



# 國立東華大學

## Notice to Admitted International Students 2011 Fall International Students Office, National Dong Hwa University

### 100 學年秋季班外國學生入學注意事項（國際學生中心）

#### A. Preparation for Admitted Students 外國學生入學準備

##### 1. Resident visa application

Admitted student has to apply for resident visa from the overseas Taiwan representative office. Resident visa is required to enter Taiwan for studying and to apply for Alien Residency Certificate after arrival. Please refer to the following link for details of resident visa application.

<http://www.boca.gov.tw/lp.asp?ctNode=533&CtUnit=76&BaseDSD=7&mp=2>

##### 申請居留簽證

入學學生須自中華民國駐外單位申請居留簽證，方可入台就學並於抵台後申請居留證。請參考外交部居留簽證申請網址：

<http://www.boca.gov.tw/lp.asp?ctNode=533&CtUnit=76&BaseDSD=7&mp=2>

##### 2. Document authentication

Admitted student has to provide English translated and authenticated diploma, transcript, medical insurance certificate and health certification (form type B) for registration. Authentication of the English translated documents has to be done by the overseas Taiwan representative office. Please refer to the following link for details of document authentication.

<http://www.boca.gov.tw/np.asp?ctNode=541&mp=2>

##### 文件驗證

入學學生須提供已完成翻譯（英文）並驗證之學歷證明、成績單、醫療保險證明以及健康檢查乙表方可註冊。英文版文件驗證作業須附中華民國駐外單位戳章，請參考外交部文件認證作業網址：

<http://www.boca.gov.tw/np.asp?ctNode=541&mp=2>

### 3. Flight Information Reply

Admitted student has to provide your flight information through webpage as <http://www.iso.ndhu.edu.tw/files/87-1092-320-preview.php> in order to organize pick-up service by September 9 (Friday). For your information, it is chargeable service, you have to pay the transportation fee from Tao-Yuan International Airport to Dong Hwa University as amount would be around 700 NTD. Meanwhile, pick-up service would be facilitated on September 17 (11AM-9PM) and September 18 (11AM-4PM).

#### 來台班機資訊回覆

入學學生須於 9/9 (五) 前回覆班機抵台時間以利安排接機服務，班機回覆網址為：<http://www.iso.ndhu.edu.tw/files/87-1092-320-preview.php>。入學學生須支付桃園機場至東華大學之交通費用，約七百元台幣。接機服務時間為 9/17 (11AM-9PM) 及 9/18 (11AM-4PM)。

## B. Events for International Students 外國學生相關活動

### 1. Orientation 新生訓練

All of new enrolled international students in 2011 Fall must participate it.  
100-1 入學之外國新生須參加新生訓練。

Date	日期	September 19, 2011	19/9/2011
Time	時間	10:00	早上 10 點
Venue	地點	Room 301, Administration Building	301, 行政大樓

### 2. Registration 報到註冊

Date	日期	September 20 – 21, 2011	9/20-21/2011
Time	時間	08:00 – 17:00	早上 8 點至下午 5 點
Venue	地點	International Students Office Room 501, Administration Building	國際學生中心 501, 行政大樓

### 3. Welcome Party 新生歡迎會

Date	日期	September 19, 2011	19/9/2011
Time	時間	12:00 – 14:00	12 點至下午 2 點
Venue	地點	open court, 3F, Administration Building	行政大樓 3 樓中庭

● **International Student Registration Schedule 各院報到註冊時間表**

Date 日期	Time 時間	College 學院
September 20, 2011	08:00 – 08:30	College of Marine Sciences 海洋學院 College of Fine Arts 藝術學院
	08:30 – 12:00	College of Environmental Studies 環境學院
	13:00 – 14:30	Hua-Shih College of Education 花師教育學院
	14:30 – 17:00	College of Humanities and Social Sciences 人文社會科學學院
September 21, 2011	08:30 – 12:00	College of Management 管理學院
	13:00 – 15:30	College of Science (s) and Engineering 理工學院
Venue 地點	International Students Office Room 501, 5 <sup>th</sup> Floor, Administration Building 國際學生中心 ( 501,行政大樓 5 樓)	

● **Documents for registration 報到註冊繳驗文件**

1. Originals of passport, diploma, transcript, medical insurance certificate, and Health Certificate Form Type B.
  2. English translated and authenticated diploma, transcript, medical insurance certificate, and Health Certificate Form Type B.
  3. Photocopies of passport and resident visa.
  4. Photocopies of the authenticated diploma, transcript, insurance certificate, and Health Certificate Form Type B.
  5. Two 2”X2” photos taken within the past six months.
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1. 繳驗正本：護照、畢業證書、成績單、醫療保險證明、健康檢查乙表
  2. 繳驗正本：英文翻譯且外館驗證之畢業證書、成績單、醫療保險證明、健康檢查乙表
  3. 繳交影印本：護照與居留簽證
  4. 繳交影印本：外館驗證之畢業證書、成績單、醫療保險證明、健康檢查乙表
  5. 六個月內兩吋照片兩張

**2011 Fall**  
**International Students Orientation and Welcome Party**  
**Sep. 19<sup>th</sup>, Monday 10:00~14:00**  
**Rm 301, Administration Building 3F (Conducted in English)**

**2011秋季班 (100-1)**  
**外國學生新生訓練暨歡迎會**  
**9月19日 (一) 10:00~14:00**  
**行政大樓三樓, 301**

Time 時間	Activity 活動說明
09:30-10:00	Registration of Orientation 新生訓練報到
10:00-12:00	<p>Orientation and Forum 新生訓練與座談會</p> <p>◆Information Section 討論項目</p> <ul style="list-style-type: none"> <li>•Registration &amp; Documents Submitting 報到與文件繳驗</li> <li>•Fees Payment 繳費</li> <li>•Student ID card &amp; Student Status Letter 學生證與在學證明</li> <li>•Immigration Agency &amp; ARC 移民署報到與居留證</li> <li>•Medical Insurance &amp; National Health Insurance 醫療保險與全民健康保險</li> <li>•Bank Account 銀行開戶</li> <li>•Work Permit 工作許可與申請</li> <li>•Important Dates and Notice 重要日程與注意事項</li> <li>•Q&amp;A 問題討論</li> </ul>
12:00-14:00	<p>Welcome Party 歡迎會 Venue : open court, 3F, Administration Building</p> <p style="text-align: center;">地點：行政大樓三樓中庭</p>
	12:10-12:30
	<p>Welcome Address : President, Vice President 致歡迎詞：校長,副校長</p> <p style="text-align: right;">Dean, Office of Academic Affairs 教務長</p> <p style="text-align: right;">Dean, Office of Student Affairs 學務長</p>
	12:30-14:00
	<p>Lunch &amp; International Students Performance &amp; Networking</p> <p>午餐 &amp; 外國學生表演 &amp; 與會者交流</p>

## **C. Post Registration Reminder 報到註冊後提醒**

### **1. Course selection**

Course selection has to be done online after registration. For the 2011 fall semester, course enrollment will be held from September 26 to 28. Please contact the department for details and assistance.

#### **選課**

入學學生於註冊後須完成網路選課。100-1 入學外國新生選課時間為 9/26-28。請諮詢系所助理與學伴以完成選課。

### **2. Payment**

International Student has to pay the tuition and supplementary fee after registration. The students who awarded Taiwan Scholarship have to pay full tuition, credit and supplementary fee; Those who awarded NDHU scholarship has to pay for supplementary fee including dormitory cost. The payment has to be done by October 3 (Monday). Please contact the department for details and assistance.

#### **繳費**

入學學生於註冊後須完成繳費。臺灣獎學金獲獎學生須繳納全額學雜費及學分費；東華獎學金獲獎學生須繳納含住宿費相關之雜費項目。學生須於 10/3 (一) 以前完成學雜費繳費。請諮詢系所助理與學伴已完成繳費。

### **3. Alien Resident Certificate (ARC) application**

International student with resident visa is required to apply to the National Immigration Agency for an ARC within 15 days of arrival. ARC applying on-campus service sets up on September 28 (Wednesday). Please contact ISO for application details and assistance.

#### **辦理居留證**

外國學生於抵台 15 天內須向移民署報備，同時申請居留證。居留證申請到校服務時間為 9/28 (三)。請聯繫國際學生中心以瞭解申請流程。

#### **4. Bank account opening**

Original and photocopy of passport and ARC are required to open a bank account. Taiwan Business Bank has a counter on campus at the 1<sup>st</sup> floor of the Administration Building. It opens from 10:30 to 14:30 Monday to Friday.

銀行開戶

銀行開戶須準備護照及居留證正本、影印本。校內設有臺灣中小企業銀行，服務櫃臺於行政大樓一樓，服務時間為星期一至星期五，10:30 至 14:30。

#### **5. National Health Insurance (NHI)**

International student with an ARC is eligible to join NHI after four months. Application can be done through ISO and the premium will be included in the tuition after enrollment with NHI.

全民健保

外國學生於抵台四個月後強制性加入全民健保。申請流程請諮詢國際學生中心，同時，健保費一併納入學雜費繳費單。

#### **6. Work permit**

International student can work in Taiwan after studying for a year. Work permit is required and can be applied to the Bureau of Employment and Vocational Training. Please contact ISO for details and assistance.

工作證

外國學生抵台一年後可申請工作證。工作證須向勞委會職訓局申請，申請流程請諮詢國際學生中心。