勞務提供或工作事實者，是不須申請工作證的。實習是由學校針對您未來就業、職涯發展所需技能進行校外實習相關規劃，安排校外實習機構指派專人擔任實習機構輔導教師，參與課程規劃、設計與校外實習實務之指導。

(二) 打工：

- 外國學生、僑生如有打工需求，不論有無報酬及工作類別，均必須先申請並取得工作許可證後，才能前往打工，如您是進入適用「勞動基準法」的公民營事業單位打工，其各項勞動條件，如工資、工作時間、休息、休假、請假及職業災害補償，皆依勞動基準法辦理。其他未適用勞動基準法之單位，則建請與雇主在勞動契約中事先約定。
- 工作證申請應備文件：
 - (1) 有效護照。
 - (2) 審查費之郵政劃撥單收據（每人新臺幣100元整），申請人請至郵局劃撥，戶名：勞動部勞動力發展署聘僱許可收費專戶，劃撥帳號：19058848。
- 工作證申請流程：（目前已採全面線上申請－勞動部勞動力發展署外國專業人員工作許可申辦網<https://ezwp.wda.gov.tw>）
 - (1) 點擊「僑外生工讀申請」。
 - (2) 導至學生帳號申請登入頁。
 - (3) 點選【申請帳號】。
 - (4) 導至申請帳號頁面，輸入個人基本資料，並輸入下方之驗證碼，再點選【確定】即可送出帳號申請。



- (5) 登入網站後，可透過「案件管理>學生案件管理」頁面進行案件之新增。
- (6) 點擊【新增申請案件】會導至新增頁。
- (7) 輸入相關申請書資料。
- (8) 預先至郵局繳費後，將「交易日期」、「交易局號」及「郵政劃撥收據編號」輸入審查費相關欄位；若採ATM繳費，請於點擊【送學校審核並取得繳費序號】取得繳費序號後盡速至ATM繳費。
- (9) 點選「上傳檔案」頁籤，上傳相關應備文件檔案。
- (10) 點選【送學校審核】進行案件審核。

另外，要請您注意哦，其他相關規定如下：

1. 外國學生、僑生工讀規定
 - (1) 外國留學生，應符合外國學生來臺就學辦法規定之外國學生身分。
 - (2) 僑生，應符合僑生回國就學及輔導辦法規定之學生。
 - (3) 依據「雇主聘僱外國人許可及管理辦法」規定，來臺就讀正式學制之外國留學生及僑生，入學後應先向勞動部申請工作許可。
 - (4) 工作許可期間最長時間為6個月。
 - (5) 於上學期申請者，工作許可證之期限至次學期3月31日止；於下學期申請者工作許可證期限至同年的9月30日。
 - (6) 學生因休學、退學者，若工作許可證仍在有效期限內，亦屬失效，應將工作許可證繳回學校輔導單位。



- (7) 就業服務法第43條規定，除本法另有規定外，外國人未經雇主申請許可，不得在中華民國境內工作。
- (8) 就業服務法第50條規定，雇主聘僱就讀於公立或已立案私立大專校院之外國留學生，或就讀於公立或已立案私立高級中等以上學校之僑生及其他華裔學生從事工作，得不受第46條第1項規定之限制；其工作時間除寒暑假外，每星期最長為20小時。
- (9) 外國學生、僑生如涉在臺非法工作，依就業服務法第68條第1項、第3項及第4項規定，應處新臺幣30,000元以上150,000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。

2. 雇主聘僱外籍學生規定

- (1) 就業服務法第44條規定，任何人不得非法容留外國人從事工作。
- (2) 就業服務法第57條第1款規定，雇主聘僱外國人不得有聘僱未經許可、許可失效或他人所申請聘僱之外國人等情事。
- (3) 雇主如有非法容留或聘僱外國學生、僑生從事工作，依就業服務法第63條規定，應處新臺幣150,000元以上750,000元以下罰鍰；5年內再違反者，處3年以下有期徒刑、拘役或科或併科新臺幣1,200,000元以下罰金。另依就業服務法第54條第1項第14款及第72條第2款規定，應不予核發雇主招募許可、聘僱許可或展延聘僱許可，或廢止雇主之招募許可及聘僱許可之一部或全部。

3. 仲介管理規定

- (1) 就業服務法第45條規定，任何人不得媒介外國人非法為他人工作。



- (2) 任何人如有非法媒介外國學生、僑生從事工作，依就業服務法第64條規定，應處新臺幣100,000元以上500,000元以下罰鍰；5年內再違反者，處1年以下有期徒刑、拘役或科或併科新臺幣600,000元以下罰金；意圖營利而違反第45條規定者，處3年以下有期徒刑、拘役或科或併科新臺幣1,200,000元以下罰金；法人之代表人、法人或自然人之代理人、受僱人或其他從業人員，因執行業務違反第45條規定者，除依前2項規定處罰其行為為人外，對該法人或自然人亦科處各該項之罰鍰或罰金。
- (3) 就業服務法第69條第1款規定，私立就業服務機構違反第45條規定者，由主管機關處1年以下停業處分。

八、諮詢、申訴管道

您可先透過學校管道反映欲申訴之內容，如未獲滿意的解決方式，則再向全國大專校院境外生諮詢服務平臺反映。專屬網頁及意見信箱（www.nisa.moe.gov.tw）；服務專線電話（0800-789-007）。



參

生活資訊

- 一、住宿
- 二、校園生活
- 三、心理諮商
- 四、金融服務（開戶、信用卡、領錢、匯款、兌換現鈔）
- 五、手機門號申請
- 六、日常外出
- 七、獎助學金
- 八、社團活動
- 九、校外活動
- 十、取得駕駛執照
- 十一、常用網站
- 十二、關於風俗禮儀

Information

一、住宿

為了您就學期間的安全，就讀學校會優先提供新生學生宿舍，或協助尋找適當校外住所租賃。請您依學校規定繳交住宿費用，並遵守宿舍管理及生活公約，以便愉快地融入群體生活。

同時，為了您的安全，請您務必定期更新校外住所的聯絡資訊，以利學校可以及時聯絡到您，讓您的家長在遙遠的家鄉，也能夠安心放心。

二、校園生活

您期待多采多姿的校園生活嗎？各校為了解您在臺生活適應與否，將定期舉辦外國學生、僑生聚會，並提供各項生活相關資訊，請多加利用！

三、心理諮商

當您有諮商需求時，可至學校諮商輔導單位進行晤談，並填寫晤談同意書，學校會對於晤談內容予以保密，非經您的同意，學校不會公開您的個案紀錄表，請放心進行諮商。

四、金融服務（開戶、信用卡、領錢、匯款、兌換現鈔）

「金錢雖非萬能，但no money卻是萬萬不能」，不過，當然現金也不能帶太多！目前臺灣對於攜帶現金入出境的規定如下，更多入出境行李資訊，您可以至財政部台北關稅局網頁（<http://taipei.customs.gov.tw/>）「常用問答」下之「旅客行李通關」查詢：

1. 外幣現鈔超逾等值美金10,000元時，應向海關申報。如未申報，其超逾限額的外幣，依法沒收。
2. 新臺幣以60,000元為限。超過限額時，應在入出境前事先向臺灣中央銀行申請核准，持證向海關申報。



為了讓同學能儘速將現鈔存入金融機構，以及處理申辦手機等作業，您可以選擇學校推薦的金融機構來開立您的帳戶；如果您未滿20歲，建議您優先選在郵局開立帳戶，以省去「法定代理人同意書」的程序。重要的金融服務說明如下：

(一) 開戶

Step1：確認辦理存款帳戶各項文件：

一般金融機構開戶，所需證件如下；如有相關疑問，請洽就讀學校專責單位及開戶之金融機構：

(1) 法定代理人同意書：來臺之前，請學校提供合作銀行之「法定代理人同意書」，請家長簽名，並依臺灣行政院金融監督管理委員會的要求，必先經過駐外館（處）驗證或在臺監護人簽屬之同意。

中華郵政股份有限公司不需「法定代理人同意書」，就可以開戶，比較方便，可以多加利用。

(2) 由就讀學校出具之在學證明。

(3) 居留證。

(4) 印章。

(5) 第二輔助證件（健保卡、護照、駕照或學生證）。

(6) 統一證號。

Step2：攜帶所需文件至在地郵局或銀行辦理開設存款帳戶。

Step3：於開戶時同時申辦VISA金融卡，除ATM存款、提款並於臺灣匯款外，更可於帳戶餘額內刷卡消費，代替信用卡功能。

(二) 信用卡：在臺申請信用卡正卡，需要有薪資證明，無薪資的學生，不論國籍，均無法申請信用卡正卡。建議您可以申辦VISA金融卡，刷卡消費金額直接從帳戶中扣除，不需煩惱每月繳交卡費問題。

(三) 哪裡領錢：可持臺灣金融機構核發之金融卡，至該機構ATM提領現金不需手續費，至他行ATM需新臺幣5元手續費；部分金融卡提供免手續費服務，詳情請洽您的金融服務機構。

(四) 匯款：您應攜帶護照或居留證，至銀行辦理匯款。各銀行得按照各銀行在營業場所公布或規定的收費標準，收取相關手續費及郵電費。

(五) 兌換現鈔：若您在臺持有外幣，需要兌換成新臺幣，可至指定銀行、郵局兌換。

(六) 注意事項：外國學生、僑生在臺灣目前還不能從事學雜費貸款，信用貸款須依照各金融機構相關規定辦理。

五、手機門號申請

依國家通訊傳播委員會「申購行動電話預付卡門號辦法」，每一個「身分證號」在同一電信業者只能申辦一個門號，即所謂的「一證一號」；另外，申辦手機時必須以雙份證件辦理，即所謂「雙證查核」。同學若辦理手機門號，除可先向各電信公司服務中心或特約門市洽詢外，如有需要，可向各校外國學生、僑生專責單位請求協助。

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：

(一) 年滿20歲：

1. 第一證件（有效期限須大於3個月）：護照。
2. 第二證件（有效期限須大於3個月）：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）
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。
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。

(二) 未滿20歲：

1. 第一證件、第二證件、就學證明規定同上。
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。
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。

六、日常外出

外出遊玩要切記隨身攜帶學生證（可享許多消費優惠折扣）或身分證明文件並妥善保管，熟記或輸入您所就讀學校緊急協助電話，如遇特殊狀況時可提供適時幫助。若需搭乘大眾交通工具，需事先掌握各項交通資訊並遵守交通規則，以保障人身安全。

七、獎助學金

(一) 外國學生可以申請「臺灣獎學金」：

1. 中華民國教育部為鼓勵優秀外國學生來臺攻讀學位，藉此認識臺灣教育學術環境、增進我國與世界各國之交流、了解及友誼，提供每名受獎生待遇如下：

- (1) 學費及雜費（包括學分費及學雜費基數）：受獎生學費及雜費每學期於新臺幣40,000元以內，由教育部核實補助，超過新臺幣40,000元者，不足部分由受獎生自行繳交就讀學校；雜費不包括代收代辦費、論文指導費、保險、住宿及網路使用費等相關費用，由受獎生自行負擔。
- (2) 生活補助費：本部補助大學生每月新臺幣15,000元；碩士及博士生每月新臺幣20,000元。

2. 獎學金期限如下：

- (1) 各級學位最長受獎期限，大學部四年、碩士班二年、博士班四年。但每名受獎生受領本獎學金總期限累計不得超過五年。
- (2) 獎學金年度受獎期間，自每年9月1日起至次年8月31日止。受獎生應按時抵校註冊，未能於規定期限來臺就學者，視同放棄受獎資格，不得保留至下年度。但經相關學校及教育部事先核准延期來臺就學者，不在此限。
- (3) 生活補助費核給期限，自受獎生實際就學當月起至受獎期限屆滿、畢業、休學、退學或獎學金受廢止月止。

3. 申請資格如下：

- (1) 具高級中等以上學校畢業學歷，學業成績優良，品行端正之外國籍人士。
- (2) 有下列情形之一者，不得申請：
 - A. 具僑生身分或中華民國國籍。
 - B. 已保留國內大專校院學籍或已在臺註冊入學就讀國內大專校院者。但申請下一階段學位獎學金之應屆畢業生，不在此限。
 - C. 曾在臺就讀擬申請之同一級學位課程。
 - D. 在臺就學期間為我各大專校院依據與外國學校簽訂學術合作協議所招收之交換學生或雙（聯）學位生。
 - E. 受領本計畫各級學位課程獎學金總期限超過五年。
 - F. 曾被撤銷本獎學金或註銷教育部華語文獎學金。
 - G. 在臺就學期間同時受領我政府機關（構）或學校所設置之獎補助金；其不包括由就讀學校配合本獎學金執行計畫，於超過教育部補助學雜費上限金額時，所提供受獎生學雜費優惠。
- (3) 您應於各校規定申請期限內，自行向大專校院申請入學。

(二) 僑生可申請「清寒僑生助學金」、「獎勵海外優秀僑生回國就讀大專校院獎學金」及「補助大專校院設置研究所優秀僑生獎學金」：

1. 清寒僑生助學金

- (1) 為協助高級中等以上學校家境清寒努力向學之僑生如期完成學業，若您符合下列資格條件者，得申請補助：
 - A. 依僑生回國就學及輔導辦法來臺就學之僑生。
 - B. 參酌下列情形認定為清寒：
 - (A) 依僑生所提供正式之海外財力證明或清寒證明。必要時，得由學校逕函請僑務委員會查證。
 - (B) 僑生在臺生活情形。
 - C. 僑生就讀二年級以上者，其前一學年之全學年學業成績平均及

格，且於大學校院未受申誡以上或於高級中等學校未受小過以上之懲處。

(2) 已依其他規定領取政府提供之學雜費補助、減免或助學金者，不得重複申請清寒僑生助學金。

2. 獎勵海外優秀僑生回國就讀大學校院獎學金

(1) 依教育部獎勵海外優秀僑生回國就讀大學校院獎學金核發要點，本獎學金資格條件：

A. 優秀僑生獎學金：須符合下列條件之一：

(A) 每學年度經海外聯招會聯合分發管道，錄取分發大學各梯次各類組分發總成績前五名，且成績排名為該類組前百分之一者。

(B) 曾代表僑居國獲得國際數學、物理、化學、生物、地球科學與資訊奧林匹亞競賽金牌獎、銀牌獎、銅牌獎，或獲得美國國際科技展覽會大會一等獎、二等獎、三等獎、四等獎，經海外聯招會錄取分發大學者。

B. 菁英僑生獎學金：已符合優秀僑生獎學金資格者再符合下列條件之一：

(A) 就讀各國優質（享有聲譽）之高中且成績達最高（優）之等第並由教育部遴選通過者。

(B) 馬國獨中統考成績達5個A1者。

(C) 代表僑居國參加國際數理學科奧林匹亞競賽或國際科展獲獎且經各校（3校系）優先錄取者。

(2) 支給金額或待遇：

A. 優秀僑生獎學金：第1學年初領者，每月12,500元，第2學年以後符合續領資格者，每月10,000元。

B. 菁英僑生獎學金：第1學年初領者及第2學年度以後符合續領資格者，每月均為25,000元。

3. 補助大學校院設置研究所優秀僑生獎學金

(1) 依教育部補助大學校院設置研究所優秀僑生獎學金作業要點，大學校院招收研究所僑生人數五人以上者，得於每年10月31日及3月31日前，將當學年第一（或第二）學期修讀學位之研究所僑生人數，送教育部核配優秀僑生獎學金補助款。

(2) 支給金額或待遇：大學校院應自行訂定核給研究所優秀僑生獎學金相關規定，擇優核獎。受獎待遇，以每生每月不低於新臺幣10,000元為原則。

八、社團活動

(一) 社團參與

1. 您於完成該學期註冊取得學籍後，可依各校社團相關規定參與校內各性質社團。
2. 您參與社團活動須遵守校規及各式社團輔導規定。

(二) 社團成立

1. 您可自由籌組社團，並依據各校訂定之社團成立辦法與作業流程提出社團成立申請，經資料審核依各校規定之相關程序辦理完成後，得正式成立社團。
2. 您提出成立社團時，應檢視欲成立之社團性質與社團宗旨是否符合相關法令、宜於校內發展。
3. 您於社團成立後，可依據各校課外活動經費補助辦法申請活動經費補助，以辦理正當活動連繫社員情感。



九、校外活動

「戶外活動趣味多，安全至上樂悠遊」臺灣是美麗的寶島，校外活動更是五花八門，同學參與各項校外活動，請謹記下列事宜：



- (一) 外出時，應隨身攜帶身分證明文件（如學生證、居留證或護照）；遇衝突或緊急危難時，應立即與學校聯繫，以提供協助。
- (二) 不涉足不正當場所。
- (三) 建議避免參加相關政治活動（如選舉造勢場合、電視政論性節目或收取報酬之活動等）。平時應避免在公開場合、或利用網路、媒體等，散發可能影響社會安定、族群和諧或兩岸主權之挑釁話題。尤其在臺灣各項選舉敏感期間，除觀選外，應避免參與助選或對個別政黨、政見等對外發表引起爭議之言論，以維護自身安全。
- (四) 臺灣有許多景點值得去玩，觀光客常常參觀的熱門景點如下列：
1. 北臺灣：淡水紅毛城、淡水老街、士林夜市、九份金瓜石、陽明山
 2. 中臺灣：日月潭、溪頭、杉林溪
 3. 南臺灣：阿里山、安平古堡、西子灣、墾丁
 4. 東臺灣：太魯閣、三仙臺、知本溫泉
 5. 離島地區：澎湖、金門、馬祖、綠島、小琉球
- 上述景點可以至相關旅遊網站查詢。
- (五) 建議遊玩方式：可以從南至北或從西到東各景點旅行，利用大眾交通運輸工具，最方便也最環保。
- (六) 大眾運輸工具相關網址如下：
1. 臺灣高鐵：<http://www.thsrc.com.tw/>
 2. 臺灣鐵路：<http://www.railway.gov.tw/tw/>
 3. 臺北捷運：http://www.trtc.com.tw/MP_122031.html
 4. 高雄捷運：<http://www.krtco.com.tw/>
 5. 台灣好行：<https://www.taiwantrip.com.tw/>
 6. 相關長途客運資訊，可參考下列資訊或其他網站：
 - 國光客運：<http://www.kingbus.com.tw/time&price.php>
 - 統聯客運：<http://www.ubus.com.tw/>
 - 和欣客運：<http://www.ebus.com.tw/>
 - 阿羅哈客運：<http://www.aloha168.com.tw/main1.htm#>
 - 建明客運飛狗巴士：<http://www.freego.com.tw/>



十、取得駕駛執照

您需要以汽、機車代步嗎？那您絕對不能缺少這張「駕駛執照」，在此提供您報考駕照所需注意之各項事宜，亦可向各校生活輔導組洽詢。以下3種情況，分別說明：

- (一) 若您持有「平等互惠國家或地區之駕照」，得免考換發同等車類之普通駕駛執照。
- (二) 若您持有「平等互惠國家或地區之國際駕照」，須至各公路監理機關辦理簽證，國際駕照簽證最長為1年。
- (三) 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：
1. 申辦資格：須年滿18歲。
 2. 應備文件：
 - (1) 經許可停留或居留6個月以上之證明（件）（例如：居留證）。
 - (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。
 - (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（報考普通小型車駕照需照片3張），並不得使用合成照片。
 - (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。
 3. 費用：
 - (1) 普通小型車駕照報名費450元＋駕照工本費200元
 - (2) 普通重型機車駕照報名費250元＋駕照工本費200元
 - (3) 普通輕型機車駕照報名費250元＋駕照工本費200元
 4. 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。
 5. 注意事項：
 - (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。

- (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。
- (3) 報考輕型機車駕照需路考。
- (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。
- (5) 合格體檢表及筆試成績1年內有效。
- (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。
- (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。
- (8) 平等互惠國家名單，請參見公路總局網站（<http://www.thb.gov.tw/tm/wcf.aspx>）> 監理服務 > 「主要國家（地區）對我國國際、國內駕駛執照態度一覽表」。
- (9) 若有諮詢相關公路監理實務作業規定需要，可逕洽各公路監理機關，其聯絡電話及位址如下：

各地監理機關	聯絡電話	地址
臺北市區監理所	02-27630155	臺北市松山區八德路4段21號
臺北區監理所	02-26884366	新北市樹林區中正路248巷7號
板橋監理站	02-22227835	新北市中和區中山路三段116號
蘆洲監理站	02-22886883	新北市蘆洲區中山二路163號
士林監理站	02-27630155	臺北市士林區承德路五段80號
基隆監理站	02-24515311	基隆市七堵區實踐路296號
宜蘭監理站	03-9658461	宜蘭縣五結鄉中正路二段9號
花蓮監理站	03-8523166	花蓮縣吉安鄉中正路二段152號
玉里監理分站	03-8883161	花蓮縣玉里鎮中華路427號
新竹區監理所	03-5892051	新竹縣新埔鎮文德路三段58號
新竹市監理站	03-5327101	新竹市自由路10號
桃園監理站	03-3664222	桃園市桃園區介壽路416號
中壢監理站	03-4253990	桃園市中壢區延平路394號
苗栗監理站	037-331806	苗栗縣苗栗市福麗里福麗路98號

各地監理機關	聯絡電話	地址
臺中區監理所	04-26912011	臺中市大肚區瑞井里遊園路一段2號
臺中市監理站	04-22341103	臺中市北屯路77號
豐原監理站	04-25274229	臺中市豐原區豐東路120號
彰化監理站	04-7867161	彰化縣花壇鄉中山路二段457號
南投監理站	049-2350923	南投縣南投市中興路201號
埔里監理分站	049-2980404	南投縣埔里鎮水頭路68號
嘉義區監理所	05-3623939	嘉義縣朴子市朴子七路29號
嘉義市監理站	05-2770150	嘉義市東區保建街89號
雲林監理站	05-5335892	雲林縣斗六市雲林路二段411號
東勢監理分站	05-6991100	雲林縣東勢鄉新坤村新坤路333號
麻豆監理站	06-5723181	臺南市麻豆區新生北路551號
新營監理站	06-6352845	臺南市新營區大同路55號
臺南監理站	06-2696678	臺南市崇德路1號
澎湖監理站	06-9211167	澎湖縣馬公市光華里121號
高雄市區監理所	07-3613161	高雄市楠梓區德民路71號
苓雅監理站	07-2257812	高雄市苓雅區安康路22號
高雄區監理所	07-7711101	高雄市鳳山區武營路361號
旗山監理站	07-6613711	高雄市旗山區旗文路123-1號
屏東監理站	08-7666733	屏東縣屏東市忠孝路222號
恆春監理分站	08-8892014	屏東縣恆春鎮草埔路11號
臺東監理站	089-311539	臺東縣臺東市正氣北路441號
金門監理站	082-332407	金門縣金湖鎮黃海路6-1號
連江監理站	0836-22272	連江縣南竿鄉津沙村155號

十一、常用網站

- (一) 教育部<http://www.edu.tw/>
- (二) 中華民國內政部移民署<http://www.immigration.gov.tw/>
- (三) 衛生福利部<http://www.mohw.gov.tw/>
- (四) 衛生福利部志願服務資訊網<http://vol.mohw.gov.tw/vol/index.jsp>
- (五) 勞動部<https://www.mol.gov.tw/>
- (六) 勞動部勞動力發展署<https://www.wda.gov.tw/>
- (七) 行政院環境保護署<http://www.epa.gov.tw/>
- (八) 交通部觀光局<http://www.taiwan.net.tw/>
- (九) 教育部青年署青年旅遊網站<http://www.youthtravel.tw/main.php>
- (十) 城市通（提供臺灣各地最豐富的主題活動資訊）<http://citytalk.tw/>

十二、關於風俗禮儀

- (一) 農曆節日跟華人地區基本一致，比較不同的有農曆03月23日是俗稱的「媽祖生」（不少地方有媽祖遶境活動），農曆07月15日是中元節（也就是所謂的「鬼節」）。
- (二) 國曆節日，主要的節日有01月01日開國紀念日（就是元旦，通常會有跨年的活動），04月04日兒童節，04月05日清明節，5月第二個星期日是母親節，08月08日父親節，09月28日教師節（孔子誕辰紀念日），10月10日國慶日，10月25日光復節。
- (三) 對於不少節慶，臺灣社會都相當重視，每逢過年過節，很多地方，尤其是中南部地區，都會有大型的舞龍舞獅表演、也有廟會慶典、民俗技藝表演。此外，清明節掃墓祭祖、吃潤餅，端午節划龍舟比賽，中秋節賞月、吃月餅及烤肉，農曆除夕守歲、大年初一，拜年走春……等等，都顯示出臺灣人民對祖先的虔敬懷恩，及遵循古禮的精神。
- (四) 臺灣教育普及，義務教育普及率接近100%，人民友善、熱情、也深具人情味，比如等公車時，民眾會自動排隊；司機會在乘客下車的時候說「感謝搭乘」，乘客下車刷卡的時候，也都會向司機說「謝謝」；購物時老板找零錢給客人的時候，也會彼此向對方說「謝謝」；在學校行政部門辦事的時候，職員都會耐心地答疑解惑；到公部門洽公或是到大醫院看病，也都會有熱情的志工主動提供協助；如果在街上迷路了，只要有禮貌地詢問路人，大部分人都是樂意指點的；凡此種種生活點滴，不勝枚舉，都可以讓您感受到民眾的熱情和友好。



肆

問答

Q&A



大項	序號	問題 (Q)	解答 (A)
學習	一	來臺申請因文件未能及時補齊，可申請保留入學資格嗎？需要那些證件？	(一) 若符合學校保留學籍相關規定，並經申請通過，可以申請保留入學資格1年。 (二) 保留入學資格必備文件包含家長同意書及保留入學資格申請表（請依就讀學校規定辦理）。
	二	校內有無舉辦生涯或就業講座？	有，但大部份為針對臺灣學生與臺灣市場；若同學也有興趣，也可留意各校相關資訊。
	三	外國學生、僑生是否一定要加入全民健康保險？	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、僑生來臺就學，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。
	四	外國學生、僑生如何加保全民健康保險？	(一) 在校加保： 1. 外國學生、僑生如在校加保，應將應繳納之保險費列入學校每學期學雜費之繳款單內，並於註冊時一併繳納，健保局將按月開具繳款單，保險費由學校按月向轄區健保分局彙繳。第1學期繳納9月至次年2月之保險費，第2學期繳納3月至8月之保險費。 2. 新入境之外國學生、僑生於居留期滿六個月始符合投保資格，可參加全民健保。學生繳納之健保費應列入學雜費繳款單內，以簡化繳納流程。 3. 保險費之計費規定係指投保當月繳納全月保險費（舉例：若學生於9月5日繳費，其收費標準亦是從9月1日起算），若遇學生畢業、休學、退學時，學校會按計費規定退還學生溢繳之保險費。 4. 如外國學生、僑生在健保期內，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，學生必須自行前往繳交健保費。

大項	序號	問題 (Q)	解答 (A)
學習	四	外國學生、僑生如何加保全民健康保險？	<p>(二) 自行加保：</p> <p>若於在臺居住地區的鄉鎮市公所或健保各分局加保者，被保險人每人每月在收到繳費單後，應在期限內繳納保險費。應備文件與填寫表格：</p> <ol style="list-style-type: none"> 1.請領健保IC卡申請表。 2.居留證正本及影本（黏貼於申請表上）。 3.最近二吋半身脫帽正面白底彩色照片一張（黏貼於申請表上）。
	五	外國學生、僑生、如何辦理復學入境？	持外國護照入境之外國學生、僑生休學出境後，若復學，須重新辦理居留簽證始可再入境。
	六	畢業時，若已知錄取在臺繼續升學，是否需要先離境，再入境？	不需要。 請您於註冊入學後，至移民署服務站申請換發居留證。
	七	外國學生、僑生、如何辦理畢業出境？	移民署會以學校通報您畢業後，廢止您的居留證，通常畢業時間在6月，實際完成通報作業約在7~9月，故您須在居留證之廢止前離境。
實習	八	為何要參加校外實習？	透過校外實習可以協助學生將理論與實務做結合，同時增加畢業就業機會，整體而言對學生可以提升學生就業競爭力。
	九	若全年或半年均在校外實習，實習生可否免繳學雜費？	教育部推動之校外實習課程係屬學校正式課程之選修或必修學分，為正式課程且採計畢業學分，雖然在校時間有限，但學校仍需負責實習課程規劃、實習機構評估、安排學生至實習機構實習、辦理實習前講習、實習中輔導、及實習後評量等等事宜，故仍需依各校學雜費收費標準進行繳費。

大項	序號	問題 (Q)	解答 (A)
實習	十	如何篩選校外實習機構？	<p>(一) 您不必擔心，這是由您就讀科系會幫您篩選適合的實習機構，學校實施校外實習課程時，科系先確認本科系之定位，針對實習機構屬性及其提供之實習內容進行評估，並建立相關表單，且實習機構需經過系所實習委員會認可。</p> <p>(二) 您就讀科系會與實習機構協調學生實習時程長短，亦會請實習機構確認勿因任何因素而中途解約，造成您中斷實習之困擾。</p>
	十一	實習合約訂定時應注意之事項為？	學校與實習機構訂定實習合約時，實習合約應確實載明實習生實習職務內容，實習生津貼有無、實習生保險有無及其負擔單位以及其他實習機構、學校及實習生之權利義務。
	十二	學生校外實習可以請假嗎？	學系與實習機構洽談實習內容與實習合約時，會一併討論學生請假之相關考勤及獎懲規定，並建議納入契約書中加以規範。
	十三	如何為實習學生安排住宿及交通？	學生實習期間之安全問題，學系會事前妥善詳盡規劃。必要時商請實習機構提供宿舍，供學生住宿，以減少學生實習之顧慮。若實習機構無法提供住宿，則由學校與實習機構輔導實習學生解決住宿及交通安全問題。
	十四	參與校外實習之學生有哪些權利義務？	<p>(一) 須於規定期間內完成實習時數。</p> <p>(二) 對所擔任之職務確實負責，虛心接受指導，認真學習，維護校譽。</p> <p>(三) 實習期間考勤依實習機構或學校規定辦理，實習期間請假應事先辦理手續，並經實習單位主管及實習輔導老師核准，緊急突發之狀況應事先以電話報備機構及學校。</p> <p>(四) 須按學校要求定期繳交實習報告。</p> <p>(五) 實習期間應與輔導老師保持聯繫，告知實習狀況。</p> <p>(六) 實習期間碰到不合理的要求時，儘速跟學校聯繫，由學校協助解決之。</p>

大項	序號	問題 (Q)	解答 (A)
實習	十四	參與校外實習之學生有哪些權利義務？	(七) 不要與實習機構職員及顧客有情感上的糾紛。 (八) 不要在網路或臉書等通訊管道上，散播不利實習機構營運及未經證實的言論。 (九) 不要揭露實習機構營運相關機密。
	十五	學生實習期間若有任何問題時，需聯絡何人？	學校會建立學生校外實習聯繫機制，從科系負責窗口至校級聯繫窗口，於學生參與校外實習之前公告週知，讓您可與實習指導老師或學校相關窗口聯繫請益。
	十六	實習學生參與校外實習，如實習機構無提供保險事宜如何處理？	為維護學生於校外實習安全之保障，實習期間除了學生平安保險外，學校或實習機構會協助為每位實習學生投保相關意外傷害保險。投保期間依校外實習課程分為 12 個期程（1~12個月），投保費率採各職業類別固定費率，學校不同科系學生於相關保險期間，可以相同保費享有「傷害保險 2,000,000元」及「傷害醫療險限額 50,000元（含門診實支實付及住院日額給付）」之保障。
	十七	實習學生可否投保勞保？	實習機構（投保單位）接受學校委託，提供在學學生實習環境，並評定其實習成績供學校參考，實習學生與實習機構之間既無僱傭關係，又無支領薪資之約定，依照勞工保險條例第6條及第8條規定，不得參加勞工保險。
	十八	實習課程結束後是否需有相關評估機制？	您於實習結束後，應提出相關實習成果或報告，該成果及報告至少應包含您所就讀科系相關之專業內容，讓您在實作過程中更能反思在校所學專業知識與實務間之映證，學校收到您繳交之實習成果或報告後，會對您提出之專業內容部分給予回饋，加深實習課程的學習成效。
	十九	學生校外實習過程中發生意外，應如何處理？	(一) 學校與實習機構簽訂契約時，會載明學生發生緊急意外事故之處理流程與責任歸屬，確認緊急意外事故認定及賠償等事宜。 (二) 實習學生如有參與實習意外保險，保險資訊請於投保後提供給實習生及其監護人，如有保險事故情形發生，亦請學校承辦人偕同保險公司人員處理意外保險理賠相關事宜。

大項	序號	問題 (Q)	解答 (A)
實習	二十	校外實習課程是否等同打工？	(一) 所謂的校外實習課程，係指學校針對您未來就業、職涯發展所需技能進行校外實習相關規劃，安排校外實習機構指派專人擔任業界輔導教師，參與課程規劃、設計與校外實習實務之指導，通常不會於大學1年級即安排實習課程，且不需工作證。 (二) 另外，打工係指於課程學習外，為他人提供勞務或工作，不論有無報酬，均屬工作，須辦理工作證才可打工，且工作時間除寒暑假外，每星期不得逾20小時。如同學們進入適用「勞動基準法」的公民營事業單位從事工讀生的工作，其各項勞動條件，如工資、工作時間、休息、休假、請假及職業災害補償，悉依勞動基準法辦理，而其他未適用勞動基準法之事業單位，則建請與雇主事先在勞動契約中約定。 (三) 校外實習課程係為學校正式課程之一，與一般未透過專業性安排及規劃之計時打工性質是不同的。
	二十一	學生參與校外實習，實習機構會提供工資嗎？	不會，學生與實習機構非為僱傭關係，適用學校訂定之實習辦法及實習契約之規範，部分實習機構會給予學生實習津貼或獎助學金。
	二十二	外國學生、僑生可以打工或工讀？	(一) 依據「雇主聘僱外國人許可及管理辦法」規定，來臺就讀正式學制之外國學生、僑生，若需要打工，入學後應先向勞動部勞動力發展署申請工作證。 (二) 工作許可期間最長時間為6個月。 (三) 於上學期申請者，工作許可證之期限至次學期3月31日止；於下學期申請者工作許可證期限至同年的9月30日。 (四) 除寒暑假外，每星期最長時數為20小時。

大項	序號	問題 (Q)	解答 (A)
實習	二十三	休學期間如不出境可否在台申請工作居留？	休學期間不可工作，移民署會於學校通報您已休學後，廢止您的居留證，並限令出國。
	二十四	實習問題是否有諮詢、申訴管道？	您可先透過學校管道反映欲申訴之內容，如未獲滿意的解決方式，則再向全國大專校院境外生諮詢服務平臺進行反映。專屬網頁及意見信箱 (www.nisa.moe.gov.tw)；服務專線電話 (0800-789-007)。
生活資訊	二十五	外國學生該到那裡購買日常用品？	可以在學校校園商店，或是校外超商、超市、量販店等均容易購得。
	二十六	遇到天然災害時怎麼辦？	颱風季節期間請聽取氣象局報告，並事先儲存糧食，避免外出。遇有地震，不要驚慌，聽從現場指揮，到空曠地區避難，或是低身躲到堅固的桌下或牆角，並保護頭部。
	二十七	外國學生、僑生是否可參加各社團？	可以，但擔任學生自治組織 (包含學生議會) 之幹部，須依所就讀學校學生自治組織之規範。
		外國學生、僑生想參加社團的資訊從何取得？	各大學校院新鮮人，均能自由參加多元且豐富的社團，可由學校網頁，與各社團取得聯繫。
二十八	已持有國外所發之駕駛執照，是否可在臺換發駕駛執照，該如何辦理？	<p>(一) 若您持有「平等互惠國家或地區之駕照」，得免考換發同等車類之普通駕駛執照。</p> <p>(二) 若您持有「平等互惠國家或地區之國際駕照」，須至各公路監理機關辦理簽證，國際駕照簽證最長為1年。</p> <p>(三) 如果您年滿18歲，可持居留證報考汽、機車駕照，申請時請注意以下事項：</p> <p>1. 經許可停留或居留6個月以上之證明 (件)，例如：居留證。</p>	

大項	序號	問題 (Q)	解答 (A)
生活資訊	二十八	已持有國外所發之駕駛執照，是否可在臺換發駕駛執照，該如何辦理？	<p>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。</p> <p>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，(報考普通小型車駕照需照片3張) 並不得使用合成照片。</p> <p>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。</p>



伍

附件

- 一、 知性臺灣、飲食、山川與離島之旅
 - (一) 知性臺灣
 - (二) 臺灣飲食
 - (三) 國家公園
 - (四) 離島之旅
- 二、 臺灣大專校院分布圖
 - (資料來源：教育部高等教育司網頁)
 - (一) 公立大專校院分布圖
 - (二) 私立大專校院分布圖
- 三、 相關服務資訊

Annex

一、知性臺灣、飲食、山川與離島之旅

(一) 知性臺灣

臺灣以農為本，在傳統社會中，農民多喜用農曆，並依宗教習俗、風土民情發展出各樣節慶。加上歷史與族群文化的融合，更產生別具特殊文化意涵的慶典活動。對臺灣人來說，最重要的傳統節慶依農曆日期的順序分別為農曆新年、元宵節、端午節、中元節、中秋節。

臺灣傳統戲曲藝術包括歌仔戲及布袋戲。「歌仔戲」從早期的野臺戲進入現今的現代劇場演出，演出更見精緻。「布袋戲」則結合了民間故事以及戲曲武藝技巧，屬於臺灣常民文化中重要的一環。另外，「京戲」則是由中國大陸傳入臺灣，除精湛的內涵外，也增加許多現代的元素，益見豐富。傳統與現代交錯，藝文活動在臺灣蓬勃發展，從融合傳統與現代表演方式的明華園、聞名國際的雲門舞集，到撼動人心的優人神鼓，還有很多優秀的表演團體，共同努力耕耘，讓藝文之美不僅在臺灣遍地開展，更享譽國際，讓世界都看到。此外，各大城市、鄉鎮或社區皆設有文化中心、演藝廳、活動中心等，常舉辦各種音樂、舞蹈、戲劇、話劇等活動。公園、海邊等戶外空間，也常舉行露天音樂及表演，讓一般民眾更加親近藝文。

國立故宮博物院收藏承襲自宋、元、明三朝宮廷，以及清朝的收集，文物極為豐盛，與美國紐約大都會博物院、英國大英博物院及法國羅浮宮博物院，同享盛名。臺灣也有各類歷史博物館、自然史博物館、藝術博物館、工藝博物館、影像博物館以及產業博物館，例如國立歷史博物館、國立臺灣美術館、國立自然科學博物館等，這些博物館融合了當地文化美學與國際開放的視野，更具體而微地展示地方文化的性格，帶動文明累積以及對話。除了以上中、大型博物館外，各縣市也有許多小而美的地方文化館，展現地方文化特色與活力。摘錄部份博物館資料如下：



博物館	網址	電話	地點
國立故宮博物院	http://www.npm.gov.tw/	02-28812021	臺北市
國立歷史博物館	http://www.nmh.gov.tw/	02-23610270	臺北市
國立臺灣博物館	http://www.ntm.gov.tw/tw/index.aspx	02-23822566	臺北市
臺北市立美術館	http://www.tfam.museum/	02-25957656	臺北市
新北市立淡水古跡博物館	http://www.tshs.tpc.gov.tw/	02-26212830	新北市
新北市立鶯歌陶瓷博物館	http://www.ceramics.ntpc.gov.tw/zh-tw/Home.ycm	02-86772727	新北市
國立臺灣傳統藝術中心	http://www.ncfta.gov.tw/ncfta_ce/main/index.aspx	03-9507711	宜蘭縣
蘭陽博物館	http://www.lym.gov.tw/ch/Index/index.asp	03-9779700	宜蘭縣
花蓮縣石雕博物館	http://stone.hccc.gov.tw/	03-8227121	花蓮市
國立自然科學博物館	http://www.nmns.edu.tw/	04-23226940	臺中市
國立臺灣美術館	http://www.ntmofa.gov.tw/chinese/index.aspx	04-23723552	臺中市
國立故宮博物院南部院區	http://south.npm.gov.tw/zh-TW	05-3620777	嘉義縣
國立臺灣歷史博物館	http://www.nmth.gov.tw/	06-3568889	臺南市
奇美博物館	https://www.chimeimuseum.org/	06-2660808	臺南市
國立科學工藝博物館	http://www.nstm.gov.tw/	07-3800089	高雄市
高雄市立美術館	http://www.kmfa.gov.tw/	07-5550331	高雄市
國立海洋生物博物館	http://www.nmmba.gov.tw/	08-8825678	屏東線
國立臺灣史前文化博物館	http://www.nmp.gov.tw/	089-381166	臺東市

(二) 臺灣飲食

米飯為臺灣三餐的主食之一。一般民眾除了傳統的烹調技巧，更結合在地盛產的食材，詮釋各種風味米食，除了有美味可口的滷肉飯、雞肉飯、各式炒飯、燴飯、粿仔條、米粉外；依照不同種類稻米的特性，做成各式各樣的米食糕點，例如蘿蔔糕、麻糬、粽子、年糕等。

此外，臺灣大街小巷的餐廳多有各式麵食，其中「擔仔麵」及「牛肉麵」則發展出臺灣的特色。

臺灣素有「茶葉王國」的美稱，飲茶在臺灣的生活中具有普遍性及特殊性，除了正統的品茶之外，臺灣也發展出隨興的創意茶飲，「珍珠奶茶」即為其中最受歡迎的種類之一，是許多外籍朋友最為津津樂道的一項飲品。

在飲食風格上，臺灣堪稱是世界各國料理齊放異彩的大融爐，從中華料理到異國餐飲，各式各樣餐廳，應有盡有，不論來自何方，到了臺灣，也能找到習慣的家鄉味，同時享受臺灣獨特的美味。臺灣菜注重自然特色，配上醬油、米酒、麻油、豆豉、九層塔、油蔥、芫荽等香料，調味出臺菜特有的色、香、味；四面臨海的優勢，也使得海鮮成為料理中的一大特色；客家族群所發展出「鹹、肥、香」的料理口味獨具；原住民就地取材，烹煮出山野原味的天然鮮味，佐以小米釀製的甜酒，將帶給您全然不同的美食體驗。

夜市小吃是臺灣非常特殊的飲食文化，形成在各城鎮人潮最旺的市集、廟會附近。走進燈火通明的夜市，店家鱗次櫛比，熱鬧的排場，除了視覺上目不暇給，飲食選擇上更是美味豐富。舉凡蚵仔煎、虱目魚肚粥、炒米粉、大餅包小餅、蚵仔麵線等，令人垂涎。夜市飲食方便、快速、便宜，且不同地區的夜市也各有特色與風味。深入體驗臺灣夜市「愈夜愈美麗」的特殊情調，絕對能讓旅途更加豐富。

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

夜市名稱	特色	地點
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



夜市名稱	特色	地點
羅東夜市	地道小吃包括鹹米苔目、爌鴨、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

(三) 國家公園

名稱	特色
陽明山國家公園	保留火山體、火口湖等景觀，每年花季時萬花爭豔。
雪霸國家公園	高峰溪流景致，以及臺灣櫻花鉤吻鮭、寬尾鳳蝶、臺灣黑熊、長鬃山羊等珍貴稀有保育類動物。
太魯閣國家公園	高聳深邃的峽谷奇觀，更蘊藏了新石器時代晚期的史前遺址。
玉山國家公園	臺灣最高點，也是東北亞第一高峰，玉山主峰海拔3,952公尺，2009年入圍「新世界七大自然景觀」。有亞熱帶、溫帶以至寒帶的植被林相，野生動物繁衍的生態資源，以及清朝所築的八通關古道遺跡。
臺江國家公園	本區保存了幅員廣大的珍貴濕地生態系，其間分佈大量的紅樹林，並成為黑面琵鷺等珍稀鳥類重要的棲息地。
墾丁國家公園	饒富南洋風情，以美麗的珊瑚礁生態聞名於世。
金門國家公園	具有特殊的戰地歷史，以及豐富的人文風貌，在秋冬季節交替時，是生態候鳥遷徙的中繼站，鳥種非常多樣，是賞鳥的最好地點。
東沙環礁國家公園	珊瑚碎屑及貝殼風化形成獨特白沙地質景觀（目前尚未開放對外觀光）。



【註：本章節「知性臺灣、飲食與山川」摘自行政院研究發展委員會編製之外國人在臺生活指南】



(四) 離島之旅

臺灣位於亞洲大陸棚東緣，是歐亞板塊與菲律賓板塊的交界，特殊的地理位置與板塊擠壓所引起頻繁地質活動，除了造就臺灣本島複雜多樣性的地形與生態環境之外，也展現在周圍離島的多樣性。主要的離島觀光地區則包括澎湖、綠島、蘭嶼、金門、馬祖、龜山島及小琉球等，各離島因為其所在的位置、地質背景、人類活動軌跡之差異，而發展出各具獨特性的地景與人文景觀。

【澎湖】

是臺灣第一大島，位於中國大陸與臺灣之間（臺灣海峽偏東南方），由約90餘座島嶼所組成，海岸線長達320多公里，一年四季呈現不同的風情與景觀，擁有豐富的自然生態與歷史人文，主要的島嶼地景包括玄武岩方山、海岸珊瑚礁、沙灘、漁村文化與候鳥棲地，尤其玄武岩方山構成澎湖獨特的地質景觀，也因冷流與黑潮的交會，造就漁產豐富的海洋牧場。此外，澎湖不僅擁有稱得上世界級水準的玄武岩自然保留區，又有各種保育鳥類與綠蠵龜在此繁殖，相當珍貴。



【綠島】

位於臺東市東方約33公里的海上，是由火山集塊岩構成的島嶼，長年受風化與海水侵蝕，而形成曲折多變的海岸景觀。全境在陡峭的臺地海岸、嶙峋的珊瑚群礁、如茵的階地草原、純淨的白色沙灘，與四週的蒼翠山巒、碧海藍天構成一幅絕美的風光。此外，島上不僅有舉世罕見的海底溫泉，更位於黑潮暖流必經之地，因此海洋生物的種類相當豐富，繽紛絢麗的海底世界，對於喜愛浮潛的人而言，是一座逐夢的樂土。

【蘭嶼】

位於臺東縣東南方海域上，與綠島一樣，都是由海底火山噴發，岩漿遇海水凝固後所形成的火山島，氣候溼熱多雨，山區密佈雨林型態的森林，動植物種類繁多，不勝枚舉。四周的海域珊瑚遍佈，又有黑潮流經此地，常有魚群迴游，是海釣與潛水的天堂。島上居住的雅美族人，迄今仍保持傳

統的文化與生活風俗，為抵抗炎熱氣候和颱風所興建一半在地下的茅屋、飛魚祭、新船下水祭等傳統祭典，都是世界少數民族中所僅見的，到蘭嶼一遊，除了欣賞與妙海島風光之外，別忘了欣賞雅美族人獨特的民情采風。

【金門】

距離中國大陸最近處僅有2,100公尺，屬於丘陵地形，主要由花崗片麻岩構成，其歷史均與戰爭有所淵源，堪稱「戰爭之島」，擁有戰地風光的特色。此外，在金門可以看到許多歷史痕跡，面積狹小的金門，由政府劃定保存的古蹟即達21處之多，至於民宅則多屬於閩南傳統的三合院傳統建築，四處仍可見樸拙的古厝，洋溢著一股懷古的氣息。

【馬祖】

位於臺灣海峽西北方，與大陸僅一水之隔，為海運要衝。主要以花崗岩地形為主，有海蝕地形、天然沙礫灘、沙丘、島礁及懸崖峭壁等景觀，除了優美曲折多變的海岸地質、過境候鳥形成的生態資源之外，馬祖還擁有因地制宜、隨山勢而築的閩東傳統聚落，以及軍事防衛而建構的戰地設施。

【龜山島】

在宜蘭縣頭城鎮海岸以東約10公里處，是孤懸在海中的火山島嶼，形狀像浮龜。島上巉岩峭壁、磺煙裊裊、溫泉湧出，並有山巒、海蝕洞、湖泊、特殊崖生植物與豐富的海洋生態資源，是火山地質、自然生態研究的最佳解說場所。

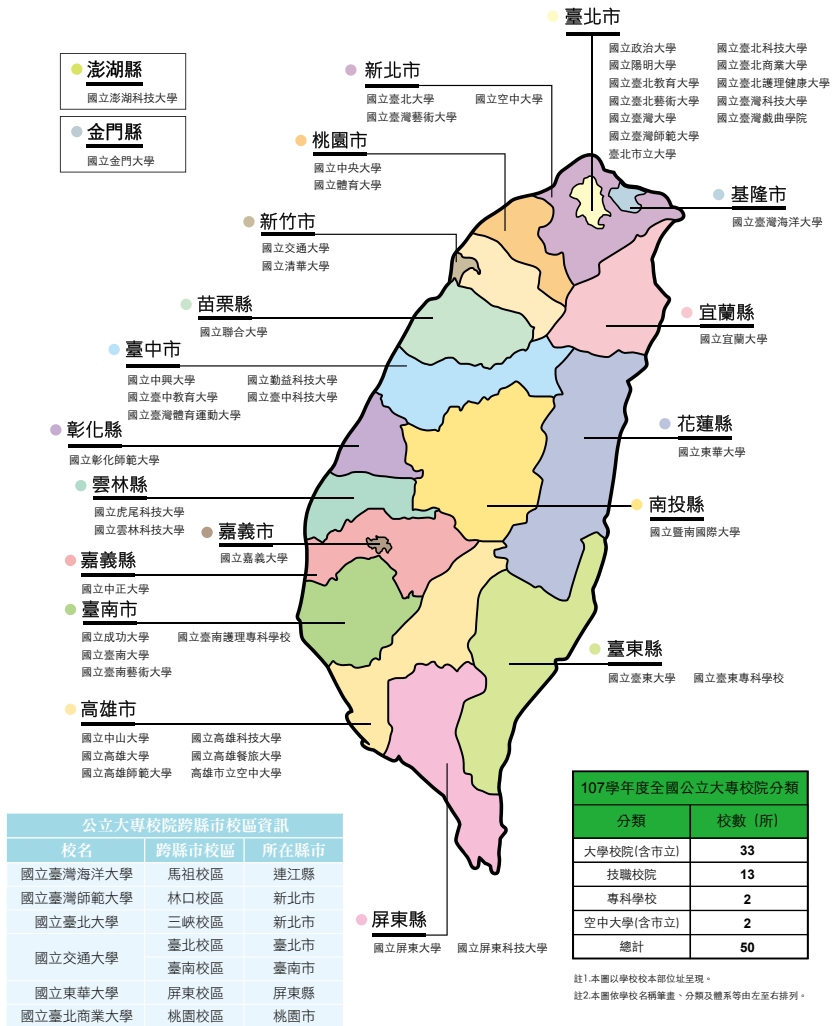
【小琉球】

位於屏東縣東港鎮西南約14公里的海面上，是臺灣眾多離島中，唯一的珊瑚礁島嶼，有世界三大之最，最佳觀日點、最多珊瑚品種及全島為珊瑚礁。全島奇岩怪石林立，海洋景觀瑰麗。此外，由於小琉球是漁港，宗教信仰非常豐富，島上廟宇很多，各具奇趣，值得一去探索。

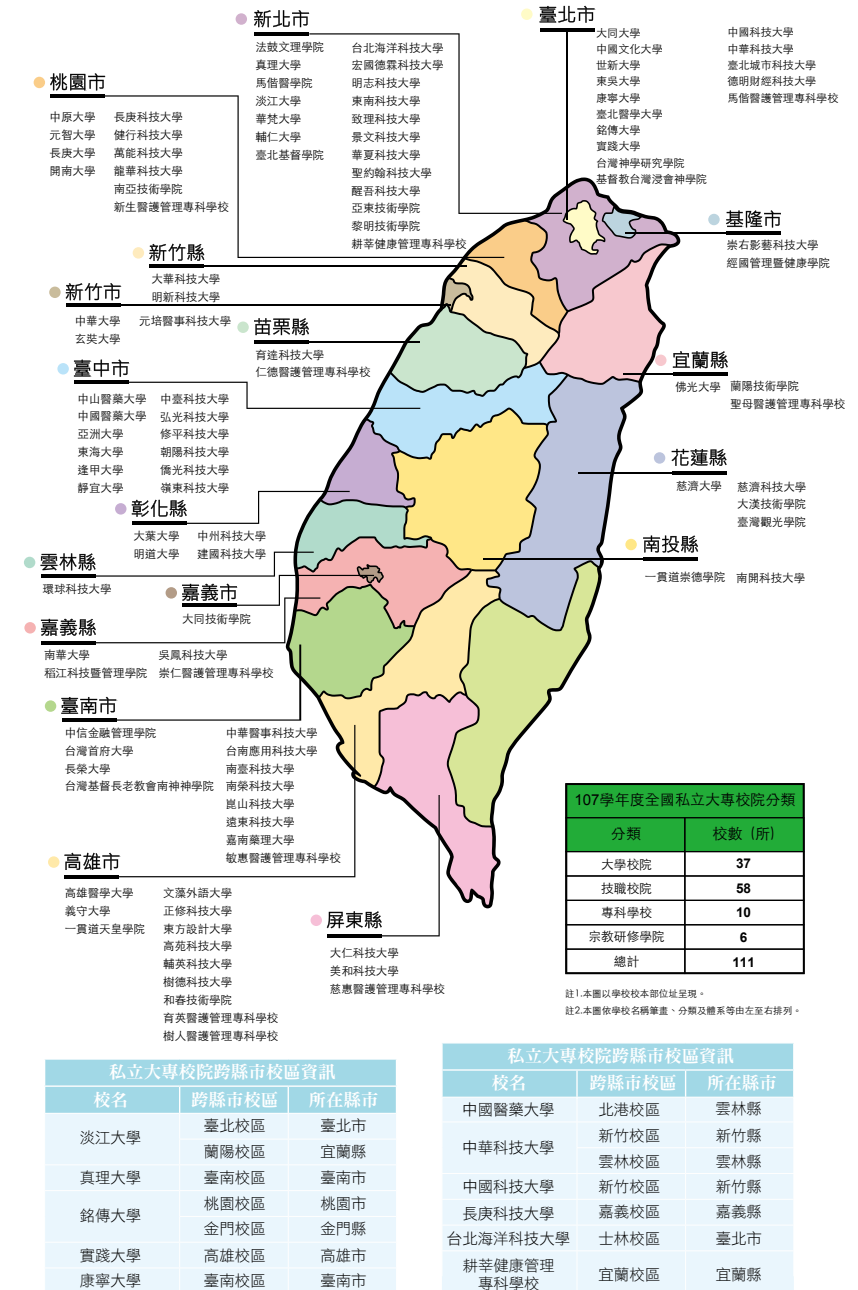
【註：本章節「離島之旅」摘自交通部觀光局網頁：<http://www.taiwan.net.tw/m1.aspx?sNo=0001037>】

二、臺灣大專校院分布圖（資料來源：教育部高等教育司網頁）

(一) 107學年度公立大專校院分布圖（107.08.01版）



(二) 107學年度私立大專校院分布圖（107.08.01版）



三、相關服務資訊

- (一) 教育部大專校院境外學生輔導人員支援體系計畫（NISA）資訊交流平臺：<https://www.nisa.moe.gov.tw>。
- (二) 中華民國內政部移民署提供以下服務專案及聯絡管道：
1. 各地服務站地址與聯絡電話可至移民署網頁查詢：<https://www.immigration.gov.tw>。
 2. 中華民國內政部移民署相關電話：
 - (1) 總機：(02) 2388-9393。
 - (2) 外來人士在臺生活諮詢服務熱線：
國內 0800-024-111。
國外 886-800-024-111。
- (三) 中華民國勞動部提供以下服務專案及聯絡管道：
- 網頁：<https://www.mol.gov.tw>
電話：02-8995-6866
免付費電話：0800-085-151
傳真：02-8590-2960
勞工諮詢申訴專線：1955
- (四) 駐華使館：請參考外交部網頁<https://www.mofa.gov.tw/Embassy.aspx?n=522907605A1042E0&sms=4E6073147ABF16C9>
- (五) 駐華外國機構：請參考外交部網頁<https://www.mofa.gov.tw/OfficesInROC.aspx?n=8CEB2B5F5436B997&sms=8EBFADC1592C7BFE>



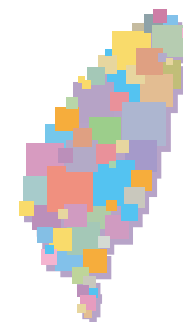
Academic and Internship Handbook for International and Overseas Chinese Students — Student Version

Preface

Welcome to Taiwan, the Republic of China! Taiwan is blessed with beautiful scenery, a pleasant climate and earnest local people. Our campus has a lively atmosphere, with caring teachers and helpful students. Studying here, not only can you acquire knowledge and expertise in the classroom and participate in diverse extracurricular activities in school, you can also explore the country more thoroughly in your free time, learning Taiwanese culture, tasting local delicacies and visiting famous attractions. On your arrival, you will definitely be thrilled by what you see; the next few years of studying here will, I am sure, leave an unforgettable, beautiful memory in your life.

However, local customs, laws and regulations in Taiwan are different from other countries. To equip you with guidance on schooling and living so that you won't be at a loss in times of trouble, this reference manual has been purposely put together to provide information on the problems you may encounter in your studies, internship and daily life, as well as their solutions. The information in this manual is for reference only; for matters not mentioned herein, please consult the designated office in your school.

To make it easier for students to study in Taiwan, relevant measures have been appropriately adjusted since 2016; moderation and simplification continued in 2017. To encourage international students and overseas Chinese students to study in Taiwan, a number of scholarships were set up by the MOE, including the "Taiwan Scholarship", "Chinese Language Scholarship" and "New Southbound Elite Scholarship Program", as well as international student and overseas Chinese student scholarships set up by individual schools. At the same time, there are also some professional and technical examinations held by the Examination Yuan, and skills assessments open to students.



Welcome to Taiwan !

During your study in Taiwan, in addition to scheduling classroom courses, your academic department may arrange internship programs according to relevant regulations, provided they are part of your study, so that you can learn the nature and requirements of the workplace in your field of study, as well as enabling mutual corroboration of theory and practice. Please be aware that the regulations on internship and working part-time during your studies are different. Related precautions are included in the manual to avoid the loss of your internship or work rights; laws and regulations on part-time work are also listed. I hope this manual will help your study in Taiwan successful.

Finally, I hope that everything goes well for you and that your stay in Taiwan is pleasant!

Note:

1. This manual is applicable to international students and overseas Chinese students who come to Taiwan to study in regular programs (special programs are not included).
2. This manual is for reference only, as relevant laws and regulations may be revised. Please refer to the relevant official websites for detailed regulations.



I

Study

- A. Enrollment**
- B. Course Selection (Including Intercollegiate Course Selection)**
- C. Course Enrollment, Length of Study and Extension**
- D. Extracurricular Counselling**
- E. Leave of Absence**
- F. Academic Exchange**
- G. Transfer**
- H. Second Major and Double Major**
- I. Suspension and Withdrawal**
- J. Further Study in Taiwan**
- K. Thesis (Graduate Student)**
- L. Graduation**

A. Enrollment

- (A) Please follow the instructions in the admission letter to enter Taiwan and enroll as scheduled.** Please pay special attention if you are an international student. In case you are not able to enter Taiwan prior to one-third (1/3) of the study period in the first semester of the academic year to which you are admitted, with the consent of the university to retent your student status, you may postpone the enrollment to the next semester or the next academic year.
- (B) Upon enrollment, please follow the instructions in the admission letter to prepare the following documents for review, and pay tuition and miscellaneous fees in accordance with school regulations:**
1. Photocopies of national ID or passport from the applicant's country.
 2. Highest educational credentials:
 - (1) Applicants with a Taiwanese educational qualification: the highest academic degree diploma and transcript for all semesters are not required for verification.
 - (2) Applicants with a foreign educational qualification (excluding Hong Kong, Macao or Mainland China): the highest academic degree diploma and photocopy of transcripts for all semesters shall be verified, either by the school directly with the overseas school from which the applicant graduated, with the assistance of the R.O.C. (Taiwan) overseas representative office upon written request, or by the applicant via the above methods. (Foreign educational qualification of overseas Chinese students shall be verified by the R.O.C. (Taiwan) overseas representative offices, or by a recommendation agency designated by the Overseas Community Affairs Council).
 - (3) Applicants with a Hong Kong or Macao educational qualification: the "Academic Credential Verification and Accreditation Methods Adopted in Hong Kong and Macao" shall apply.
 - (4) Applicants with a Mainland China educational qualification: the "Regulations Governing the Accreditation of Schools in Mainland China" shall apply.
 - (5) Applicants with an equivalent educational qualification: the duration of

study will be determined by the university on the basis of the educational system of the country from which the applicant holds the foreign academic degree, the school calendar during the study period, the record of entry and exit of Taiwan, and the educational system of the Taiwanese school at the same level and category. A comprehensive assessment of the above will determine whether it meets the equivalent educational qualification for university entrance.

3. Health examination certificate: the health examination certificate shall be issued within the past three months by a domestic or overseas hospital designated by the Ministry of Health and Welfare (MOHW) of Taiwan for medical examination of foreign nationals (i.e., Health Certificate for Residence Application). Overseas health certificates must be verified by the R.O.C. (Taiwan) overseas representative offices.
 4. Medical and injury insurance certificate:
 - (1) International students: newly admitted students should attach medical and injury insurance statements for at least six months' coverage from the date of entry of Taiwan. They can also choose to purchase the "Overseas Students Medical Insurance" from insurance companies in Taiwan through their schools after entering Taiwan; insurance certificates issued overseas must be verified by the R.O.C. (Taiwan) overseas representative offices.
 - (2) Overseas Chinese students: it is mandatory for all newly admitted students to take out six months' coverage under the Hospital Accident and Medical Insurance for Overseas Chinese Students (HAMIOCS).
 5. National Health Insurance: students who have stayed in Taiwan for up to 180 days after obtaining a resident certificate, and have been outside the country one time only not exceeding 30 days, are eligible to join the National Health Insurance (NHI) and replace their medical insurance. Overseas Chinese students who hold a R.O.C. identification card can apply for NHI as a dependent family member of their direct blood relative(s).
- (C) In cases that the application qualification are inconsistent or the submitted documents are found to be counterfeit, fraudulent, forged, altered or if evidence of cheating in an examination is found, the relevant qualifications will be revoked. Please note that:

1. If found after admission and before enrollment, admission to the school will be revoked.
2. If found after enrollment, the student will be expelled from school without any certificate of study.
3. If found after graduation, the student's diploma will be revoked by law, and relevant graduation records will be declared nullified.

B. Course Selection

(Including Intercollegiate Course Selection)

- (A) If the school organizes a tutoring or briefing session on course selection, it is recommended that you attend to learn about the selecting courses and course structure.
- (B) If you are not familiar with the Chinese Mandarin language, it is recommended that you take the Chinese Mandarin courses offered by your school to foster your studies.
- (C) With the consent of the head of the department (institute), you may complete your course selection within the given time period. The same applies to inter collegiate course selection. Please pay close attention to the course selection timeline of each school to avoid missing any deadlines.
- (D) You may select courses related to qualification exams that are planned and advised by your school. The current regulations for applying for the exams are as follows:
 1. You are eligible to apply for qualification exams for licenses and certificates such as:
 - (1) Professional and Technical Examinations sponsored by the Examination Yuan, e.g.: lawyer, accountant, patent examiner, architect, technician in various fields, physician, Chinese medical practitioner, dentist, pharmacist, medical examiner, nurse, midwife, clinical psychologist, counselling psychologist, respiratory therapist, medical radiologist, dietitian, physiotherapist, occupational therapist, speech therapist, audiologist, dental technician, veterinarian, social worker, real estate appraiser, land administration agent, real estate agent, insurance agent, insurance broker, insurance notary, accountant, tour guide, team leader and optometrist.

- (2) “National Technician Skills Test” sponsored by the Ministry of Labor of the Executive Yuan.
 - (3) International language and proficiency test, such as TOEIC, TOEFL, GRE, etc. sponsored by the Language Training and Testing Center (LTTTC).
 - (4) International professional certification exams, such as Chartered Financial Analyst (CFA).
 - (5) Examinations sponsored by private organizations in Taiwan that do not possess legal effectiveness for practicing, such as “Financial Market Knowledge and Ethics Test”, “Qualification Examination for the Trust Specialist”, “Proficiency Test for Bank Internal Control and Audit”, “Proficiency Test for Debt-Collection”, “Proficiency Test for Structure Product Sales Personnel”, “Proficiency Test for Financial Planning Personnel”, “Basic Proficiency Test for Bank Lending Personnel”, “Advanced Proficiency Test for Bank Lending Personnel”, “Proficiency Test for Bank Collateral Appraisal Personnel”, “Basic Proficiency Test for International Banking Personnel”, “Proficiency Test for Foreign Exchange Transaction”, “Proficiency Test for Financial Risk Management”, “Proficiency Test for Financial Specialists of Small and Medium Enterprises” organized by the Taiwan Academy of Banking and Finance (TABF); or “Enterprise Internal Control Basic Ability Test”, “Asset Securitization Basic Ability Test”, “Bond Specialist Basic Ability Test” organized by the Securities and Futures Institute (SFI). (Please contact exam sponsors for details).
2. The qualifications and credentials required for the registration of each exam shall apply in accordance with the provisions of the respective examination announcements and prospectus.

C. Course Enrollment, Length of Study and Extension

(A) Course enrollment:

1. Students should attend and leave class on time. In case of special circumstances, you should seek assistance immediately from the international students and overseas Chinese students counselling office at your school.
2. During classroom lecture, you may express and exchange opinions in a

moderate way. Please be aware of your words and behaviours to show respect to others and avoid conflict.

3. In terms of studying, most schools have set an early warning mechanism. In cases when your learning has not progressed as expected, appropriate counselling will be given to help you adapt to your study as soon as possible. If such a system is not available at your school, please pay attention to your own learning status.
4. If you want to sit in on a class, you need obtain prior consent of the instructor.
5. If you need to make audio or video recordings during the course to help with your study after school, please be sure to obtain prior consent of the instructor.
6. If you are involved in a conflict with classmates during the course, do not handle it privately. You should report it to the designated office in school for assistance.

(B) Length of study and extension

The duration of the course for a bachelor's degree is four years, in principle. However, depending on the nature of the institute, department, and the degree program, it can be extended for one or two years. Internships of six months to two years can also be attached, depending on the actual needs of the institute, department and the degree program. The duration for a master's degree program is one to four years and two to seven years for a doctoral degree. The actual length of study may be extended. Please refer to the regulations of your school.

D. Extracurricular Counselling

- (A) During new student enrollment, the school will hold orientations for both international students and overseas Chinese students. You are advised to attend the session on time. At the meeting, you will learn about relevant regulations, the school and the courses, which enable you to adapt to campus life more quickly. It is also recommended that you attend regular meetings between teachers and students, so that you share and learn from each other.
- (B) In case of misbehaviour during your studies on campus—if you have not improved after counselling, your case will be subject to school regulations that govern students' rewards and punishments. Serious offenses may result in expulsion from school.

E. Leave of Absence

During your schooling period, if you need to take leave due to physical discomfort or important events, you need to follow the school regulations on students' leave of absence and submit related documents for inspection. If the absence period reaches the threshold for suspension or withdrawal from school, you should apply for a suspension or withdrawal in accordance with the regulations of your school.

F. Academic Exchange

- (A) You are entitled to apply for academic exchange activities organized by your schools with other overseas universities and institutions, such as study tours, exchange student programs, joint degree programs and paper presentations.
- (B) Depending on your study needs, you are free to participate in academic activities on and off campus, such as lectures, workshops, academic conferences, academic seminars, forums and performances.
- (C) **Please be aware of the following during your time abroad:**
 1. Visa of destination country: If you participate in overseas study and exchange activities, please contact the destination country's consulate or representative office in Taiwan for relevant visa applications. Their representatives in Taiwan can be found at: <http://www.mofa.gov.tw/Regions/Index/?opno=cecdc3f9-5642-4076-a902-f8276783163d>.
 2. Valid period of resident certificate: Before leaving Taiwan, please be sure that your Alien Resident Certificate (ARC) (for international students and overseas Chinese students) will still be valid at the time of re-entry. If necessary, please apply for an ARC extension in advance at the National Immigration Agency (NIA) service centers.

G. Transfer

- (A) Transfer of department: if you lose interest in your major or have difficulty adapting to your department, you may apply for a transfer of department according to the academic regulations of your school.
- (B) Transfer of school:

1. During your study in Taiwan, you may take school transfer exams according to the transfer regulations of your target school. However, international students can not transfer to other schools if they fail to pass the conduct evaluation at the original school or are expelled from school due to a court sentence for criminal offenses. Overseas Chinese students who participate in school transfer exams are not entitled to any preferential advantage. The transfer of international students to another school shall follow the related regulations promulgated by the individual colleges and universities, which shall be included in their recruitment prospectus and submitted to the governing authority for approval.
2. After transferring to a new school, you should go to the NIC service center to update your records.

H. Second Major and Double Major

During your study, you may apply for a second major or double major in accordance with the regulations of your school.

I. Suspension and Withdrawal

- (A) If you need to apply for a suspension and withdrawal from school for some reason, National Immigration Agency will nullify your Alien Resident Certificate(ARC). Please enquire your school about the relevant procedures.
- (B) After withdrawal from school, international students in a bachelor's degree program may no longer apply for admission with international student status. Overseas Chinese students, who come to Taiwan for study through advising channels and have stayed for less than one year before returning to their country of residence due to withdrawal from school or loss of student status, may re-apply for study in Taiwan, but once only. However, if an overseas Chinese student is expelled or stripped of his or her student status by the school according to its student reward and punishment policy—due to a failure in academic performance or conduct evaluation, serious violation of school regulations, or court sentence for criminal offenses—the aforementioned student may not re-apply to return to Taiwan for study.

(C) If you wish to re-enter school after withdrawal, please re-apply for enrollment before the start of the next semester or the next academic year. The required documents are as follows:

1. Your original passport and one photocopy (the passport must be valid for more than six months with blank pages).
2. Visa application form (please fill in the “Online Application Form”, print out the form with the barcode, and sign to confirm it).
3. Two 2-inch color photos with white background.
4. One original and one photocopy of the relevant supporting documents for enrollment.
5. Financial statement. Overseas documents must be translated into Chinese or English and verified by R.O.C. (Taiwan) overseas representative offices.
6. One original health examination certificate and one photocopy, issued within the past three months. The document shall be issued by a domestic medical examination hospital designated by the Centers for Disease Control (CDC) of the MOHW, or by a qualified hospital abroad. Overseas documents must be translated into Chinese or English and verified by R.O.C. (Taiwan) overseas representative offices. The health examination items must accord with MOHW requirements, “Items Required for Health Certificate, Form B”.

J. Further Study in Taiwan

(A) You may apply for further study in Taiwan as follows:

1. International students: international students who have completed a bachelor’s degree or above in Taiwan and intend to enroll in a master’s degree program or higher may either apply as an international student, or choose the same admission channel as local students. Admissions are subject to individual schools’ regulations.
2. Overseas Chinese students: Overseas Chinese students who have completed a bachelor’s degree or above in Taiwan may either apply for an admission to a master’s degree program or higher with relevant documents via distribution of the University Entrance Committee For Overseas Chinese Students, or choose the same admission channel as local students.

- (B) Based on the regulations for a doctoral degree program in your school, if you are a recent graduate with a bachelor’s degree or in a master’s degree program with outstanding academic performance and research potential that meets the standards of the school, you may directly apply for an admission to a doctoral degree program in accordance with school regulations.
- (C) If you are admitted to further studies in Taiwan, after your enrollment, please apply for an extension of your residency on the Ministry of the Interior’s NIA website. (<https://coa.immigration.gov.tw/coa-frontend/>).

K. Thesis (Graduate Student)

- (A) **Students in a master’s degree program:** You are required to submit a thesis after completing all courses for your master’s degree program and pass the degree examination committee’s test to receive a master’s degree.
- (B) **Students in a doctoral degree program:** To receive a doctoral degree, you are required to enroll in all courses for a doctoral degree program, submit a dissertation after passing the doctoral candidate qualification, and pass the degree examination committee’s test.

L. Graduation

(A) Upon graduation, international students and overseas Chinese students should follow the instructions below to implement your departure from the country:

Upon notification from your school of your graduation, the NIA will terminate your Alien Resident Certificate (ARC). Normally, the graduation date will be in June, and the notification procedure will be completed around July to September. Therefore, you must leave the country before the expiration of the ARC.

- (B) **International students and overseas Chinese students may apply to the NIA for an extension of residency before the expiration of their ARC (date-counting starts from the completion of the notification procedure of your school after graduation).** An extension of six months can be granted, starting from the day after the expiration of ARC (date-counting starts from the date shown on your graduation diploma); a second extension may be applied for before the expiration of the first extension period if necessary, to reach the maximum extension period of one year in total.

III

Internship

- A. Internship Course
- B. Internship Contract
- C. Internship Insurance
- D. Internship Guidance and Assessment
- E. Handling of Internship Dispute Negotiation and Appeal
- F. Emergencies and Accidents
- G. The Difference between Internship and Working
- H. Consultation & Complaint Channel

A. Internship Course

(A) Internship objective: to enable internship participants to gain experience in their field of work early and establish a positive work attitude. The internship also increases job opportunities, reduces pre-job training costs for companies, and cultivates work skills. Participants will understand future job fields, cultivate a workplace attitude, and learn professional skills and practical management, and apply what they have learned in school to practice. At the same time, off-campus internship cultivates professional abilities and link theory with practice, as well as increase employability after graduation. However, generally internship course is not offered to first year students, but third and fourth year students. Internship is applicable to all local students, overseas students, overseas Chinese students, Hong Kong/Macao students, and mainland Chinese students, and not just open to foreign students or overseas Chinese students.

(B) Evaluation of internship partners and selection mechanisms: to implement off-campus internships, the school establishes an evaluation scheme and a selection mechanism. The evaluation focuses on the guarantee of the interns' rights, and professional learning. The evaluation also ensures that off-campus internship partners have sufficient personnel to train interns with sufficient facilities and equipment.

(C) Schools that implement off-campus internship courses shall establish student off-intership committees at the school, college, and department levels to handle internship-related matters.

1. School-level student off-campus internship committee: members shall include personnel who organizes off-campus internships, representatives of partnership institutions, student representatives and outside legal scholars. The tasks of the school-level student off-campus internship committee is as follows:

- (1) Supervise the evaluation and selection of collaborating institutions.
- (2) Check and confirm the written contract.
- (3) Evaluate the school-wide internship results and supervise the handling of student appeals, disputes and accidents.
- (4) Supervise the early termination of student internships.
- (5) Supervise the setting of individual student internship plans with cooperating institutions.

- (6) Supervise the implementation of internship consultation visits.
 - (7) Other student rights and guarantee-related items.
2. The formation of college, department, institute, degree program, and department-level student off-campus internship committees is based on the school you are attending. The tasks of the committees are as follows:
- (1) Plan and promote off-campus internship courses.
 - (2) Check the evaluation results and selection of cooperating institutions.
 - (3) Draft written contracts and student's individual internship plans.
 - (4) Coordinate and handle student appeals, disputes and accidents.
 - (5) Handle early termination of student internships.
 - (6) Track and review students' internship consultation visit results.
 - (7) Other student rights and items specified in the contract.

B. Internship Contract

According to the Industry and Academic Cooperation Implementation Guidelines for College or Institutes of Higher Learning, schools must sign an off-campus internship cooperation contract with cooperating internship institutions. The contract shall clearly state the following items to ensure the internship rights of students:

- (A) The internship institution shall provide students with related operational training and cooperate with the designated teachers assigned by schools in providing information consultation.
- (B) Internship institutions are responsible for safety training prior to the start of students' internships as well as the internship site's safety protection equipment and safety measures.
- (C) Internship institutions shall provide related insurance for internship students.
- (D) Dispute negotiation mechanisms for disputes between the cooperating institutions and interning students.
- (E) Early termination and transfer of internship and guidance measures.

Before implementing off-campus internships, the school shall sign a cooperation contract with the internship institution and require them to follow it in order to guarantee the rights of internship students. The content of the contract shall include internship time (off-campus internship hours), contract term, internship items,

internship allowance (or scholarships), food and lodging, insurance, guidance content for interning students and internship assessment items.

C. Internship Insurance

When planning off-campus internship courses and searching for partner internship institutions, the school will develop the content of the internship learning course with an aim to facilitate effective professional learning, considering the internship environment and conditions that the internship institution can provide. To ensure student safety, both safety insurance and accident insurance will be purchased by the school or the internship institute. The insurance period is divided into 12 periods according to the off-campus internship course (January to December). The insurance rate is fixed for each career category. Students in different school departments can have a "NT\$2,000,000 injury insurance" and "NT\$50,000 injury medical insurance limit" during the insurance period (including outpatient payment and hospitalization payment).

The scope of the aforementioned insurance will be stated in the internship contract so that internship students are able to understand the content of the insurance. The department will use different announcement methods to improve awareness of students' internship rights prior to the internship so that their rights are protected.

D. Internship Guidance and Assessment

The department the student is studying in will provide students with the appropriate guidance, cautionary items and scoring rules before, during, and after the internship. It is the duty of the participants to understand these items.

(A) Guidance items prior to the internship:

The department will arrange various guidance/training classes or seminars prior to the students' participation in off-campus internships. It also clarifies the content of the internship contract and students' internship rights.

1. Pre-internship workshop: the pre-internship workshop allows students to build a positive workplace attitude, gender equality awareness, job safety and health concepts and knowledge of labor rights before they start the off-campus internship. The objective is to improve the students' adaptability and preparation prior to the off-campus internships.

2. Internship institution seminar: prior to the internship, the department may organize a pre-internship seminar based on the willingness of the internship institutions to introduce the institution's main products and services, company benefits, salary standards, professional cultivation and internship training plan as a reference for the interns.

(B) Internship guidance items:

1. Training and guidance for the internship students provided by the internship institution

The department will have the internship institution arrange for related professionals to act as mentors for the interns. The internship institution's mentors shall work with the department mentors and students to make an internship plan. The internship institutions shall provide professional and practical training according to the students' individual internship plan.

The main task of the industry mentor is to guide students in their practical training. The mentor also works with the department mentor to regularly check the intern's learning status and performance, as well as help the students with their internship reports and evaluate the students' performance.

2. Site visitation and guidance by the department guidance teacher

During the internship period the department mentor shall maintain close contact with the institution's mentor to keep tabs on the students' internship progress and learning status. The department mentor shall also regularly visit students at the internship institution to find out the students' learning status and help them with any difficulties they may encounter. The department mentor shall also help students with their internship reports and evaluate their internship performance. The department shall design the site visit log according to the content of the internship course and require department guidance teachers to record the students' actual learning status during each site visit.

3. Maladjustment guidance and change in internship institution

If students experience maladjustment during the internship process, regardless of whether the maladjustment is due to the internship institution, the department shall have its mentor contact the student to provide guidance. The mentor shall track the student's adaptability and check whether any violations

of the student's rights have improved. If the student remains unfit, the mentor shall help the student apply for internship termination or transfer the student to another internship institution with school approval.

Internship performance assessment: off-campus internship performance shall be co-evaluated by both of the mentors. The evaluation method includes comprehensiveness of the student's internship report and the student's hours and attendance of actual work. These items are calculated into internship performance and those who pass the evaluation shall be granted credits. When needed during the internship period the internship institution and the department shall coordinate reviews of internship measures and evaluation methods so that internship content can improve.

E. Handling of Internship Dispute Negotiations and Appeals

If there is a dispute between a student and the internship institution, the student shall immediately request the department mentor to negotiate a solution with the internship institution. If the matter is not improved, an appeal can be filed through the department's off-campus internship committee or the school's student appeal mechanism. The school shall immediately initiate dispute negotiations and processing mechanisms, as well as convene a meeting for the discussions. The school will invite the party involved in the dispute (the student) and the internship institution's representative to describe the specifics of the matter and conduct a subjective judgment and resolution. If the matter involves a salary rights dispute, labor law experts may be invited to help with the interpretation of the law. After the meeting the resolution or result shall be recorded and the involved parties (the student and the internship institution) shall be notified of the result. The internship institution or the involved student shall be requested to make adjustments and improvements according to the resolution. If any one party does not agree with the judgment, the department shall initiate the internship transfer mechanism and arrange for the student to change his/her internship institution. If there is a clear violation of the internship contract or labor-related regulations, the school will automatically provide the intern with legal consultation and help the intern coordinate or appeal to the local labor authority, as well as take legal action according to the law to guarantee the student's internship rights.

F. Emergencies and Accidents

The school shall set up an emergency/accident notification channel and establish a response mechanism, which will be announced to the students before their internship. If an emergency or accident occurs during the student's internship, the intern, the intern's classmates, or the internship institution's mentor shall immediately report the situation to the department mentor. Both parties shall work together to report the situation to the school's internship unit. The school internship unit will actively follow the matter and help the intern apply for an insurance claim.

G. The Difference between Internship and Working

(A) Internship: the Off-Campus Internship Course is one of the school's official courses, and is different from the timed work implemented through normal arrangement and planning. A work permit is not required for the school's off-campus internship course that does not involve provisions for labor or work outside of course learning activities. Internship is an off-campus planned activity done by the school to teach students skills required for their future work and career. The school will arrange for the off-campus internship institution to assign a person as the internship institution's mentor who will participate in course planning, design and practical off-campus internship guidance.

(B) Working:

1. If foreign and overseas Chinese students have a need for work, the student must first obtain a work permit (regardless of whether the work is paid or the type of work) before starting. If the student is working in a public/private institution where the Labor Standards Act is applicable, then labor conditions such as salary, work hours, rest time, days off, leave and occupational hazard compensation shall be handled according to the Labor Standards Act. If the student is working in a public/private institution where the Labor Standards Act is not applicable, the labor conditions shall be indicated on the contract.
2. Documents required to apply for a work permit:
 - (1) Valid passport.
 - (2) Postal transfer receipt for the review fee (NT\$100 per person). The applicant shall go to the postal office to make the transfer. Account name: Workforce Development Agency, Ministry of Labor, designated hiring permit fee account. Account number: 19058848.

3. Work permit application process: (currently, applications are all done online - Workforce Development Agency, Ministry of Labor, foreign professional work permit application website: <https://ezwp.wda.gov.tw>).
 - (1) Click on "Overseas Chinese/foreign student work permit application."
 - (2) The applicant will be guided to the student account application login page.
 - (3) Click [apply for account].
 - (4) You will be guided to the account application page. Input the applicant's basic information and input the authentication code at the bottom, then click "Confirm" to submit the account application.
 - (5) After logging into the website, use the "Case management > student case management" page to add a new case.
 - (6) Click "Add new application case" and the system will guide you to the new addition page.
 - (7) Input the related application document data.
 - (8) Go to the post office to pay the fee ahead of time. Input the "transaction date," "transaction postal office number," and the "postal office transfer receipt number" into the review fee column. If you pay by ATM, click the "Send to school for review and obtain the payment number" to obtain the payment serial number. Make the payment at an ATM as soon as you can.
 - (9) Select "Upload file" and upload the related document file that has been prepared ahead of time.
 - (10) Select "Send to school for review" to implement case review.

Other related regulations:

1. Work and study regulations for foreign students
 - (1) Foreign students should conform to regulations that govern foreign students studying in Taiwan.
 - (2) Overseas Chinese students should conform to Study and Counseling Assistance for Overseas Chinese Students in Taiwan.
 - (3) According to the Regulations on the Permission and Administration of the Employment of Foreign Workers, foreign students and overseas Chinese students who come to study in Taiwan may apply for a work permit from the Ministry of Labor once they are enrolled by a school.

- (4) The maximum period for the work permit is six months.
 - (5) For applicants who apply during the fall semester, the expiration date of the work permit is March 31 of the following semester. For those who apply during the spring semester, the expiration date of the work permit is September 30 of the same year.
 - (6) Work permits for students who drop out or are suspended from school will be nullified even if they have not yet expired. The work permits shall be returned to the school's guidance unit.
 - (7) According to Article 43 of the Employment Service Act, foreigners who have not applied for a permit via the employer cannot work within the Republic of China.
 - (8) According to Article 50 of the Employment Service Act, employers who hire foreign students attending a public or approved private college, or overseas Chinese students attending a public or approved private high school or higher level school, are not subject to Article 46-1 limitations. Except during winter and summer breaks, the maximum work hour per week is 20 hours.
 - (9) If a foreign student works illegally in Taiwan, the perpetrator shall be subject to a NT\$30,000 to NT\$150,000 fine according to Articles 68-1, 68-3 and 68-4 of the Employment Service Act. The perpetrator shall also be ordered out of the Republic of China and not be allowed to work in Taiwan. Persons who do not leave the country by the deadline shall be deported by agencies governing the entry and exit of foreign persons. The perpetrator can be held in custody by the competent authority prior to their deportation.
- 2. Regulations regarding employment of foreign students by employers**
- (1) According to Article 44 of the Employment Service Act, no one shall illegally hire foreigners for work.
 - (2) According to Article 57-1 of the Employment Service Act, employers shall not hire foreigners who have not been approved for work, whose permit is invalid and whose permit was obtained by another employer.
 - (3) According to Article 63 of the Employment Service Act, employers who illegally take in or hire foreign students for work can be fined between NT\$150,000 and NT\$750,000. Repetitive violators who violate Article

63 of the Employment Service Act within 5 years after the first violation may be sentenced to a prison term of up to 3 years, be detained, be fined up to NT\$1,200,000, or a combination thereof. According to Articles 54-1-14 and 54-72-2 of the Employment Service Act, the employer shall not be issued a recruitment permit, hiring permit, or extension for hiring, and the employer's recruitment permit and hiring permit may be nullified in part or in total.

3. Agent management regulations

- (1) According to Article 45 of the Employment Service Act, no one may hire a foreign person to work illegally in Taiwan.
- (2) According to Article 64 of the Employment Service Act, anyone who illegally hires foreign students to work shall be fined between NT\$100,000 and NT\$500,000. If the perpetrator violates the regulation again within 5 years of the first violation, the violator can be sentenced to a prison term of less than 1 year, be detained, be fined up to NT\$600,000, or a combination thereof. Perpetrators who violate Article 45 with intent to profit can be sentenced to a prison term of up to 3 years, be detained, be fined up to NT\$1,200,000, or a combination thereof. The representative of a legal person, a legal person, the agent of a natural person, employed person, or other practitioners who violates Article 45 in the course of their work (except for violators of the two aforementioned regulations who shall be sentenced accordingly) can result in the legal person or natural person being fined according to law.
- (3) According to Article 69-1 of the Employment Service Act, private employment institutions that violate Article 45 shall be suspended from operation for up to one year.

H. Consultation & Complaint Channel

Students are entitled to use school channels for appeal. If a satisfactory solution cannot be reached, the student may file an appeal on the National College Overseas Student Consultation Service Platform. Find the website at(www.nisa.moe.gov.tw), and the service hotline is (0800-789-007).



Everyday Life Information

- A. Accommodation**
- B. Campus Life**
- C. Psychological Consultation**
- D. Financial Services (opening accounts, credit cards, withdrawing money, wiring money, and exchange cash)**
- E. Application for Mobile Phone Numbers**
- F. Out and About**
- G. Scholarship/Financial Aid**
- H. Student Clubs**
- I. Off-campus Events**
- J. Drivers License**
- K. List of Commonly Used Websites**
- L. Local Culture and Etiquette**

A. Accommodation

For the students' safety during their schooling period the school will give priority to providing new students with dormitories or help students find an appropriate off-campus residential rental. Please pay the dorm fees as per school regulations, comply with the dormitory management and be courteous so that everybody can get along well.

For safety purposes, students must regularly update their off-campus residential contact information so that the school can contact students immediately in case of emergencies. This will also give parents who live far away peace of mind.

B. Campus Life

Do you expect campus life to be exciting? To help students adapt to life in Taiwan, the school holds regular meetings with foreign students and overseas Chinese students. The school also provides various information related to everyday living. Please make use of this information!

C. Psychological Consultation

When students need counseling, they can go to the school's consultation guidance unit for counseling. The student needs to fill out a counseling consent form and the school will keep the content of the counseling session confidential. The school will not divulge the student's case record without his or her consent, so students can enter into counseling without any worries.

D. Financial Services (opening bank accounts, applying for credit cards, withdrawing/wiring/exchanging money)

"You can't do everything with money, but there is nothing you can do without money." However, students should also not carry too much cash on them! Taiwan's current cash limit for entering and leaving Taiwan is explained below. For more entry and exit baggage information, students can log onto the Customs Administration website at <http://taipei.customs.gov.tw/>. Look under "passenger baggage clearance" in the "often asked questions" section.

1. When carrying US\$10,000 or more in cash, the carrier must declare it to the customs. If the cash is undeclared, the amount exceeding USD10,000 will be confiscated according to law.
2. The amount in Taiwanese currency is limited to NT\$60,000. When carrying more than this limit, the carrier must apply for approval from the Central Bank of the Republic of China (Taiwan) before entering or leaving Taiwan. This approval from the Central Bank is given to customs.



Students can select a financial institution recommended by the school and open their account to quickly deposit their cash into a financial institution and apply for a mobile phone. If the student is under 20 years of age, we recommend opening an account at the Post Office to avoid “legal representative consent form” procedure. Important financial service descriptions are as follows:

(A) Opening an account

Step 1: Prepare documents required for getting a savings account:

Opening an account at a normal financial institution requires the identification documents listed below. If there are any questions, inquire to the school’s relevant office and the financial institution where you open your account.

- (1) Consent form from the legal representative: prior to your coming to Taiwan, please ask the school for the cooperating bank’s “legal representative consent form.” and have your parents sign it. According to the requirements of the Financial Supervisory Commission, Executive Yuan, the document must be verified by the overseas mission or the document must be signed by a legal guardian in Taiwan.

The Chunghwa Post Co., Ltd. does not require the “legal representative consent form” to open an account. This is a convenience that the students can make use of.

- (2) Have the school issue a proof of attendance.
- (3) Alien resident certification.
- (4) Personal seal.
- (5) Secondary proofing document (national health insurance card, passport, driver’s license, or student ID).
- (6) ID number.

Step 2: Bring all the required documents to the local post office or bank to open a savings account.

Step 3: When opening the account, the applicant can also apply for a VISA debit card. In addition to ATM deposits/withdraws and wire transfers in Taiwan, the card can be used to deduct money directly from the account up to the limit of the account. This can be used instead of the credit card.

(B) Credit cards: To apply for a credit card in Taiwan, the applicant must have proof of income. Students with no proof of income, regardless of nationality, cannot apply for a credit card. We recommend students to apply for a VISA debit card. The debit card can be used to deduct money directly from the holder’s account so there is no need for monthly credit card payments.

(C) Where to take out money: The holder of a debit card from a Taiwan financial institution can go to the institution’s ATM to make a withdrawal without paying a service charge. When using the debit card in another institution’s ATM, there is a NT\$5 service charge. Some debit cards provide service free of charge. Please inquire with your financial service institution.

(D) Wire transfer: The applicant should carry his or her passport or ARC to the bank when making wire transfers. Each bank shall charge a service and wiring fee according to the that advertised by the bank in their respective operating sites.

(E) Exchanging cash: If a student has foreign currency in Taiwan and wish to exchange into New Taiwan Dollars, they can go to a designated bank or the post office to make the exchange.

(F) Precautions: Foreign students and overseas Chinese students currently cannot apply for tuition loans in Taiwan. Credit loans must be processed according to the rules of respective financial institutions.

E. Application for Mobile Phone Numbers

According to the “Prepaid SIM Card Application Guidelines” regulated by the National Communications and Communications Commission (NCC), each person can apply for only one phone number under one telecom provider, also known as “one phone number for one ID”. In addition, the application will require two forms of ID, known as “Double ID Verification”. If in need of a SIM card, one can contact a telecom provider’s service center or designated store, or seek assistance from the university’s international office for international Chinese students.

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) Aged 20 and above:

1. Primary ID (validity exceeding 3 months): your passport.
2. Secondary ID (validity exceeding 3 months): visa in Taiwan, health insurance card, international driving licence or alien resident certificate (the secondary ID needs to be different from the primary ID).
3. 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. 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) Aged under 20:

1. Same requirements for the primary and secondary IDs and proof of student status apply as for those aged 20 or above.
2. 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. 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.

F. Out and About

On your outings, be sure to carry your ID or student card with you (to qualify for a number of concessions or discounts) and store them securely. Be sure to memorize or save your university's emergency helpline on your phone, which will come in handy when least expected. Should you need to ride public transportation, be sure to get hold of relevant travel information in

G. Scholarship/Financial Aid

(A) International students are eligible for a Taiwan Scholarship

1. To encourage outstanding international students to undertake degree studies in Taiwan and familiarize themselves with Taiwan's environment while promoting communication, understanding and friendship between Taiwan and the international community, the Ministry of Education, R.O.C. (the MOE) provides scholarship/financial aid needed which cover the following:
 - (1) Tuition and miscellaneous expenses (i.e. course-credit fees and miscellaneous basic study-related fees): The MOE will pay up to NT\$40,000 per semester for each scholarship recipient's approved tuition and miscellaneous expenses. In cases where the tuition and miscellaneous exceed a total of NT\$40,000, the remaining amount must be paid to the university by the scholarship recipient. The miscellaneous expenses do not include any of the following: administration fees, thesis supervision fees, insurance premiums, accommodation or internet access, which must be covered by the scholarship recipient.

- (2) Living allowance: The MOE provides a monthly stipend of NT\$15,000 to each scholarship recipient undertaking university undergraduate studies and NT\$20,000 to each scholarship recipient undertaking a master's degree or doctorate studies.

2. Scholarship Duration:

- (1) The maximum duration a Taiwan Scholarship may be held is as follows: four years for undergraduate degree studies, two years for master's degree studies, and four years for doctorate degree studies. The maximum total duration that a person may hold a Taiwan Scholarship is five years.
- (2) Each year, the Taiwan Scholarship will be awarded on September 1 and expire on August 31 of the following year. Scholarship recipients should arrive in Taiwan and complete the enrollment at the scheduled time. Those failing to arrive and enroll in the university at the scheduled time will be deemed as giving up the scholarship and will not have the scholarship deferred until the following academic year, unless the scholarship recipient has notified the university and the MOE as well as being granted a postponed arrival and enrollment.
- (3) Living allowance payments begin from the month when the scholarship recipient's university course starts and ends when the scholarship expires, or when the recipient graduates or withdraws or is suspended or expelled from the university course, or when the scholarship is revoked.

3. Eligibility:

- (1) The applicant must be a foreign national holding a senior high school graduation diploma or above, with an excellent academic record and a good moral character.
- (2) A person in any of the following categories is not eligible to apply:
 - a. An R.O.C. national or overseas Chinese student.
 - b. A person who already has and will continue to maintain his/her student status or has enrolled to begin studies in any of Taiwan's universities/colleges. This restriction does not apply to those who will be graduating from their current degree course. They may wish to apply for a Taiwan Scholarship to pursue a higher degree course.
 - c. A person who once studied in Taiwan for a degree at the same level as the one in which he/she currently intends to enroll.
 - d. An exchange student or dual/joint degree student who has been admitted to a university/college in Taiwan in accordance with an academic



cooperation agreement between that university/college and an overseas university/college.

- e. A person who has been a Taiwan Scholarship recipient for a total of five years.
- f. A person who has before had their Taiwan Scholarship or MOE Huayu Enrichment Scholarship revoked.
- g. A person who has received any other scholarship or financial aid from any Taiwan Government institution (organization) or any educational institution in Taiwan, apart from concessions for tuition and miscellaneous expenses provided to a Taiwan Scholarship recipient by his/her university to cover an outstanding amount when the total amount of the tuition and miscellaneous expenses exceeded the scholarship limit.

(3) Applicants should submit their application to their desired university within the application deadline.

(B) Overseas Chinese students are eligible for “Student Aid for Overseas Chinese Students”, “Scholarship as Encouragement for Overseas Chinese Students to Enroll in Taiwan’s Universities” and “Subsidies for Universities to Set up Scholarships for Outstanding Overseas Chinese Research Students”:

1. Student Aid for Overseas Chinese Students

- (1) The Student Aid is set up to assist those in high school or above who are from a financially disadvantaged background in order for them to complete their studies. Those who meet the following criteria are eligible to apply:
 - a. Overseas Chinese students who come to study in Taiwan following the “Regulations Regarding Study and Counseling Assistance for Overseas Chinese Students in Taiwan”.
 - b. “Financially Disadvantaged” is defined by the following:
 - (a) “Financially Disadvantaged” certificates or bank statements issued by an overseas bank as provided by the overseas Chinese student, if need be, have to be sent for verification by the university to the Overseas Community Affairs Council.
 - (b) The living conditions of the overseas Chinese student in Taiwan.
 - c. Overseas Chinese students, in the second year of high school or above, who have passed all exams for the previous academic year and have never been penalized for any wrongdoings marked with admonition or more while in university or a minor demerit or more while in senior high school.

(2) Those who already receive government financial aid, concessions or subsidies for tuition and miscellaneous expenses in compliance with other regulations are not eligible to apply for the abovementioned student aid.

2. “Scholarship as Encouragement for Overseas Chinese Students to Enroll in Taiwan’s Universities”.

(1) In accordance with the MOE’s guidelines for Scholarship as Encouragement for Overseas Chinese Students to Enroll in Taiwan’s Universities, the scholarship eligibility requirements are as follows:

a. Applicants for Outstanding Overseas Chinese Students Scholarship need to meet one of the following criteria:

(a) Those ranked amongst top 1% in total academic score in their chosen field and amongst top 5 in their chosen field out of all the applicants in the same group for the university admission by following the admission path of the University Entrance Committee For Overseas Chinese Students (ECOCS).

(b) Those having previously represented their resident countries to compete in the International Olympiad for mathematics, physics, chemistry, biology, earth science or informatics and received a gold, silver or bronze medal or having received any of the top four grand awards from the Intel International Science and Engineering Fair as well as being successful in their university admission via the ECOCS path.

b. Applicants for the “Elite Overseas Chinese Students Scholarship” need to meet the abovementioned requirements for Outstanding Overseas Chinese Students Scholarship as well as one of the following criteria:

(a) Those studying in various countries’ excellent (well-reputed) senior high schools, achieving the highest (best) score in their class and having passed the MOE’s selection.

(b) Those having achieved up to 5 A1s in Malaysia’s Unified Examination Certificate for independent senior high school students.

(c) Those having represented their resident countries and having won awards in the International Olympiad for mathematics and physics or in international science fairs, as well as being admitted as a top candidate to various universities (up to three universities/ departments).



(2) Award Amount or Treatment:

- a. Scholarship for Outstanding Overseas Chinese Students: NT\$12,500 per month for first-time recipients in the first academic year and NT\$10,000 per month in the second academic year and so on, if meeting the eligibility requirements as a successive recipient.
- b. Scholarship for Elite Overseas Chinese Students: NT\$25,000 per month for first-time recipients in the first academic year and for those meeting the eligibility requirements as a successive recipient.

3. “Subsidies for Universities to Set up Scholarships for Outstanding Overseas Chinese Research Students”.

- (1) In accordance with the MOE’s guidelines for “Subsidies for Universities to Set up Scholarships for Outstanding Overseas Chinese Research Students”, universities that recruit more than five overseas Chinese students for their research institutes need to submit to the MOE between October 31 and March 31 of the following year the total number of overseas Chinese research students for the first (or second) semester of the academic year in order to receive the allocated subsidies for outstanding overseas Chinese students.

- (2) Award Amounts or Treatment: Universities should stipulate their own regulations governing scholarships for outstanding overseas Chinese students admitted to the university’s research institutes, following the principle that the award amount should be no less than NT\$10,000 per month.

H. Student Clubs

(A) Participating in Student Clubs

1. After completing the enrollment and securing your student status from the semester, you can take part in any student clubs within the university in accordance with the university’s relevant regulations.
2. You are required to comply with the regulations of the university and the student clubs guidelines.

(B) To Start a Student Club

1. You may feel free to organize and start a student club by following club-founding guidelines and processing procedures stipulated by the university and submit the application accordingly.

2. When you submit your club-founding application, you need to check if the nature and the mission of the club comply with relevant regulations and if it is appropriate to develop the club within the university.
3. After starting a club, you can apply for events funding in accordance with the university’s subsidiary guidelines for student clubs’ event funding, so as to host legitimate and lawful events for bonding amongst club members.

I. Off-campus Events

“Outdoors events are fun-filled, and safety comes first for a relaxing time.” Taiwan is a beautiful island filled with natural treasures and off-campus activities hold a myriad of choices and possibilities. However, you have to pay attention to the following when attending off-campus events and occasions:

(A) Please carry proof of identity (such as a student ID, residence permit or passport) with you when you are out. In case of a conflict or emergency, you should contact the school immediately to search for assistance.

(B) Stay out of illegal and dangerous situations and places.

(C) We advise that you refrain from participating in political activities (such as elections rallies, TV political programs or paid activities). In general, you should avoid disseminating provocative topics that may affect social stability, ethnic harmony or cross-strait sovereignty in public forums, on the internet or other forms of media. During sensitive elections in Taiwan, in addition to observing our elections, we advise that you avoid participating in election rallies or express controversial remarks on individual political parties or voicing political opinions to safeguard your security.

(D) There are many popular tourist sites in Taiwan worth visiting, such as:

1. Northern Taiwan: Fortress San Domingo, Danshui, Danshui Old Street, Shilin Night Market, Jiufen, Yangmin Mountain.
2. Central Taiwan: Sun Moon Lake, Xitou, Sun Link Sea Forest Recreation Area.
3. Southern Taiwan: Alishan, Anping Old Fort, Sizihwan, Kenting.
4. Eastern Taiwan: Taroko Gorge, Sanxiantai, Zhiben Hot Spring.
5. Offshore Islands: Penghu, Kinmen, Matsu, Green Island, Xiaoliuqiu.

Please refer to related tourism websites for additional details concerning the abovementioned scenic sites.

(E) Suggested routes: You can travel from the south to north or west to east using public transport that is both convenient and environmentally-friendly.



(F) Public transportation website links are as follows:

1. Taiwan High Speed Rail: <http://www.thsrc.com.tw/>
2. Taiwan Railways: <http://www.railway.gov.tw/tw/>
3. Metro Taipei: http://www.trtc.com.tw/MP_122031.html
4. Kaohsiung Rapid Transit: <http://www.krtco.com.tw/>
5. Taiwan Tourist Shuttle: <https://www.taiwantrip.com.tw/>
6. For long-distance passenger information, please refer to the following items or other websites:
 Kuo Kuang Motor Transport: <http://www.kingbus.com.tw/time&price.php>
 United Bus: <http://www.ubus.com.tw/>
 Ho-hsin Bus: <http://www.ebus.com.tw/>
 Aloha Transport: <http://www.aloha168.com.tw/main1.htm#>
 Free Go Bus: <http://www.freego.com.tw/>

J. Drivers License

Need to travel by car or motorbike? Then you must get a driver’s license first! The following is a list of things you need to pay attention to when applying for a driver’s license, or you can consult the school’s student assistance division. The following three situations may apply and are explained below:

- (A)** If you hold a “driver’s license from an equal reciprocal country or region,” you will be exempted from testing and will qualify for an ordinary driver’s license for the same type of vehicle.
- (B)** If you hold an “international license from an equal reciprocal country or region,” you will need to apply for a visa at a local motor vehicles office. International license visas will expire after one year.
- (C) 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. Qualifications: 18 years old and above.
 2. Required Documents:
 - (1)** Proof (with a permit) to stay or remain in Taiwan for more than 6 months (for example: Alien Residence Permit).

- (2)** 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)** 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)** 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. Fees:

- (1)** Ordinary small car driver’s license registration fee is NT\$450 + driver’s license fee of NT\$200.
- (2)** Ordinary heavy motorbike driver’s license registration fee is NT\$250 + driver’s license fee of NT\$200.
- (3)** Ordinary light motorbike driver’s license registration fee is NT\$250 + driver’s license fee of NT\$200.

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

5. Items of importance:

- (1)** 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)** You can choose to join a driving class or for self-study and apply for a driver’s license test after 3 months.
- (3)** You will need to pass a road test before obtaining a scooter license.
- (4)** 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)** Results of physical exams and written tests are valid for up to one year.
- (6)** The validity period of the driver’s license is issued in accordance with your residency certificate (document) limitation.
- (7)** 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.



- (8) For a list of reciprocal countries or regions please refer to the DGH website at <http://www.thb.gov.tw/tm/wcf.aspx> > Motor Vehicle Driver Information Service > List of main reciprocal countries or regions and international licenses.
- (9) For quires concerning operations and regulations at your local Department of Motor and Vehicles Office, please contact each office individually. Contact details are as follows:

Local Motors and Vehicle Office	Phone	Address
Taipei City Motors and Vehicles Office	02-27630155	No. 21, Section 4, Bade Road, Songshan District, Taipei City
Taipei Motors and Vehicle Office	02-26884366	No. 7, Lane 248, Zhongzheng Road, Shulin District, New Taipei City
Banciao Motor Vehicles Supervision Station	02-22227835	No. 116 Section 3, Zhongshan Road, Zhonghe District, New Taipei City
Luzhou Motor Vehicles Station	02-22886883	No. 163, Zhongshan 2nd Road, Luzhou District, New Taipei City
Taipei Motor Vehicles Office - Shilin branch	02-27630155	No. 80, Section 5, Chengde Road, Shilin District, Taipei City
Keelung Motor Vehicles Supervision Station	02-24515311	No. 296, Shijian Road, Qidu District, Keelung City
Yilan Motor Vehicles Supervision Station	03-9658461	No. 9, Section 2, Zhongzheng Road, Wujie Township
Hualien Motor Vehicles Supervision Station	03-8523166	No. 152, Section 2, Zhongzheng Road, Ji'an Township, Hualien County
Yuli Motor Vehicles Supervision Station	03-8883161	No. 427, Zhonghua Road, Yuli Township, Hualien County
Hsinchu Motor Vehicles Office	03-5892051	No. 58, Section 3, Wende Road, Xinpu Township, Hsinchu County
Hsinchu City Station	03-5327101	No. 10, Ziyou Road, East District, Hsinchu City, 300
Taoyuan Station	03-3664222	No. 416, Jieshou Road, Taoyuan District, Taoyuan City
Zhongli Station	03-4253990	No. 394, Yanping Road, Zhongli District, Taoyuan City
Miaoli Station	037-331806	No.98 Fuli Road, Miaoli County

Local Motors and Vehicle Office	Phone	Address
Taichung Motor Vehicles Office	04-26912011	No. 2, Section 1, Youyuan Road, Dadu District, Taichung City
Taichung City Station	04-22341103	No. 77, Beitun Road, North District, Taichung City
Fongyuan Motor Vehicles Station	04-25274229	No. 120, Fengdong Road, Fengyuan District, Taichung City,
Changhua Motor Vehicles Office	04-7867161	No. 457, Section 2, Zhongshan Road, Huatan Township, Changhua County
Nantou Motor Vehicles Station	049-2350923	No. 201, Zhongxing Road, Nantou City, Nantou County
Puli Motor Vehicles Station	049-2980404	No. 68, Shuitou Road, Puli Township, Nantou County
Chiayi Motor Vehicles Office	05-3623939	No. 29, Puzi 7th Road, Puzi City, Chiayi County,
Chiayi City Motor Vehicle Station	05-2770150	No. 89, Baojian Street, East District, Chiayi City
Yunlin Motor Vehicle Station	05-5335892	No. 411, Section 2, Yunlin Road, Douliu City, Yunlin County
Tungshih Motor Vehicle Station	05-6991100	No. 333, Xinkun Road, Dongshi Township, Yunlin County, 635
Madou Motor Vehicle Station	06-5723181	No. 551, Xinsheng North Road, Madou District, Tainan City
Shinying Motor Vehicle Station	06-6352845	No. 55, Datong Road, Xinying District, Tainan City
Tainan Station	06-2696678	No. 1, Chongde Road, East District, Tainan City,
Penghu Station	06-9211167	No.121 Guanghuali, Penghu County, Magong City
Kaohsiung City Motor Vehicles Office	07-3613161	No. 71, Demin Road, Nanzi District, Kaohsiung City
Lingya Station	07-2257812	No. 22, Ankang Road, Lingya District, Kaohsiung City
Kaohsiung Motor Vehicle Office, Directorate General of Highways	07-7711101	No. 361, Wuying Road, Fengshan District, Kaohsiung City



Local Motors and Vehicle Office	Phone	Address
Cishan Station	07-6613711	No. 123-1, Qiwen Road, Qishan District, Kaohsiung City
Pingdong Station	08-7666733	No. 222, Zhongxiao Road, Pingtung City, Pingtung County
Hengchun Motor Vehicle Station	08-8892014	No. 11, Caobu Road, Hengchun Township, Pingtung County
Taidong Station	089-311539	No. 441, Zhengqi North Road, Taitung City, Taitung County
Jinmen Station	082-332407	No.6-1 Huanghai Road, Kinmen County, Jinhu Township
Lianjiang Station	0836-22272	No.155, Jinsha Village, Nangan County, Lianjiang County

K. List of Commonly Used Websites

- (A) Ministry of Education: <http://www.edu.tw/>
- (B) National Immigration Agency: <http://www.immigration.gov.tw/>
- (C) Ministry of Health and Welfare: <http://www.mohw.gov.tw/>
- (D) Ministry of Health and Welfare Volunteer Service Webpage: <http://vol.mohw.gov.tw/vol/index.jsp>
- (E) Ministry of Labor: <https://www.mol.gov.tw/>
- (F) Workforce Development Agency: <https://www.wda.gov.tw/>
- (G) Environmental Protection Administration, Executive Yuan: <http://www.epa.gov.tw/>
- (H) Tourism Bureau, MOTC: <http://www.taiwan.net.tw/>
- (I) Youth Travel in Taiwan: <http://www.youthtravel.tw/main.php>
- (J) City Talk (Providing extensive information about themed activities in Taiwan): <http://citytalk.tw/>

L. Local Culture and Etiquette

- (A) Our lunar calendar is basically the same as that in all the Chinese speaking regions. The only difference is that March 23rd in the lunar calendar is commonly observed as “Mazu’s Birthday” (there are many places where Mazu is worshipped around the world). July 15th in the lunar calendar is Zhongyuan Festival, otherwise known as the “Ghost Festival”.
- (B) Important national holidays are Founding Day on January 1st (which is New Year’s Day and usually mixed with New Year festivities), Children’s Day on April 4th , Tomb Sweeping Festival on April 5th, and Mother’s Day on the second Sunday of May. August 8th Father’s Day, September 28th Teacher’s Day (Confucius’ Birthday Anniversary), October 10th National Day, and October 25th Taiwan’s Retrocession Day.
- (C) Taiwanese society places great importance on holidays and festivals. During the New Year’s holidays, many places, especially the central and southern regions, will hold large dragon and lion dance performances, as well as temple celebrations and folk art performances. Additionally, the Tomb Sweeping Festival is for sweeping the tombs of our ancestors in honor of their memory; eating springrolls, attending the Dragon Boat Race on Dragon Boat Festivals, gazing upon the full moon on Mid-Autumn Festival while eating moon cakes and barbecue, welcoming the new year on Chinese New Year’s Eve, New Year’s Day, welcoming spring and visiting friends and family on the second day of Chinese New Year... and so on, all show that the people of Taiwan honor our ancestors in the spirit of following ancient ceremonies.
- (D) Taiwan has a high education rate, with the compulsory education rate close to 100%. The people are friendly, enthusiastic and empathatic. For example, people will line up automatically to wait for the bus. Bus drivers will say “thank you for the ride” when a passenger gets off the bus. When passengers get off the bus, they will also say “thank you” to the driver; during shopping transactions, shop owners and customers often thank each other over the exchange of change; when asking the school administration for assistance, the staff will patiently answer your questions. When you visit public departments or go to a big hospital for treatment, you can often meet warm volunteers waiting to provide assistance. If you are lost in the street, as long as you politely ask, most people are willing to point you in the right direction. Being aware of such little things in your daily life allows you to feel the enthusiasm and friendliness of our people.

IV

Q&A



Category	Number	Question (Q)	Answer (A)
Study	1	Can I apply for retention of admission if I am unable to complete the application in time for registration? What documents are needed?	<p>(1) If you meet the school's retention requirements and your application is approved, you can apply to retain admission for 1 year.</p> <p>(2) The necessary documents to qualify for retaining admission include a parental consent form and the application form for retaining admission (please follow the rules of each school).</p>
	2	Is there a career or employment seminar on campus?	Yes, though most of them are for Taiwanese students and the Taiwanese market. Students that are interested can also seek relevant information in each school.
	3	Do foreign students and overseas students have to join the National Health Insurance?	The National Health Insurance is a compulsory social insurance that provides foreign students with equal medical rights in Taiwan. From the time international students and overseas Chinese students come to Taiwan to study, students who have lived in Taiwan for six months qualify for universal health care and must participate in universal health insurance or self-purchased insurance at their schools.
	4	How do international students and overseas students sign up for universal health insurance?	<p>(1) Insured at school</p> <p>a. International and overseas Chinese students who are insured at school should include the insurance premium in the school's bill for tuition and fees for each semester and pay at the time of registration. The health insurance bureau will issue a monthly payment slip. Your fee is then paid by the school to district branches on a monthly basis. The first semester's payment covers the insurance premium from September to February, and the second semester covers the insurance premium from March to August.</p> <p>b. New international students and overseas Chinese students will be eligible for insurance after they have been in residence for six months and are allowed to participate in the universal health insurance. Health insurance premiums paid by students should be included in the tuition and fees payment slip to simplify the payment procedure.</p>

Category	Number	Question (Q)	Answer (A)
Study	4	How do international students and overseas students sign up for universal health insurance?	<p>c. Billing requirements for insurance premiums refers to the payment of a full-month premium in the month of insurance (for example, if a student pays on September 5, the premium fee is calculated from September 1). If the student graduates, suspends or terminates studies, the school will refund student's overpaid premiums of the according to the billing regulations.</p> <p>d. If an international or overseas Chinese student is still covered by insurance and retains a valid residence permit after graduation, suspension, or termination of studies, the school will no longer pay insurance premiums for you. You must pay accordingly and on your own.</p> <p>(2) Self-purchased: If you purchase insurance from the township or city office or the health insurance branch office in your local area of residence, you will receive a payment bill every month that should be paid within time limits. Required Documents and Forms:</p> <ol style="list-style-type: none"> Health insurance IC card application form. The original and photocopy of your residence permit (tape to the application form). Recent 2 inch hatless, front facing photo with white background (tape to the application form).
	5	How do International and overseas Chinese students apply for re-entry?	International and overseas Chinese students holding foreign passports that leave the country after a suspension of studies will need to apply for a new residence visa before re-entry.
	6	After I graduate, if I know I am admitted further studies in Taiwan, do I need to leave the country and re-enter?	No need. Please apply for a replacement Alien Resident Certificate (ARC) at the National Immigration Agency (NIA) Service Station after registering for the new semester.
	7	How do I proceed with exiting the country after graduation?	The school will inform the National Immigration Agency (NIA) to nullify your Alien Residence Certificate (ARC) after graduation. Graduation usually falls in June.

Category	Number	Question (Q)	Answer (A)
Internship	7	How do I proceed with exiting the country after graduation?	The actual completion of the notification will be around July to September, so you must leave before your Alien Residence Permit expires.
	8	Why do I need to participate in the off-campus internship?	Through off-campus internships, students can combine theory with practice, and at the same time increase employment opportunities for graduates. Overall, students are able to enhance their employment competitiveness.
	9	Can I be exempt from tuition and fees if I spend half or all of the school year on off-campus internships?	The off-campus internship program promoted by the Ministry of Education is an elective or compulsory credit and part of the school's formal course as well as graduation credit. Even though you spend a limited amount of time at, your school still needs to be responsible for internship planning, evaluation, and allocating students to the internship. The school is also in charge of pre-internship preparational classes, internship counseling, post-internship assessments, etc., so it is still necessary to pay according to the tuition and fees of each school.
	10	How are internship partnering institutions selected?	<p>a. Not to worry, your school will pair you with the appropriate institution. When the school implements the off-campus internship course, your department first affirms the core values of the undergraduate department, evaluates the properties of the internship institution and the internship content provided, and establishes related forms. The internship institution will also need to be approved by the department's internship committee.</p> <p>b. Your faculty will negotiate with the internship organization to adjust the duration of student internships, and will also ask the internship organization to confirm that they will not be able to prematurely terminate the contract under any circumstances that causes interruption in your internship.</p>
11	What should I pay attention to when signing an internship contract?	When an internship contract is established between your school and the internship institution, the contract should clearly state the internship position, whether there is an allowance, internship insurance and responsible departments, as well as other rights and obligations of the institutions, schools and interns.	

Category	Number	Question (Q)	Answer (A)
Internship	12	Can I ask for time off during the internship?	When the department and partnering organization negotiate the contents of internship and its contract, they will discuss the related attendance as well as reward and punishment regulations regarding student's leave, and recommend that it is included in the contract and legally binding.
	13	How do you arrange accommodation and transportation for interning students?	Your department will properly plan and address any safety concerns regarding your internship in advance. If necessary, the school will ask the partner institution to provide accommodation for students in order to reduce concerns. If the partner institution is unable to provide accommodation, the school and the partner institution are instructed to help the interns to solve any issues concerning accommodation and traffic safety.
	14	What are the rights and obligations of students participating in off-campus internships?	<ul style="list-style-type: none"> a. Internship hours must be met within time regulations. b. Take responsibility for your duties, accept guidance with humility, learn diligently, and maintain the school's reputation. c. During the internship, your attendance shall be recorded according to the partner institution or school regulations. If you need to apply for leave under any circumstances during your internship, please request in advance and receive approval by both the internship unit supervisor and internship instructor. For emergencies please phone the institution and school to inform your situation. d. Please hand in internship reports regularly as requested by the school. e. Stay in touch with your instructor during the internship to inform them of recent developments. <ul style="list-style-type: none"> (a) When encountering an unreasonable request during your internship, please contact the school as soon as possible and let the school assist in resolving the issue. (b) Please do not engage in emotional entanglement with internship organization staff or clients.

Category	Number	Question (Q)	Answer (A)
Internship	14	What are the rights and obligations of students participating in off-campus internships?	<ul style="list-style-type: none"> (c) Do not spread unfounded statements on communication channels such as the Internet or Facebook that may damage the internship organization's operation or reputation. (d) Do not breach confidentiality regarding your internship organization's operation.
	15	Who do I contact if I have any questions during the internship?	The school will establish an off-campus internship contact mechanism ranging from the department's liaison window to a school-level contact window, and will be announced before students' participation in the off-campus internship. You may contact your internship instructor or the school related contacts should questions arise.
	16	What do I do if my internship organization does not provide insurance?	In order to ensure students' safety during internships, in addition to the mandatory student safety insurance during your internship, the school or the internship institution will provide each student with accident insurance. During the insurance period, the off-campus internship course is divided into 12 periods (1~12 months). The insurance rate is fixed at each class. The students of different departments of the school can enjoy the same insurance premium of 2,000,000 yuan during the relevant insurance period. And the protection of the medical insurance insurance limit of 50,000 yuan (including the actual payment of outpatient services and the payment of hospitalization days). During your insurance period your insurance will be divided according to the length of the off-campus internship course (from 1~12 months) into 1~12 installments. The insurance rate is fixed for each class. Students from different departments of the school enjoy the same insurance premium of NT\$2,000,000 during the subsequent insurance period with additional medical insurance insurance protection at the limit of NT\$50,000 (including the actual payment of treatment services and a payment according to days of hospitalization should they incur).

Category	Number	Question (Q)	Answer (A)
Intern-ship	17	Are interning students eligible for Labor insurance?	The internship institution (insurance unit) is entrusted by the school to provide an internship environment for the students, and to assess internship results for grading reference for the school. There is no employment relationship between the intern students and the internship institution, and there is no agreement regarding paid salary between the two parties. According to Labor insurance regulations articles 6 and 8, internship students are not eligible for labor insurance.
	18	Is there an accompanying assessment mechanism after the internship course?	After the internship, you are required to submit relevant internship results or reports. The results and reports should at least contain professional content relevant to your department of study, so that you can reflect on the implementation of professional knowledge you've learned at school and actual practices. After the school receives your report, you will receive feedback according to your professional opinion in order and further the learning results of the internship course.
	19	What should I do if an accident occurs during the off-campus internship?	<ul style="list-style-type: none"> a. When the school signs a contract with the internship institution, it will specify the process and responsibility in case of student accidents, and confirm the cause and compensation of the accident. b. If a student participates in the internship accident insurance, the insurance terms and details should be provided to the student and his/her guardian after the insurance is approved. If an accident occurs during the insured period, the school's insurance liaison will also be asked to collaborate with the insurance company in filing insurance claims for the accident.
	20	Is the off-campus internship equivalent to part-time work?	<ul style="list-style-type: none"> a. The off-campus internship course refers to the school planning off-campus internships opportunities based on the career skills development needed for your future employment. The school arranges for partnering industries to assign special personnel to serve as industry instructors who participates in curriculum planning as well as the design and practice of instructing and counseling students during internships. Internships are not normally arranged in the first year of university and no work permit is required.

Category	Number	Question (Q)	Answer (A)
Intern-ship	20	Is the off-campus internship equivalent to part-time work?	<ul style="list-style-type: none"> b. Additionally, a part-time job refers to students working part-time in privately-owned business institutions that abide by the "Labor Standard Law." Various working conditions such as wages, working hours, rest, vacation, leave and occupational hazard compensations must all follow Labor Standard Law regulations. Students who wish to work in other institutions that do not follow the Labor Standards are required to ask the employer to refer to the law. Your work permit must be approved before starting part-time work. c. The off-campus internship course is a formal course offered by the school and differs from the time-based labor that does not involve professional arrangements and detailed planning.
	21	Will I be paid during the internship?	No. Student and internship institutions are not in an employment relationship, and only the provisional methods established by the school and your internship contract are applicable. However, some internship institutions will give students an allowance or a scholarship.
	22	Are international and overseas Chinese students allowed to work during their studies?	<ul style="list-style-type: none"> a. According to the "Permits and Regulations for Employing Foreign Talent," international students and overseas Chinese who come to Taiwan to study in the formal academic system can apply for a work permit from the Ministry of Labor after school registration. b. Work permits are valid up to six months. c. Work permits for applicants applying during the first semester are valid until March 31st in the second semester. Work permits for applicants applying during the second semester are valid until September 30th of the same year. d. You can work up to 20 hours a week, though winter and summer vacations are not limited to this restraint.
	23	Can I apply for a work permit and stay in Taiwan if I suspend my studies?	You are not eligible for a work permit during suspension. National Immigration Agency (NIA) will nullify your Alien Resident Certificate (ARC) and order you to leave the country.

Category	Number	Question (Q)	Answer (A)
study	24	Is there an appeal channel if I encounter any problems during the internship?	You can first file your complaint through the school pipeline. If the solution is not satisfactory to your needs, you may appeal to the foreign students counseling service platform. Exclusive webpage and email address are found at www.nisa.moe.gov.tw ; service hotline (0800-789-007).
Living Information	25	Where can foreign students buy living supplies?	Supplies are easily purchased at a school campus store, or off-campus supermarkets, warehouses, or retail outlets.
	26	What do I do if there is a natural disaster?	Please pay attention to the Weather Bureau's reports during typhoon season and store food in advance to avoid going out. In the event of an earthquake, don't panic, follow professional instructions at the scene, take refuge in an open area, or lower your body to hide under a solid table or corner and protect your head.
	27	Can international students and overseas students participate in student organizations and societies?	Yes, though the establishment of student self-governing organizations and cadre (including the student council) must be in accordance with your school's student self-governing organization regulations.
		How do international students and overseas Chinese students obtain information regarding student organizations?	Freshmen in each universities have equal opportunities to participate in student organizations. You may obtain information from the school's website or contact the organization individually.
28	If you have a driver's license issued by a foreign country, can you change to a Taiwanese driver's license? How do I apply?	<p>a. If you hold a "driver's license from an equal reciprocal country or region," you will be exempted from testing and will qualify for an ordinary driver's license for the same vehicle grade</p> <p>b. If you hold an "international license from an equal reciprocal country or region," you will need to apply for a visa at a local motor vehicles office. International license visas will expire after one year.</p> <p>c. If you are over the age of 18, you may apply for a car or scooter driver's license. Please pay attention to the following details during your application:</p>	

Category	Number	Question (Q)	Answer (A)
Living Information	28	If you have a driver's license issued by a foreign country, can you change to a Taiwanese driver's license? How do I apply?	<p>(a) Proof (with a permit) to stay or remain in Taiwan for more than 6 months (for example: Alien Residence Permit).</p> <p>(b) 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 motorcycle grade then a learner's permit is exempt.</p> <p>(c) 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.</p> <p>(d) A driver's license registration certificate that verifies you've passed the physical examination and fitness test conducted by a governmental designated hospital, clinic or group in Taiwan.</p>

V

Appendix

A. Taiwan's Food and Landscape and Trip to an Island

(A) Learning About Taiwan

(B) Food and Beverage in Taiwan

(C) National Parks

(D) Trip to an Island

B. Distribution of Universities and Colleges in Taiwan

(Source: Department of Higher Education's website, Ministry of Education)

(A) Distribution of Public Universities and Colleges

(B) Distribution of Private Universities and Colleges

C. Information on Related Services

A. Taiwan's Food and Landscape and Trip to an Island

(A) Learning About Taiwan

In traditional Taiwanese society, based on agriculture, farmers generally preferred using the Chinese (lunar) calendar and created festivals according to their religious and social customs. The fusion of history and ethnic culture in these festivals imbues them with special cultural meanings. To Taiwanese people, the important traditional festivals are, listed by their dates on the Chinese calendar in ascending order, the Chinese New Year, the Lantern Festival, the Dragon Boat Festival, the Ghost Festival and the Mid-Autumn Festival.

Traditional Taiwanese art includes operas and hand puppetry. In the early days, Taiwanese operas were performed outdoors; today, they are performed in modern theaters in a more refined manner. Hand puppetry, which combines folktales and opera-based martial art, has become a critical part of Taiwan's culture. Beijing opera, was introduced to Taiwan from mainland China and embodies artistic depth and modern elements. The incorporation of both traditional and modern elements has enabled art and cultural activities to flourish in Taiwan, contributing to the birth of many remarkable performance groups such as Ming Hwa Yuan (an arts and cultural group that performs by integrating traditional and modern elements together), the Cloud Gate Dance Theater (a famous dance group), and the U-Theatre (a drumming troupe that moves its audience with its performances). These performance groups collaborate with one another to spread the beauty of art to not only Taiwan, but also to the rest of the world. In addition, institutions such as cultural centers, auditoriums and activity centers in major cities, townships and communities regularly host music, dance, drama and other performances and relevant groups frequently organize music events and various performances in outdoor venues including parks and beaches to bring the public closer to art and culture.

The National Palace Museum, which enjoys a reputation similar to that of other world-renowned museums such as the Metropolitan Museum of Art, the British Museum and the Louvre Museum, boasts a wealthy collection of artifacts passed down from the Song, Yuan, Ming and Qing imperial courts. In addition to the National Palace Museum, Taiwan possesses various museums of history, natural history, museums, crafts, video and industry. Examples include the National Museum of History, the National Taiwan Museum of Fine Arts and the National Museum of Natural Science. These museums connect local culture and aesthetics to open, international viewings to present local culture in a more

complete and detailed fashion, facilitating the development and exchanges between civilizations. In addition to the aforementioned medium and large museums, Taiwanese cities and counties have many small, beautiful local cultural centers that demonstrate local cultural characteristics and vitality. Information of some of the museums in Taiwan is provided below:

Name of Museum	Website	Tel.	Location
National Palace Museum	http://www.npm.gov.tw/	02-28812021	Taipei City
National Museum of History	http://www.nmh.gov.tw/	02-23610270	Taipei City
National Taiwan Museum	http://www.ntm.gov.tw/tw/index.aspx	02-23822566	Taipei City
Taipei Fine Arts Museum	http://www.tfam.museum/	02-25957656	Taipei City
Tamsui Historical Museum	http://www.tshs.tpc.gov.tw/	02-26212830	New Taipei City
New Taipei City Yingge Ceramics Museum	http://www.ceramics.ntpc.gov.tw/zh-tw/Home.ycm	02-86772727	New Taipei City
National Center for Traditional Arts	http://www.ncfta.gov.tw/ncfta_ce/main/index.aspx	03-9507711	Yilan County
Lanyang Museum	http://www.lym.gov.tw/ch/Index/index.asp	03-9779700	Yilan County
Hualien County Stone Sculptural Museum	http://stone.hccc.gov.tw/	03-8227121	Hualien City
National Museum of Natural Science	http://www.nmns.edu.tw/	04-23226940	Taichung City
National Taiwan Museum of Fine Arts	http://www.ntmofa.gov.tw/chinese/index.aspx	04-23723552	Taichung City
National Palace Museum Southern Branch	http://south.npm.gov.tw/zh-TW	05-3620777	Chiayi county
National Museum of Taiwan History	http://www.nmth.gov.tw/	06-3568889	Tainan City
Chimei Museum	https://www.chimeimuseum.org/	06-2660808	Tainan City
National Science and Technology Museum	http://www.nstm.gov.tw/	07-3800089	Kaohsiung City

Name of Museum	Website	Tel.	Location
Kaohsiung Museum of Fine Arts	http://www.kmfa.gov.tw/	07-5550331	Kaohsiung City
National Museum of Marine Biology & Aquarium	http://www.nmmba.gov.tw/	08-8825678	Pingtung county
National Museum of Prehistory	http://www.nmp.gov.tw/	089-381166	Taitung City

(B) Food and Beverage in Taiwan

Rice is one of the three staple foods in Taiwan. In addition to using rice to prepare traditional food, people combine it with local ingredients (that are abundant supply) to create different types of delicious rice-based food such as minced pork rice, chicken rice, rice served with meat and/or vegetables on top, rice noodles, rice vermicelli and various forms of fried rice. Additionally, different rice-based food can be made based on the characteristics of different types of rice. Examples include radish cakes, mochi zongzi and nian gao.

Restaurants in Taiwan also serve a variety of noodle dishes, among which ta-a noodles and beef noodles have developed into unique Taiwanese food.

Taiwan is known as the “kingdom of tea”. Tea drinking is common and special in Taiwan. In addition to producing authentic tea, Taiwan has developed creative tea drinks such as bubble tea, one of the most popular and widely-talked-about tea drinks among foreigners.

In terms of cuisine varieties, Taiwan is a melting pot of cuisine from all over the world, where Chinese restaurants as well as those serving foreign food can be found. Foreign cuisine in Taiwan retains its original flavor and is added to the unique taste of Taiwan. When preparing Taiwanese cuisine, a great deal of attention is paid to enhancing the natural characteristics of the ingredients and condiments such as soy sauce, rice wine, sesame oil, fermented black soybeans, basil, onions, crispy fried shallots and coriander are used to strengthen the colors, aroma and taste of Taiwanese cuisine. Other cuisine includes seafood (which is a major part of Taiwanese cuisine given that Taiwan is an island surrounded by seas); Hakka cuisine that emphasizes saltiness, fattiness and aroma; and the cuisine of indigenous peoples that preserves the flavor of nature. The last cuisine, served with sweet wine made from foxtail millet, is a mesmerizing experience that will blow people’s minds.

Night markets are a distinct culture in Taiwan and are generally located near the busiest markets and temples in cities and townships. Night markets feature bright lights, rows upon rows of stores, lively layouts and mouthwatering food that satisfy visitors’ visual senses as well as their taste buds. Examples of mouthwatering food include oyster omelettes, milkfish congee, fried rice noodles, “small bun wrapped in large bun” and oyster vermicelli. Eating and drinking at night markets is convenient, fast and inexpensive, and the night markets in different regions offer varying characteristics and flavor. The unique atmosphere of night markets in Taiwan, particularly at night, will enrich visitors’ experience.

Name of Night Market	Characteristics	Location
Miaokou Night Market	The Miaokou Night Market is known for its famous snacks including potside sticker soup, bubble ice, tempura, salad boat sandwiches, and bean sprout thick soup.	Rensan Rd. and Aisi Rd. near the Dianji Temple, Keelung City
Shilin Night Market	The Shilin Night Market offers cuisine from all over the world and is a must-see night market for tourists.	Between Wenlin Rd., Dadong Rd., and Anping Rd., Taipei City
Raohe Street Night Market	The Raohe Street Night Market is the first tourist night market in Taipei. Measuring approximately 600 meters in length, this night market has a number of shops offering ribs stewed in medicinal herbs, making it the perfect place for dietary supplementation.	From the intersection of Sec. 4, Bade Rd. and Fuyuan St. to the Ciyou Temple (on Bade Rd.), Taipei City
Huaxi Street Night Market	The Huaxi Street Night Market is Taiwan’s most famous tourist night market.	Between Xiyuan Rd. and Huanhe S. Rd., Taipei City
Liaoning Street Night Market	The Liaoning Street Night Market is famous for its snacks such as goose, seafood, tube rice pudding, shawarma, oyster omelettes, and lou mei.	Between Chang’an E. Rd. and National Chung Hsing Senior High School, Taipei City
Jingmei Night Market	With more than 30 years of history, the Jingmei Night Market features hundreds of hawkers and is the most popular shopping location in Taipei’s southern districts.	Jingmei St., Taipei City
Linjiang Street (Tonghua) Night Market	The Linjiang Street Night Market consists of two streets that form a “+” shape. With one street offering food and beverage and the other offering groceries, this night market is perfect for dining and shopping.	Between Sec. 4, Xinyi Rd. and Sec. 2, Keelung Rd., Taipei City

Name of Night Market	Characteristics	Location
Ningxia Night Market	The Ningxia Night Market is one of Taiwan’s traditional night markets that sells traditional delicacies such as oyster omelettes and pork intestine vermicelli as well as unique local snacks.	On Ningxia Rd. and between Minsheng W. Rd. and Nanjing W. Rd., Taipei City
Fengjia Night Market	The surrounding areas of the Feng Chia University are like a town that never sleeps. The Fengjia Night Market offers all types of snacks, clothing, and accessories at affordable prices.	Fuxing Rd., Fengjia Rd., and Wenhua Rd. (between Sec. 2, Xitun Rd. and Xi’an St.), Taichung City
Lugang Night Market	The Lugang Night Market offers seafood including sturgeons, eels, oysters, mantis shrimps, and mudskippers and refreshments including phoenix eye cakes and ox-tongue cakes. This night market is also home to Yu Jen Jai, a famous bakery specializing in Chinese pastries.	Lugang Township, Changhua County
Tainan Flower Night Market	The Tainan Flower Night Market is large in scale and transportation to and from the market is convenient. In addition to providing a wealth of Tainan cuisine, the night market’s wide variety of clothing has attracted numerous tourists.	Intersection of Sec. 3, Hwei Rd. and Sec. 3, Hai’an Rd., North Dist., Tainan City
Liuhe Night Market	The Liuhe Night Market offers all types of food and beverage including mountain food, seafood, local specialty food, and snacks. Among them, papaya milk and salt-steamed shrimps are the most popular.	Liuhe Rd., Kaohsiung City
Luodong Night Market	The Luodong Night Market sells authentic local snacks including salty silver needle noodles, smoked ducks, starch-coated pork, phoenix legs, tofu rolls, rice noodle geng, sea food, chitterlings, “sausage wrapped in fried bean curd,” and oyster omelettes.	Center of Luodong Township and areas surrounding the Zhongshan Park, Yilan County
Dongdamen Night Market	The Dongdamen Night Market is Hualien’s largest night market. Here, visitors can eat fresh seafood stir-fry and local specialty food while enjoying the beautiful view of the sun setting into the sea.	Hualien Railway Culture Park

(C) National Parks

Name	Characteristics
Yangmingshan National Park	Yangmingshan National Park has successfully preserved its volcano and crater lake landscapes and is bursting with flowers every spring.

Shei-pa National Park	Shei-pa National Park boasts breathtaking alpine and stream views and rare, precious protected species including the Formosan landlocked salmon, <i>Papilio maraho</i> , Formosan black bears, and Formosan serows.
Taroko National Park	Taroko National Park is home to towering, deep canyons as well as ruins from the late-Neolithic period.
Yushan National Park	With a main peak of 3,952 meters above sea level, Yushan is the highest mountain in Taiwan and Northeast Asia. In 2009, it was voted as the “New 7 Wonders of Nature”. The Yushan National Park possesses subtropical, temperate, and polar vegetation and forests, wild animals, and the remains of the Batongguan Historic Trail built during the Qing dynasty.
Taijiang National Park	Taijiang National Park preserves a large expanse of precious wetlands, in which mangroves account for a large proportion. The park is also a crucial habitat for rare birds such as black-faced spoonbills.
Kenting National Park	Filled with a Southeast Asian ambiance, Kenting National Park is famed for its beautiful coral reef ecology.
Kinmen National Park	Kinmen National Park features a special battlefield history and rich human culture, and is a place for migratory birds to rest between the fall and winter. The countless varieties of birds make the park an ideal place for birdwatching.
Dongsha Atoll National Park	The Dongsha Atoll National Park houses coral reef debris and weathered shells that give birth to a unique white sand geological landscape (this park is not yet open for sightseeing).

(Note: This chapter (i.e., “Learning About Taiwan and Its Food, Beverage, Mountains, and Rivers”) is an excerpt from *The Handy Guide for Foreigners in Taiwan*.

(D) Trip to an Island

Taiwan is located at the eastern edge of the Asian Continental Shelf and at the junction between the Eurasian Plate and the Philippine Sea Plate. The island’s unique geographical location and frequent geological activities (caused by the plates pressing against one another) have led to the formation of complex terrain and ecological environments and varying outlying islands. Taiwan’s major outlying island sightseeing areas include the Penghu Islands, Green Island, Orchid Island, Kinmen County, Lienchiang County, Guishan Island and Xiao Liuqiu. The differences in location, geological background and human activity between Taiwan’s outlying islands have resulted in their unique natural and cultural landscapes.

* Penghu Islands

Located between mainland China and Taiwan (and southeast of the Taiwan Strait), Penghu is the largest island (featuring a coastline of over 320 km) in Taiwan and consists of more than 90 islands. It possesses a rich history, human culture and natural ecology as well as weather and landscapes that change throughout the year. The main islands and landscapes of the Penghu Islands include basalt “square mountains” (mountainous terrain with a flat top and steep cliffs), coastal coral reefs, beaches, fishing cultural villages and habitats for migratory birds. Basalt square mountains constitute the Penghu Islands’ unique geological landscapes, and the islands’ cold currents that run into the Kuroshio Current (and vice versa) provide the region with countless fish. Moreover, the islands possess world-class the Columnar Basalt Nature Reserve and a variety of rare, protected birds and green sea turtles.

* Green Island

Located approximately 33 kilometers east of Taitung City, Green Island is composed of volcanic agglomerates. Long-term weathering and seawater erosion have created the island’s tortuous coastal landscapes. Steep tablelands, ragged coral reefs, cushion-like grassland, pure white sand beaches and the surrounding green mountains and blue seas and sky form for an awe-inspiring scenery. Furthermore, the island possesses rare underwater hot springs and a wealth of varying marine organisms (due to the existence of the Kuroshio Current and ocean currents). The colorful underwater world makes the island a dreamland for those who love snorkel.

* Orchid Island

Located in the southeastern seas of Taitung County, Orchid Island, similar to Green Island, is volcanic and formed when magma from volcanic eruptions were solidified by seawater. The island has a hot and humid climate, densely populated rainforests in the mountains and numerous types of flora and fauna. With an abundance of corals in the surrounding seas and the Kuroshio Current flowing through it (that causes fish to pass through when migrating), the island is a paradise for fishing and diving. Yami people living on the island still preserve their traditional culture and living customs. In addition, their practice of building huts halfway into the ground to stave off the hot climate and typhoons, as well as traditional festivals (e.g., the Flying Fish Festival and New Boat Festivals) are rare even among minority groups worldwide. Thus, visitors visiting Orchid Island are encouraged to enjoy not only its wonderful scenery, but the unique folk customs of the Yami people.

*** Kinmen County**

Located a mere 2,100 meters from mainland China, Kinmen County has a hilly terrain and is made of mostly granite gneiss. With war being a major part of its history, the county is called the “Island of War” and has a distinct battlefield scenery. Additionally, there are many historic sites on the county; despite being small in total area, the county has 21 historic sites that are preserved by the government. Regarding residential housing, most consists of traditional Minnan sanheyuan. These simple ancient houses evoke a sense of meditating on the past.

*** Lienchiang County**

Located in the northwest of the Taiwan Strait, Lienchiang County is separated from mainland China by only a little water and serves as a shipping hub. The county has mostly granite terrain and features sea-eroded landscapes, natural gravel beaches, sand dunes, island reefs and cliffs. In addition, it possesses a beautiful and tortuous coastal geology, migratory birds, battlefield facilities constructed for military defense and traditional Mindong settlements built based on the shapes of the mountains.

*** Guishan Island**

Located approximately 10 kilometers east of the coast of the Toucheng Township, Yilan County, Guishan Island is a turtle-shaped volcanic island floating alone in the sea. The island has precipitous hills, lingering sulfur gas, hot springs, multi-peaked mountains, sea caves, lakes, special cliff plants and rich marine ecological resources. It is the best place to study volcanic geology and natural ecology.

*** Xiao Liuqiu**

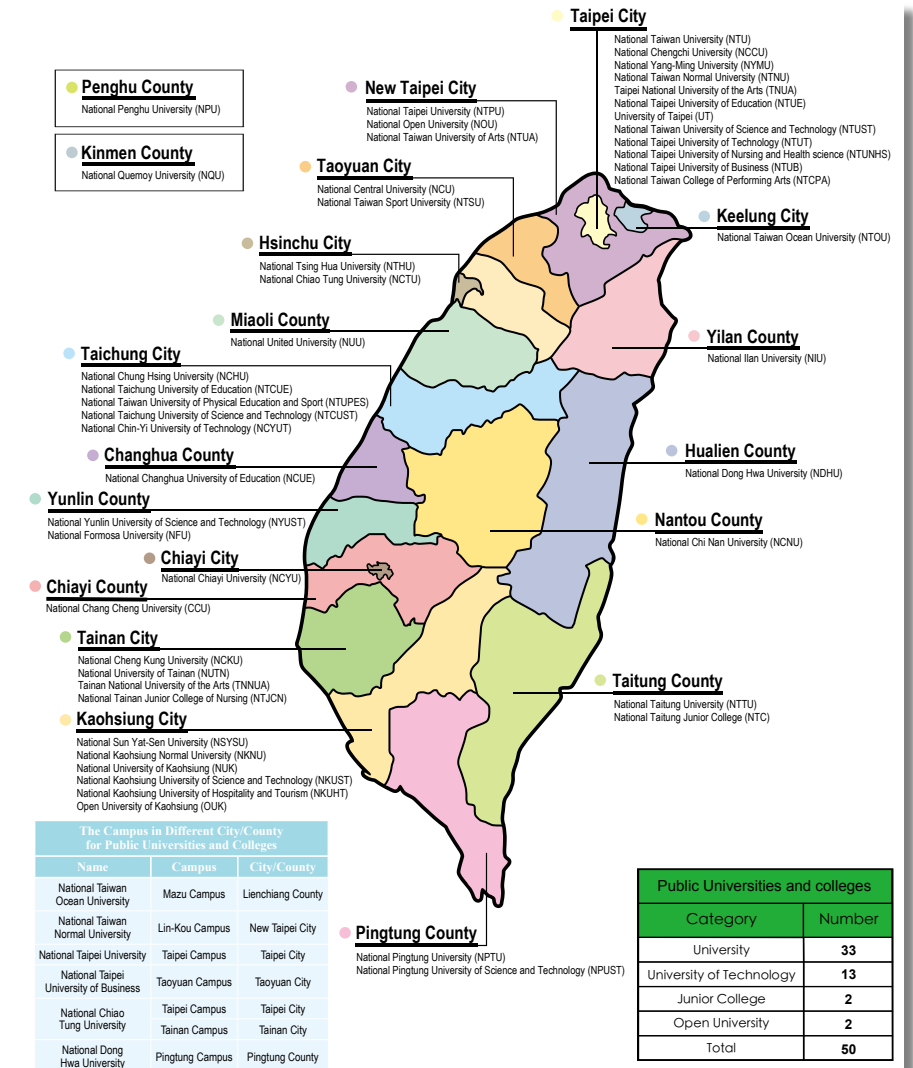
Located 14 kilometers southwest of Donggang Township, Pingtung County, Xiao Liuqiu is the only coral reef island among the numerous outlying islands in Taiwan. It has the world’s three “bests,” which are the best sun-viewing location, the most coral species and being an island made of exclusively coral reefs. The island is brimming with strange rocks and stones and magnificent ocean landscapes. Additionally, because the island is also a fishing port, the people of Xiao Liuqiu are incredibly religious, leading to the creation of many fascinating temples that are worth exploring.

(Note: This chapter “Trip to an Island” is an excerpt from the Tourism Bureau website: <http://www.taiwan.net.tw/m1.aspx?sNo=0001037>).

B. Distribution of Universities and Colleges in Taiwan

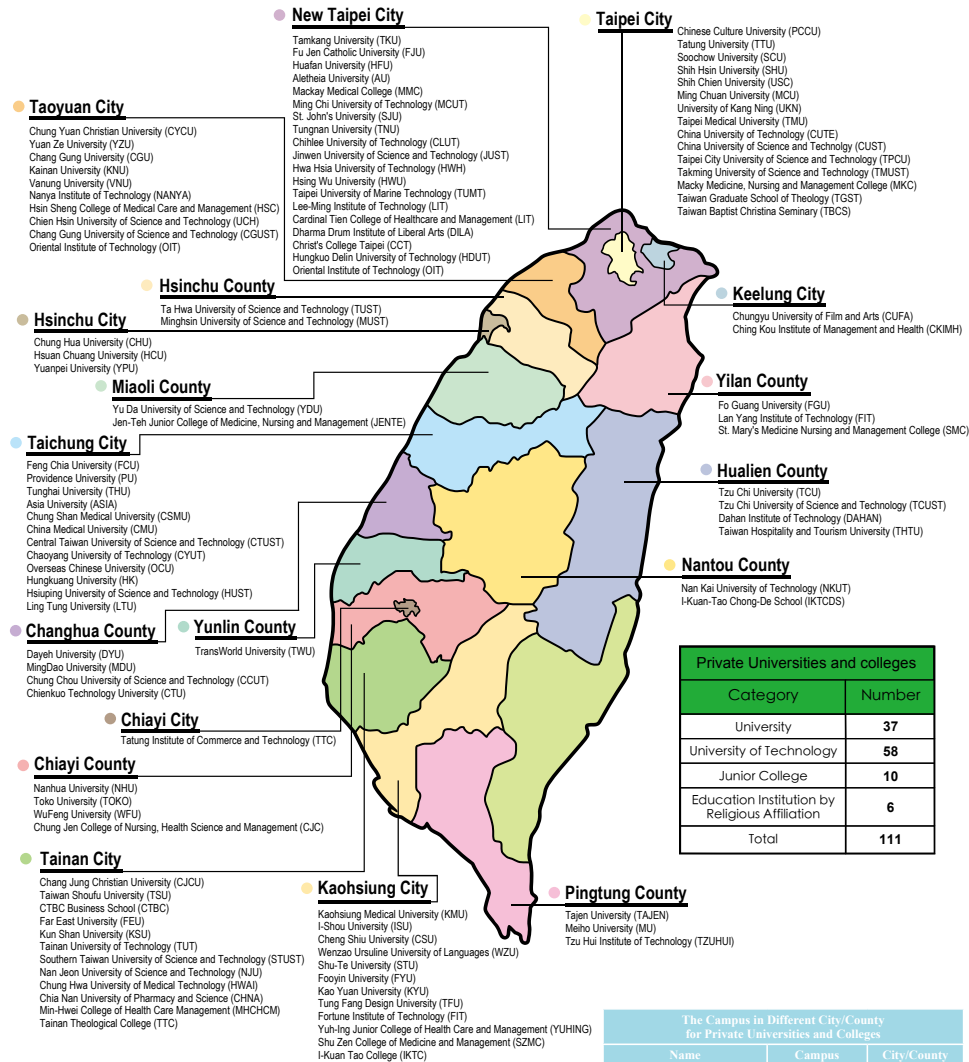
(Source: Department of Higher Education’s website, Ministry of Education)

(A) Distribution of Public Universities and Colleges (107.08.01)





(B) Distribution of Private Universities and Colleges (107.08.01)



Private Universities and colleges	
Category	Number
University	37
University of Technology	58
Junior College	10
Education Institution by Religious Affiliation	6
Total	111

The Campus in Different City/County for Private Universities and Colleges		
Name	Campus	City/County
Tamkang University	Taipei Campus	Taipei City
Aletheia University	Tainan Campus	Tainan City
Shih Chien University	Kaohsiung Campus	Kaohsiung City
Ming Chuan University	Taoyuan Campus	Taoyuan City
University of Kang Ning	Tainan Campus	Tainan City

The Campus in Different City/County for Private Universities and Colleges		
Name	Campus	City/County
China Medical University	Beigang Campus	Yunlin County
China University of Science and Technology	Hsinchu Campus	Hsinchu County
	Yunlin Campus	Yunlin County
China University of Technology	Hsinchu Campus	Hsinchu County
Chang Gung University of Science and Technology	Chiayi Campus	Chiayi County
Taipei University of Marine Technology	Shilin Campus	Taipei City
Cardinal Tien College of Healthcare and Management	Yilan Campus	Yilan County

C. Information on Related Services

(A) Network for International Student Advisors by Ministry of Education: <https://www.nisa.moe.gov.tw>

(B) Services and contacts provided by National Immigration Agency, Ministry of the Interior:

- Addresses and telephone numbers of various Service Centers are available at the National Immigration Agency website: <https://www.immigration.gov.tw>
- Telephone numbers of the National Immigration Agency, Ministry of the Interior:
 - Operator: (02)2388-9393
 - Information for Foreigners in Taiwan Hotline:
 - Domestic call 0800-024-111
 - International call 886-800-024-111

(C) Services and contacts provided by the Ministry of Labor:

Website: <https://www.mol.gov.tw>
 Tel: 02-8995-6866
 Toll-free Number: 0800-085-151
 Fax: 02-8590-2960
 Counseling and Protection Hotline for Foreign Workers: 1955

(D) Embassies in the R.O.C (Taiwan): Please refer to the Ministry of Foreign Affairs website: <https://www.mofa.gov.tw/Embassy.aspx?n=522907605A1042E0&sms=4E6073147ABF16C9>

(E) Foreign organizations in the R.O.C. (Taiwan): Please refer to the Ministry of Foreign Affairs website: <https://www.mofa.gov.tw/OfficesInROC.aspx?n=8CEB2B5F5436B997&sms=8EBFADC1592C7BFE>



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April

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Wed	3
Thur	4 Children's Day
Fri	5 Tomb Sweeping Day
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June

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August

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September

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			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

October

Sun	29
Mon	30
Tue	1
Wed	2
Thur	3
Fri	4
Sat	5
Sun	6
Mon	7
Tue	8
Wed	9
Thur	10 National Day (Double Tenth Day)
Fri	11
Sat	12
Sun	13
Mon	14
Tue	15
Wed	16
Thur	17
Fri	18
Sat	19
Sun	20
Mon	21
Tue	22
Wed	23
Thur	24
Fri	25
Sat	26
Sun	27
Mon	28
Tue	29
Wed	30
Thur	31
Fri	1
Sat	2
Sun	3
Mon	4

November

Sun	27
Mon	28
Tue	29
Wed	30
Thur	31
Fri	1
Sat	2
Sun	3
Mon	4
Tue	5
Wed	6
Thur	7
Fri	8
Sat	9
Sun	10
Mon	11
Tue	12
Wed	13
Thur	14
Fri	15
Sat	16
Sun	17
Mon	18
Tue	19
Wed	20
Thur	21
Fri	22
Sat	23
Sun	24
Mon	25
Tue	26
Wed	27
Thur	28
Fri	29
Sat	30
Mon	1
Tue	2

December

Sun	1
Mon	2
Tue	3
Wed	4
Thur	5
Fri	6
Sat	7
Sun	8
Mon	9
Tue	10
Wed	11
Thur	12
Fri	13
Sat	14
Sun	15
Mon	16
Tue	17
Wed	18
Thur	19
Fri	20
Sat	21
Sun	22
Mon	23
Tue	24
Wed	25
Thur	26
Fri	27
Sat	28
Sun	29
Mon	30
Tue	31
Wed	1
Thur	2
Fri	3
Sat	4
Sun	5
Mon	6

2020

12

Sun	Mon	Tue	Wed	Thur	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

4

Sun	Mon	Tue	Thur	Fri	Sat
	1	2	3	4	5
6	7	8	9	10	11
12	13	14	15	16	17
18	19	20	21	22	23
24	25	26	27	28	29
30					

January

Sun	29
Mon	30
Tue	31
Wed	1 New Year's Day
Thur	2
Fri	3
Sat	4
Sun	5
Mon	6
Tue	7
Wed	8
Thur	9
Fri	10
Sat	11
Sun	12
Mon	13
Tue	14
Wed	15
Thur	16
Fri	17
Sat	18
Sun	19
Mon	20
Tue	21
Wed	22
Thur	23
Fri	24
Sat	25
Sun	26
Mon	27
Tue	28
Wed	29
Thur	30
Fri	31
Sat	1
Sun	2
Mon	3

February

Sun	26
Mon	27
Tue	28
Wed	29
Thur	30
Fri	31
Sat	1
Sun	2
Mon	3
Tue	4
Wed	5
Thur	6
Fri	7
Sat	8
Sun	9
Mon	10
Tue	11
Wed	12
Thur	13
Fri	14
Sat	15
Sun	16
Mon	17
Tue	18
Wed	19
Thur	20
Fri	21
Sat	22
Sun	23
Mon	24
Tue	25
Wed	26
Thur	27
Fri	28
Sat	1
Sun	2
Mon	3

March

Sun	23
Mon	24
Tue	25
Wed	26
Thur	27
Fri	28
Sat	1
Sun	2
Mon	3
Tue	4
Wed	5
Thur	6
Fri	7
Sat	8
Sun	9
Mon	10
Tue	11
Wed	12
Thur	13
Fri	14
Sat	15
Sun	16
Mon	17
Tue	18
Wed	19
Thur	20
Fri	21
Sat	22
Sun	23
Mon	24
Tue	25
Wed	26
Thur	27
Fri	28
Sat	29
Sun	30
Mon	31



常用通訊錄 Telephone & Address

姓名Name	生日Birthday
電話Tel(O)	(H)
傳真Fax	行動電話Cell phone
地址Address	電子信箱E-mail
姓名Name	生日Birthday
電話Tel(O)	(H)
傳真Fax	行動電話Cell phone
地址Address	電子信箱E-mail
姓名Name	生日Birthday
電話Tel(O)	(H)
傳真Fax	行動電話Cell phone
地址Address	電子信箱E-mail
姓名Name	生日Birthday
電話Tel(O)	(H)
傳真Fax	行動電話Cell phone
地址Address	電子信箱E-mail
姓名Name	生日Birthday
電話Tel(O)	(H)
傳真Fax	行動電話Cell phone
地址Address	電子信箱E-mail
姓名Name	生日Birthday
電話Tel(O)	(H)
傳真Fax	行動電話Cell phone
地址Address	電子信箱E-mail
姓名Name	生日Birthday
電話Tel(O)	(H)
傳真Fax	行動電話Cell phone
地址Address	電子信箱E-mail
姓名Name	生日Birthday
電話Tel(O)	(H)
傳真Fax	行動電話Cell phone
地址Address	電子信箱E-mail
姓名Name	生日Birthday
電話Tel(O)	(H)
傳真Fax	行動電話Cell phone
地址Address	電子信箱E-mail

常用通訊錄 Telephone & Address

姓名Name	生日Birthday
電話Tel(O)	(H)
傳真Fax	行動電話Cell phone
地址Address	電子信箱E-mail
姓名Name	生日Birthday
電話Tel(O)	(H)
傳真Fax	行動電話Cell phone
地址Address	電子信箱E-mail
姓名Name	生日Birthday
電話Tel(O)	(H)
傳真Fax	行動電話Cell phone
地址Address	電子信箱E-mail
姓名Name	生日Birthday
電話Tel(O)	(H)
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傳真Fax	行動電話Cell phone
地址Address	電子信箱E-mail
姓名Name	生日Birthday
電話Tel(O)	(H)
傳真Fax	行動電話Cell phone
地址Address	電子信箱E-mail



Appendix

A series of 25 horizontal dashed lines for writing.