



淡江大學 國際暨兩岸事務處

Office of International and Cross-Strait Affairs



2025-2026 International
Student Handbook

外國學生新生手冊

淡江大學114學年度



境外生輔導組

International and Mainland Students Guidance Section

一、位置 Location：

驚聲大樓 10 樓(T1001 辦公室) Ching-sheng Memorial Hall 10F (T1001)

公用聯絡信箱 Mail : auox@oa.tku.edu.tw

電話：02-26215656 # 2218

二、境輔組蔡哲慧組長

Che-Hui Tsai, Section Chief of International and Mainland Students Guidance Section
學位生承辦人：

僑生 Overseas Chinese Students Advisers：趙芳菁小姐 Grace、梁瑋倩小姐 Iris

外籍生 Foreign Students Advisers：許俊翔先生 Gavin、李靜宜小姐 Eva

大陸生 Mainland China Students Adviser：吳思錡 Maggie

交換生承辦人(校級)：

大陸生 Mainland Chinese Exchange Students Adviser：王友嫻小姐 Cadence

外國學生(含麗澤國際學舍) International Exchange Students Adviser (Including Reitaku International House Specialist)：蔡冰冰小姐 Michelle

三、完整版行事曆 TKU Academic Calendar

中文版 Chinese Version	英文版 English Version
	

四、提供境外生相關資源，如有需求，請多加參考利用：

You can find relevant resources for overseas students at the following links.

國際暨兩岸事務處 Office of International and Cross-Strait Affairs 	國際處境外生導師機制 Academic advisor 	諮商職涯暨學習發展輔導中心 Counselling, Career Development and Learning Center 
課業輔導預約系統 Academic Guidance Appointment 	生活輔導組獎助學金或法律諮詢服務 Student Guidance Section, Scholarship and Financial Aid and Legal Consultancy Service 	新生導覽影片 Overseas Student TKU Orientation Video 

114 學年第 1 學期境外生輔導組行事曆(暫訂)

Tamsui Campus 2025-2026 Fall Semester Overseas Student Calendar

境輔組各活動時間若有調整，將透過學生信箱、線上社群及國際處網頁公告

If there are any changes on activities or breaking news, we will notify by e-mail and post an announcement on our website.

日期 Date	星期 Days of the Week	事項 Events	承辦人 Case Officer
不定期		僑生及外國學生工讀工作證申請 International Students Apply for Student Work Permit	靜宜(Eva) 瑋倩(Iris)
不定期		外籍生新生約談 International Freshman Meetings	
不定期		陸生新生約談 Mainland China Freshman Meetings	思錡(Maggie)
2025/9/6-7	六-日 Sat-Sun	宿舍報到入住 Sign-in and move-in to Dormitory of TKU	
2025/9/6	六 Sat	境外新生團體接機 New Foreign Students Airport Pickup Service	
2025/9/7	日 Sun	代辦手機門號服務(非強制性) Telecom Agency Services (Optional)	友嫻(Cadence)
2025/9/9	二 Tue	境外生華語分班測驗 Chinese Proficiency Examination for Overseas Degree Students	靜宜(Eva)
2025/9/10	三 Wed	境外新生入學輔導講習會 Overseas Students Guidance Orientation	
2025/9/10-12	三-五 Wed-Fri	外國學生、陸生及僑生報到 Registration for International, Mainland China, and Overseas Chinese Students	思錡(Maggie) 芳菁(Grace) 瑋倩(Iris)
2025/9/11	四 Thu	文、工、外語、教育、AI 創智學院各系所克難坡巡禮、新生開學典禮及系務講習。 Freshmen Orientation and the Slope of Overcoming Difficulty Tour for all departments in College of Liberal Arts, Engineering, Foreign Languages and Literatures, Education, and Artificial Innovation Intelligence.	
2025/9/11	四 Thu	理、商管、國際及精準健康學院各系所健康檢查。出席人員：大學部、進學班及研究所新生。 Medical Check-ups for Colleges of Science, Business and Management, International Affairs, and Precision Healthcare. Participants: 1st-year Students of Undergraduate, Graduate, and Extension Education Programs, and Transfer Students.	
2025/9/12	五 Fri	理、商管、國際及精準健康學院各系所克難坡巡禮、新生開學典禮及系務講習。 Freshmen Orientation and the Slope of Overcoming Difficulty Tour for Colleges of Science, Business and Management, International Affairs, and Precision Healthcare.	

日期 Date	星期 Days of the Week	事項 Events	承辦人 Case Officer
2025/9/12	五 Fri	文、工、外語、教育、AI 創智學院各系所新生健康檢查。出席人員：大學部、進學班及研究所新生。 Medical Check-ups for Colleges of Liberal Arts, Engineering, Foreign Languages and Literatures, Education, and Artificial Innovative Intelligence. Participants: 1st-year Students of Undergraduate, Graduate, and Extension Education Programs, and Transfer Students.	
2025/9/12	五 Fri	學生繳費註冊截止日 Deadline for Registration and Payment	
2025/9/15	一 Mon	開始上課 Class Begins	
2025/9/15--23	一-二 Mon-Tue	加退選課程 Add-Drop Week	
2025/9/15-27	一-六 Mon-Sat	教育部清寒僑生助學金申請 Scholarships Registration for Underprivileged Overseas Chinese Students	芳菁(Grace)
2025/9/28	日 Sun	教師節(放假一天) Teachers' Day (No Class)	
2025/9/29	一 Mon	教師節遇例假日補假 Teachers' Day Holiday (No Class)	
2025/9/30-12/11	一-四 Mon-Thu	Chat Corner多國外語交流活動 (驚聲大樓10樓12:10-16:00) Chat Corner Language Exchange Activity	靜宜(Eva)
2025/10/1	三 Wed	境外生發月餅慶中秋 Mid-Autumn Festival Party for Overseas Students	
2025/10/6	一 Mon	中秋節(放假一天) Mid-Autumn Festival (No Class)	
2025/10/10	四 Thu	國慶日(放假一天) National Day of the Republic of China (No class)	
2025/10/8-10/29	三 Wed	印尼新生約談(每週三中午) Overseas Chinese Freshman Meetings	芳菁(Grace)
2025/10/24	五 Fri	台灣光復節遇例假日補假 Taiwan Retrocession Day Holiday (No Class)	
2025/10/25	六 Sat	台灣光復節遇(放假一天) Taiwan Retrocession Day (No Class)	
2025/11/19-12/17	三 Wed	僑生新生約談(每週三中午) Overseas Chinese Freshman Meetings	芳菁(Grace) 瑋倩(Iris) 思錡(Maggie)
2025/10/27	一 Mon	全學期上課達三分之一(休、退學學生退 2/3 學雜費截止) Completion of 1/3 of the semester (Deadline to Apply for 2/3 of Refunds on Tuition Payment for Deferred and Discontinued Study)	

日期 Date	星期 Days of the Week	事項 Events	承辦人 Case Officer
2025/11/8	六 Sat	創校75週年紀念日，校慶慶祝大會、校友返校日，補行上班(115年2月5日彈性放假)、全校陸上運動會 TKU 75th Anniversary Celebration, Alumni Homecoming Day Make-up Workday (Compensatory Day Off on Feb 5, 2026) Sports Day	
2025/11/29-30	六-日 Sat-Sun	境外生文化之旅 Overseas Students Cultural Trip	瑋倩(Iris)
2025/12/8	一 Mon	全學期上課達三分之二(休、退學學生退 1/3 學雜費截止) Completion of 2/3 of the Semester (Deadline to Apply for 1/3 of Refunds on Tuition Payment for Defer and Discontinue Study)	
2025/12/8-12	一-五 Mon-Fri	期中退選課程 Midterm Course-Drop Period	
2025/12/17	三 Wed	境外生發湯圓迎冬至 Having Tangyuan at Dongzhi (Winter Solstice)	
2025/12/25	四 Thu	行憲紀念日(放假一天) Constitution Day (No Class)	
2025/12/26	五 Fri	申請休學截止日 Application Deadline for Deferred Study	
2025/12/29-1/4	一-日 Mon-Sun	期末多元評量週 Final Multiple Assessment Week	
2026/1/1	三 Wed	開國紀念日(放假一天) Founding Day of the Republic of China (No class)	
2026/1/5-11	一-日 Mon-Sun	期末多元評量週/教師彈性教學週 Final Multiple Assessment Week/ Flexible Teaching Week	
2026/1/9	五 Fri	境外生春節聯歡晚會 Chinese New Year Party for Overseas Students	瑋倩(Iris)
2026/1/12-18	一-日 Mon-Sun	教師彈性教學週 Flexible Teaching Week	
2026/1/12-20	一-二 Mon-Tue	初選第2學期課程 Preliminary Courses Enrollment for Spring Semester	
2026/1/12-21	一-日 Mon-Sun	網路查詢學期成績 Final Grades of First Semester Available Online	
2026/1/19-2/22	一-日 Mon-Sun	寒假 Winter Vacation	
2026/1/31	五 Fri	學期結束 End of Fall Semester	

淡江大學學生團體學生會及 8 類學生社團簡介

The Introduction of All Kinds of Student Clubs

■ Student Association (學生會)

The members of the student association are elected by the all the students in the school. It is the first class on-campus organization. It has the president and the vice-president. The system of the association is the administrative center, student's Parliament, student appraisal meeting. These groups each have a job, each of them is in charge of the administrative, legislative, and justice affairs and relevant events.

係指由全校學生選舉產生，為校內一級自治組織。學生會置會長、副會長，分設行政中心、學生議會、學生評議會，分別掌理行政、立法、司法相關事項。

■ Academic (學藝性)

An academic club is built up for the purpose of academic study, and to cultivate the members' abilities in appreciating the different cultures, in addition to doing the research of arts. The main activity is the club learning classes. Besides, there will be seminars and social events in order to interact with the students from the other clubs.

以研究學術、培養同學文化氣息及藝術研討為目的而成立的學藝性社團，以社課為主要活動，除此之外，也會辦一些講座活動，以及聯誼性質的活動與其他社團交流。

■ Sporty (體育性)

The sporting club is built up on the purpose of encouraging the proper sports. The main activity is the club learning classes. The members can learn different gymnastic skills through club learning classes. Also, the social activities can be held among schools. Members from different schools can interact through inter- and intra-schools sporting contests.

以鼓勵正當體育活動為目的而成立的體育性社團，也以社課為主要活動，社員可以利用社課，學習到不同體育技能；在聯誼活動中，也常辦理跨校交流，並辦理校內外各種體育比賽。

■ Entertaining (康樂性)

The entertaining club is built up on the purpose of encouraging the leisure healthy activities for students. The main activity is club learning classes; the minor activity is fellowship encouraging events. Sometimes, there will be wrap-up presentations.

以推廣休閒同樂、有益身心之活動為目的而成立的康樂性社團，最大宗的活動為社課，次要為聯誼，另外也會辦一些成果發表會。

■ Serving (服務性)

The serving club is built up for the purpose of serving people and makes it a better society. The main activity is serving people. The members need to gain more knowledge and strengthen their inner abilities while serving the others. Therefore, club learning class is the second main activity. Students will be trained and directed to the correct track through the club learning classes.

以服務人群、造福社會為目的而成立之服務性社團，以服務活動為主，在服務的同時也要增強自己的內涵和知識，因此社課為第二大類的活動，在社課中培訓服務員們的心態和能力。

■ Friendship encouraging (聯誼性)

It's divided into two groups – alumni and non-alumni. The purpose of the friendship encouraging club is built up on encouraging the friendships, interacted learning, and helping with the friendship growing. The main activity is to unite the fellowship among members. Many alumni would go back to their hometowns or schools during winter and summer vacations to do the community services.

分為校友會和非校友會兩大性質，以促進友誼、交流學習、砥礪情操為目的而成立的聯誼性社團。以凝聚社內感情的聯誼活動為主，而許多校友會也都會在寒暑假，回到自己的家鄉或學校進行返鄉服務。

■ Religious (宗教性)

The religious club is built up on the purpose of studying the doctrine, encouraging the practices of characters, and caring for the society. The main activity is the club learning class. In the classes, students get together by different religions. They will discuss the religious dogmas or related issues, or they would search for the growth in spirits.

以研究宗教義理，砥礪品行修養，關懷社會為目的而成立的宗教性社團，大部分活動為社課，主要是以不同宗教的聚會為主，社課中會討論宗教的教旨或相關議題，或尋求自身心靈上的成長。

■ Musical (音樂性)

The music club is built up for the purpose of training students the musical skills, cultivating the abilities to appreciate the music, and redirecting the students' characters to the correct tracks. The main activity is the club learning class. The members could learn how to play the instruments, practicing the skills; in addition, there will be friendship interaction activity and wrap-up presentations.

以培養音樂技藝、提升音樂欣賞、陶冶性情為目的而成立的音樂性社團，大部分為社課，主要注重樂器的教學、技巧上的練習，除此之外，還有聯誼型活動，會和其他學校進行交流，也會辦成果發表會。

■ Departmental Association (學會)

The departmental association is built up on the purpose to promote students' abilities in research and to exchange the study results. It is also a departmental organization in connecting the bond between the undergraduate and graduate students. The main activity is the fellowship encouraging events. Next, most of the departments will also hold the ball games or singing contests and the weekly departmental presentations in order to present the specialties of each department and what the students have learned.

為提高學生學術研究風氣，便利學生交換研究心得，連繫系所院學生情感的學會性組織，以辦理組織內的聯誼活動為主；其次，大多數的系學會也辦理球類或歌唱比賽，以及各系週展，以展現各系的特色及所學。

Welcome to join the clubs you are interested in. For further information, please visit the website: <https://sites.google.com/view/tkuclubsfresh/>

歡迎加入喜歡的社團，想知道詳細的社團介紹，請至學生社團網頁：

<https://sites.google.com/view/tkuclubsfresh/>

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I. Getting to Know TKU

1. TKU Facilities

1) Chueh-sheng Memorial Library

The Chueh-sheng Memorial Library is one of the most comprehensive university libraries in Taiwan. It has wireless networks, spacious study carrels, a vast multi-media section, and study room. Currently, the university library stocks more than 1 million printed books, 1.7 million electronic books, 60,000 periodical titles (including electronic journals), and 120,000 non-book items. It also offers some of the best views in Danshui.

2) Computer Laboratories

TKU has a total of 7 computer laboratories. Most of these are located in the Business Management Building and Engineering Building on the Tamsui Campus (B201, B203, B204, B206, B213, E313, E314). The labs provide students with access to the latest technology and software, with which to complete university assignments and reports.

3) Shao-Mo Memorial Gymnasium

Tamkang University places a strong emphasis on sports and athletic activities, and provides students with world class facilities. Many of these facilities are located within the Shao-Mo Memorial Gymnasium, a vast, multi-story sporting complex equipped with Taiwan's largest (Asia's second largest) retractable grandstand, as well as a comprehensive weights room, volleyball, basketball and badminton courts, professional table tennis tables, aerobics and dance studios, and martial arts training halls.

4) Shao-Mo Memorial Natatorium Complex

In Taiwan, very few college swimming pools rival the one on the TKU Tamsui Campus. The Shao-Mo Memorial Natatorium is a modern, stylishly designed swimming complex that conforms to the highest specifications for swimming facilities of its kind. It boasts a bright interior, a 50m swimming pool, and hosts professional swimming instructors and lifeguards.

5) Health Service Clinic

It offers internal medicine treatment, injury treatment and body check-up. Diagnosis and treatment are free of charge to all students (only for Student ID holders) and staff members.

Location: 1st floor, Maritime Museum, M111 room

Tel: (02) 2621-5656, ext.2373, 2822

2. TKU Administrative Departments

1) Office of Academic Affairs

- A. Center for Registration-Curriculum Development: Services include applying for (reissuing) student ID cards, certificates of enrollment, transcripts, applying for leave of absence or withdrawal, course add/drop, and credit transfer.
- B. Location: Administrative Building, Room A212, Tamsui Campus
Tel: (02) 2621-5656
Student Status Services: Ext. 122
Transcript Services: Ext. 123
Curriculum Services: Ext. 129

2) Office of Student Affairs

The Office of Student Affairs is divided into several departments. They are located in different building.

- A. Guidance Section: Academic leave, students' group insurance, free legal advice, applying part-time job at school, and scholarships.
 - Location: 4th Floor, Business Building, B402 room
 - Tel: (02) 2621-5656, ext. 2217, 2817
- B. Extracurricular Activities Guidance Section: Students Club, Club Learning and Practicing,
 - Location: Shao-Mo Memorial Gymnasium, SG315 room
 - Tel: (02) 2621-5656, ext. 2220, 2224, 2226, 3362
- C. Counseling, Career Development and Learning Center: Mental health counseling
 - Location: 4th Floor, Business Building, B408 room
 - Tel: (02) 2621-5656, ext. 2221
- D. Student Housing Guidance Section: Applying dormitory, rental information
 - Location: Sung-Tao Hall 2, Z2200 room
Tamkang Dormitory (outside school), No.17, Ln. 149, Sec. 1, Zhongshan N. Rd., Tamsui Dist., New Taipei City 251, Taiwan (R.O.C.)
 - Tel: (02) 2621-5656, ext. 2395, 2396
(02) 2626-6911, ext. 0214, 0216, 0220

3) Office of Finance

Office of Finance offers students tuition information: tuition payment, search tuition fee and applying proof of payment.

- Location: 4th Floor, Engineering Building, G401 room
- Tel: (02) 2621-5656, ext. 2067

II. Studying at TKU

1. Class Times

At TKU, the duration of each class is 50 minutes, and each class counts for one credit point. Class times are denoted using a sequence of numbers. For example, Period One refers to classes held from 8:10 am to 9:00 am. The table below displays each number and its corresponding class times.

Period No.	Class Time	Period No.	Class Time
Period 1	08:10 – 09:00	Period 8	15:10 – 16:00
Period 2	09:10 – 10:00	Period 9	16:10 – 17:00
Period 3	10:10 – 11:00	Period 10	17:10 – 18:00
Period 4	11:10 – 12:00	Period 11	18:10 – 19:00
Period 5	12:10 – 13:00	Period 12	19:10 – 20:00
Period 6	13:10 – 14:00	Period 13	20:10 – 21:00
Period 7	14:10 – 15:00	Period 14	21:10 – 22:00

2. Student Email

As soon as you receive your student number, you can begin to access your student email account. Your student email address will be:

student ID@o365.tku.edu.tw. So, if your student number is “410123456”, your student email will be 410123456@o365.tku.edu.tw.

The password is 「Tku+ your birthday(8 digits)」. For example if your birth day is January 2nd,1991, your default password should be: 「Tku19910102」.

3. Course Enrollment & Course Selection

- 1) All the required courses will be selected by Academic Affairs; the selected courses can be added or dropped personally through Course Selection Systems.
- 2) The maximum and minimum of credits for every semester:
 - A. Freshmen, Sophomores, and Juniors: A minimum of 10 credits is required. Freshmen may take up to 27 credits, while students in other years may take up to 25 credits.
 - B. Fourth year: 9-25 credits
 - C. The students with extended study should choose at least one course, the maximum credits are 25
- 3) If the same course is studied twice, the credits of the course can't be included twice for graduation credits:
- 4) Graduates or PhD students need to follow each department rule to select courses.

4. Academic Leave

All kinds of the leaves have their regulations; please check the website for the

regulation. For the one-day leave, please apply it at the machine in front of B401. For leaves which are more than 1day, please go to B401 to confirm it.

5. Procedure of suspension of studies

If you have to temporarily hold your degree learning, please remember to go to the Academic office (A building) to apply the leaving procedure.

If you need to apply for discontinuing your academic life in TKU or have further question of the school's academic regulation, please check the following website.

6. Deferment, Resumption of Studies, Discontinuation and Expulsion, and the Removal of Student Status

Article 20

Students who suffer a serious illness and gain documents of proof from a doctor, or have to deal with important personal matters and gain written proof from a parent or legal guardian may apply to defer their studies (no later than the week before the final exam). The deferment will take effect after the applicant gains approval from the Dean of General Affairs.

Article 21

Approval for deferment of study may be granted for one semester, one academic year, or two academic years. Generally speaking, the maximum duration of granted deferment is two years. But students with a serious illness or other legitimate reasons may make special-case applications to extend deferment for an extra year. Those who undertake compulsory military service while deferring studies must provide a Proof of Current Military Status document and may apply for another year of deferment. As soon as they finish military service, such students must submit a Military Service Discharge Certificate and apply to resume studies.

Students who apply for deferment of study due to pregnancy, childbirth, or provision of care for a child under three years old must submit related documents of proof.

Time taken to tend to any of the above factors – compulsory military service, pregnancy, childbirth, or child-rearing (for a child under the age of three) – will not count toward time restrictions on the maximum duration of deferment.

Article 22

Students who extend the number of years taken to complete their degree and who hope to undertake compulsory military service before finishing their degree must first apply for deferment of studies. If they fail to do so, their case will be treated as a failure to register for study on time.

Article 23

Deferred students who wish to apply to resume studies must do so during the student registration period at the beginning of each semester by submitting their application to the Office of Academic Affairs. After gaining approval to continue their studies, applicants will return to the same department and continue from where they left off. Upon resuming studies, those who deferred studies in the middle of a semester will start from the beginning of the year (freshman, sophomore, etc.) in which they left. If, while they are away, the deferred student's original department is altered or closed, they may select an appropriate department in which to resume studies.

Article 25

Students who for personal reasons wish to discontinue their studies must transact such within the given semester and do so with the written permission from their parents or legal guardians. Then, after also gaining approval from the Dean of Academic Affairs, they must complete the process of deregistration at the Office of Academic Affairs.

Article 26

Students in any of the following circumstances will be expelled from study:

1. Those whose qualifications do not meet the review requirements when applying for study at or for transfer of study into TKU.
2. Those who exceed the duration of time allocated for deferment of study without applying to resume study.
3. Those who receive a failing grade on their personal conduct record.
4. Those who have not completed all the courses and credit points required by their department of study to graduate within the stipulated time limit for graduation.
5. Those whose conduct or actions warrant expulsion based on related laws or regulations, or in accordance with criteria for expulsion proposed by TKU.
6. Those who, for none of the above-stated reasons, voluntarily apply to discontinue studies.
7. those in a situation outlined in Article 28 (below).

In each of the aforementioned circumstances, written notification should be provided to the student's parents or legal guardians, informing them of the process of recourse, and offering possible solutions and respective time constraints.

Article 27

Students who have already completed at least one semester before being expelled may apply for a Certificate of Completed Credits or Transfer of Study Certificate. Those, however, who have their study expelled because they do not

■ INTERNATIONAL STUDENTS ■

meet the review requirements for entrance or transfer into TKU (see Article 26, 1., above) will not be allowed to apply for such certificates.

Article 28

Bachelor students from each department who fail half of the total credits taken in one semester and do so consecutively twice (any semester of failing half of total credits before discontinuing one's studies is considered as "consecutively") will be expelled.

The following categories of students, however, will only be expelled upon failing two-thirds of the total credits taken in one semester consecutively twice (the semesters before and after a leave of absence are deemed consecutive):: overseas Chinese students, Mainland Chinese students, foreign students, Mongolian and Tibetan students who returned from overseas to their countries of origin to pursue higher level studies, students of aboriginal descent, students who are the children of expatriates, and students who meet related MOE criteria and are recommended to the TKU Office of Physical Education based on former athletic achievements.

Disabled students or students who are taking less than ten academic credits are not bound under the above two rules.

Academic credits obtained from physical education or "all-out" defense education military training (or nursing) courses are included in the three rules above.

If there are credit hours that are not included in the calculation of the total amount of 8 attended credit hours, a report should be sent to the Academic Affairs Committee which after passing can then be implemented.

Article 29

Master's students or PhD candidates in any of the following categories will be expelled:

1. Those who do not finish or obtain all required courses or credit points in the allotted time frame: four years for master's students; seven years for PhD candidates.
2. PhD candidates (that entered the PhD program with bachelor qualifications) who do not complete all required courses or obtain all required credits within seven years of commencing the degree program.
3. PhD candidates who fail to pass the qualification assessment twice.
4. Those who fail in their thesis and oral examination (defense) and do not qualify to retake the oral examination or, having retaken the examination, fail a second time.
5. Master's students who take PhD or master's courses and, in one single

semester of their first academic year, fail all of their courses. An exception is made for those who only take one course in the semester.

6. Students who have been verified to have plagiarized or cheated in the submission of a dissertation, innovative work, exhibition, performance, or a written or technical report, for which they received a graduate degree.

Article 30

Students in any of the following categories will have their student status removed:

1. Those who use fake, fraudulent, forged or altered documentary evidence of educational qualifications and professional experience.
2. Those who cheat on their entrance examination and – after having been verified to in fact have cheated – have their admissions status revoked.

Those who have their student status removed will not be eligible to receive any documentary proof of having studied at TKU.

Article 31

Students who have their studies deferred, who are expelled, or who have their student status removed, may lodge an appeal with the Student Appeal Review Committee. While the result of the appeal is pending, the initial punishment issued will remain in place.

If, after lodging an appeal with TKU, the appeal is rejected, the student may – according to ROC law – file an official appeal or administrative lawsuit. If the originally prescribed punishment is deemed inappropriate by the Ministry of Education or an administrative court, TKU will revise the punishment accordingly.

After having their punishment revised, those who are allowed to continue their studies at TKU may carry out the re-enrollment procedure straight away. If for some reason they are unable to resume studies straight away, they must apply for deferment of study for the time they were away from school during the appeal process.

<http://english.tku.edu.tw/tkulaws.asp> (searching: academic affairs)

III. Visa and Alien Resident Certificate

1. Changing Your Visa Status: Visitor Visa→ Resident Visa (Remark: FS)

(If you were issued a Resident Visa in your home country, you can skip directly to 2)

Let's assume you entered Taiwan on a Visitor Visa. Applicants who enter the R.O.C. (Taiwan) on a Visitor Visa which qualifies the applicants for Resident Visa application for the purpose of undertaking studies must apply for a Resident Visa 7 work days before the duration of stay expires.

1) Required Documents and Fees:

- A. Application form: <https://visawebapp.boca.gov.tw>
- B. Passport, valid for at least 6 months (original and photocopy)
- C. TKU Letter of Admission (original and photocopy) or Student ID card (original and photocopy, photocopy should be stamped by TKU Registration Section) or registration proof from TKU
- D. Health certificate issued in the last three months: If you take the medical tests before coming to Taiwan, the certificate must be stamped and verified by a Taipei Representative Office in your home country; or, if in Taiwan, you must take the medical examination at a designated hospital
- E. Two 2-inch color photos with white background taken in the last 6 months
- F. Application fee: NT \$3,000 (NT \$5,600 for holders of American passports)
- G. Processing time: 7-10 working days

2) Bureau of Consular Affairs (BOCA) Taipei Headquarters

Address: 3~5 Fl., 2-2 Chi-Nan Rd., Sec. 1, Taipei, Taiwan, ROC

Tel: (02) 2343-2888

Traffic Information: Take MRT to NTU hospital station (Exit NO.2), then walk about 5 minutes

2. Resident Visa → Alien Resident Certificate (ARC)

Remember, you need to make this change at the National Immigration Agency's website(<https://coa.immigration.gov.tw/coa-frontend/student/entry/foreign-student>) within **15 days** of receiving your Resident Visa! If you enter Taiwan for the first time and haven't registered, you will be issued an ARC which is only valid for 6 months. After you register, you can extend the ARC again.

1) Required Documents and Fees:

- A. ARC Application form
- B. One 2-inch, half-length color photo with white background, the applicant must not be wearing a hat.
- C. Passport and visa (original and photocopy)
- D. Student ID card (original and photocopy, photocopy should be stamped by TKU Registration Section) or Proof of Enrollment certificate
- E. Application fee: NT \$1,000 (one year)
- F. Processing time: 10 working days
- G. Proof of Accommodation

2) National Immigration Agency

The National Immigration Agency has online application for all the applicants.

The application website: <https://coa.immigration.gov.tw/coa-frontend/student/entry/foreign-student>



Address:

New Taipei City Service Center

Address: No.135, Min-An St., Jung-He Dist., New Taipei City

Tel: (02) 8228-2090

Traffic Information: Take bus 307 from MRT BanChiao station to Ji-Sui Junior High school station

Taipei City Service Center

Address: No.15, Guangzhou St., Zhongzheng Dist., Taipei City

Tel: (02) 2388 3929

Traffic Information: Take MRT to Xinnanmen station (Exit NO.2)

3. Extending Your Alien Resident Certificate (ARC)

1) Required Documents and Fees:

- A. Application form
- B. One 2-inch, half-length color photo with white background, the applicant must not be wearing a hat.
- C. Passport and ARC (original and photocopy)
- D. Student ID card (original and photocopy, photocopy should be stamped by TKU Registration Section)
- E. Application fee: NT \$1,000 (one year)
- F. Processing time: 10 working days

※A proof of accommodation is also required if there is a replacement address.

2) Note

- A. Before graduation, you can extend the ARC by bringing your student ID card copy (with registration stamp) or the Certificate of Enrollment to apply. If the school hasn't started the new semester registration, you don't have to provide the new semester registration proof, and the ARC can be extended for 1 year.
- B. If you already graduated and would like to find a job in Taiwan, you can bring your diploma to extend your ARC for 6 months. Students who postpone graduation and need to extend the ARC have to bring related documents. And the ARC can be extended for 6 months to 1 year based on your study status.
- C. Late applicants will be subject to heavy fines and may have to leave Taiwan to apply for a new visa.

IV. Scholarships

1. The Outstanding Foreign Student Scholarship and Financial Aid Scholarship

To encourage outstanding foreign students to study in the university and to help solve their living difficulties in Taiwan, thereby speeding up the university's internationalization process.

Scholarship recipients need to submit valid work permit photocopy (valid period of time should at least cover until January for the first semester, and June for the second semester) and are required to undertake 20 hours of volunteer services at Tamkang University. During their volunteer work, the Office of International and Cross-Strait Affairs (OICSA) will assume a supervising role and help recipients fulfill their community service requirements.

For the latest information, please go to the website of OICSA→News→Awards Program.

Location: International and Mainland Student Guidance Section (T1001)

2. The Taiwan Scholarship

The Taiwan Scholarship is offered to International students by the Ministry of Education and the Ministry of Foreign Affairs.

•Information: www.oieie.tku.edu.tw →Financial Aid→International Students

3. Other Scholarships

If you want to know more scholarships information, please check Guidance Section of Student Affairs website.

•Information: <http://spirit.tku.edu.tw:8080/tku/main.jsp?sectionId=2>
→scholarships

V. Insurance

1. Student Insurance

Student insurance costs NT\$180 per semester. This cost comes as part of the miscellaneous fees. Once covered under the plan, you may receive compensation if you are hospitalized, use outpatient services, or undergo an operation in the event of illness or accidental injury. Compensation must be claimed within two years of the accident or illness. To claim compensation, go to the TKU Guidance Section, on Tamsui campus on the 4th floor of the College of Business and Management Building (B402).

2. National Health Insurance (NHI)

The international student who, after entering Taiwan and gaining an ARC, has stayed in Taiwan for six consecutive months, or exited Taiwan once for less than 30 days, within the period of stay amounting to six months, after deducting the number of days that he or she has been away from Taiwan, may apply for NHI through the university or the local district office. NHI monthly payment amounts is NT\$826.

Foreign students with relatives who qualify as an insured person under the NHI program can enroll in NHI as dependents. (e.g.: With parents living outside Taiwan but grandparents living in Taiwan, the student may enroll as a dependent of the grandparents.)

The National Health Insurance Program is mandatory; anyone who qualifies for the Program must enroll. Any qualified person who doesn't enroll is subject to a fine of NT\$3,000 to NT\$15,000. In addition, this person is required to pay the full premiums starting from the date he or she should have been enrolled. No benefits will be offered before the premiums are paid in full. If fined, a notice of penalty violation will be delivered in writing and the fine must be paid on time. If the fines imposed remain unpaid, after a given period of time the case will be referred to the courts for compulsory enforcement.

✂Applying for NHI through the university

1) Applying for Coverage

- A. First time to applying NHI students, please hand in those documents to International and Mainland Student Guidance Section (T1001).
 - One 2-inch photos
 - Photocopies of both sides of your ARC
- B. If you want to transfer to Tamkang University, please hand in the transfer report from your original department to International and Mainland Student Guidance Section.

- C. If you join NHI through the university, you will pay six months NHI fee to university every semester. It will be NT\$4,956 via your tuition fee.

2) Canceling Coverage

If you graduate, defer studies, discontinue studies, or are suspended from studying at TKU, please go to the International Office to cancel your NHI coverage, and receive refund for payment of NHI premiums.

3) Transfer Coverage

If you graduate and work in Taiwan or transfer to other university, please do the NHI transfer at International and Mainland Student Guidance Section.

4) What to Do if You Lose Your Card

If you lose your NHI card, you can apply for a new one at any post office branch or at the Bureau of National Health Insurance for a fee of NT\$200.

3. Medical Services

After successfully applying for coverage under NHI, you will receive a NHI card. This card can be used at the vast majority of hospitals and medical clinics around Taiwan to receive a significant discount on the price of medical fees.

VI. Other Information

1. Opening a post office/bank account

1) Post office

✂Required Documents

- A. Passport
- B. ARC
- C. Student ID card
- D. Stamp (You may make a personal stamp at nearby school.)

2) Other Banks

International students need to be over 20 years old.

✂Required Documents

- A. Passport
- B. ARC
- C. Other supporting documents (ex: NHI IC card, driver license, or student ID card.)
- D. Stamp (You may make a personal stamp at nearby school.)

2. Work Permit

Before you can work in Taiwan, you must first apply for a work permit.

If you want to apply for it, please hand in the documents to International office (T1001-Tamsui campus). We will help you to apply for it.

1) Required Documents and Fees:

- A. Application form
- B. Photocopies of both sides of your Student ID Card and stamped by TKU Registration Section)
- C. Photocopies of your passport and both sides of your ARC
- D. TKU Student Consent Form for Work Permit Application
- E. Original receipt of payment from the post office at which the application fees (NT \$100) were transferred.

2) Note

- A. Work Permit Validity: Maximum validity is one year. The work permit valid period is 10/1~9/30.
- B. After obtaining a work permit, you can work a maximum of 20 hours per week during the regular semester, or as much as you like in the summer and winter holidays.
- C. New graduates can only apply until June 30. If you want to apply until September 30, you need to submit a Proof of Extended Study Certificate.

VII. Regulations on the Prevention of Sexual Assault, Sexual Harassment, and Sexual Bullying on Campus

The school shall affirmatively promote prevention education of campus sexual assault, sexual harassment, and sexual bullying to enhance the knowledge and ability of faculty, staff, and students to respect sexuality or body autonomy of others and of one's own.

Please confirm the regulation of the sexual legislation.

<https://gender.tku.edu.tw/>

VIII. Useful Websites

1. School

Unit	Website	Note
Tamkang University	http://www.tku.edu.tw	
Office of International and Cross-Strait Affairs(OICSA)	http://www.oieie.tku.edu.tw	International office
Information for studying in TKU	http://english.tku.edu.tw/StudyinTKU.asp	Academic Calendar
Office of Academic Affairs Center for Registration-Curriculum Development	http://www.acad.tku.edu.tw https://athx.acad.tku.edu.tw/	
Office of Student Affairs	Facebook : https://www.facebook.com/TKUOOSA/ Twitter : https://twitter.com/tkuoosa	
Web E-MAIL	http://webmail.tku.edu.tw/	
Curriculum online system	http://www.ais.tku.edu.tw/elecos/	
Course Search	http://esquery.tku.edu.tw/acad/	
Personal system	https://portal.tku.edu.tw/	1)Exam table 2) Score
Academic Calendar	https://english.tku.edu.tw/Calendar.asp	
TKU Regulations	https://english.tku.edu.tw/tkulaws.asp	Ex: Study Regulations 、Appeal Regulations etc.
Student Appeal	http://spirit.tku.edu.tw/tku/file/section2/service/13/guide10.jsp	

2. Visa

Unit	Website
Ministry of Foreign Affairs	http://www.mofa.gov.tw
Bureau of Consular Affairs	http://www.boca.gov.tw/
National Immigration Agency	http://www.immigration.gov.tw

3. Life

Unit	Website
Taipei Metro	https://www.metro.taipei/
Bureau of National Health Insurance	http://www.nhi.gov.tw
Ministry of Labours	https://www.wda.gov.tw/en/
Regulations Regarding International Students Undertaking Studies in Taiwan	http://law.moj.gov.tw/Eng/LawClass/LawAll.aspx?PCode=H0110001



淡江大學 國際暨兩岸事務處 編印
Office of International and Cross-Strait Affairs