

University of Taipei

2024-2025

Exchange Program Application Information



臺北市立大學
UNIVERSITY OF TAIPEI

Updated Date: March 01, 2024

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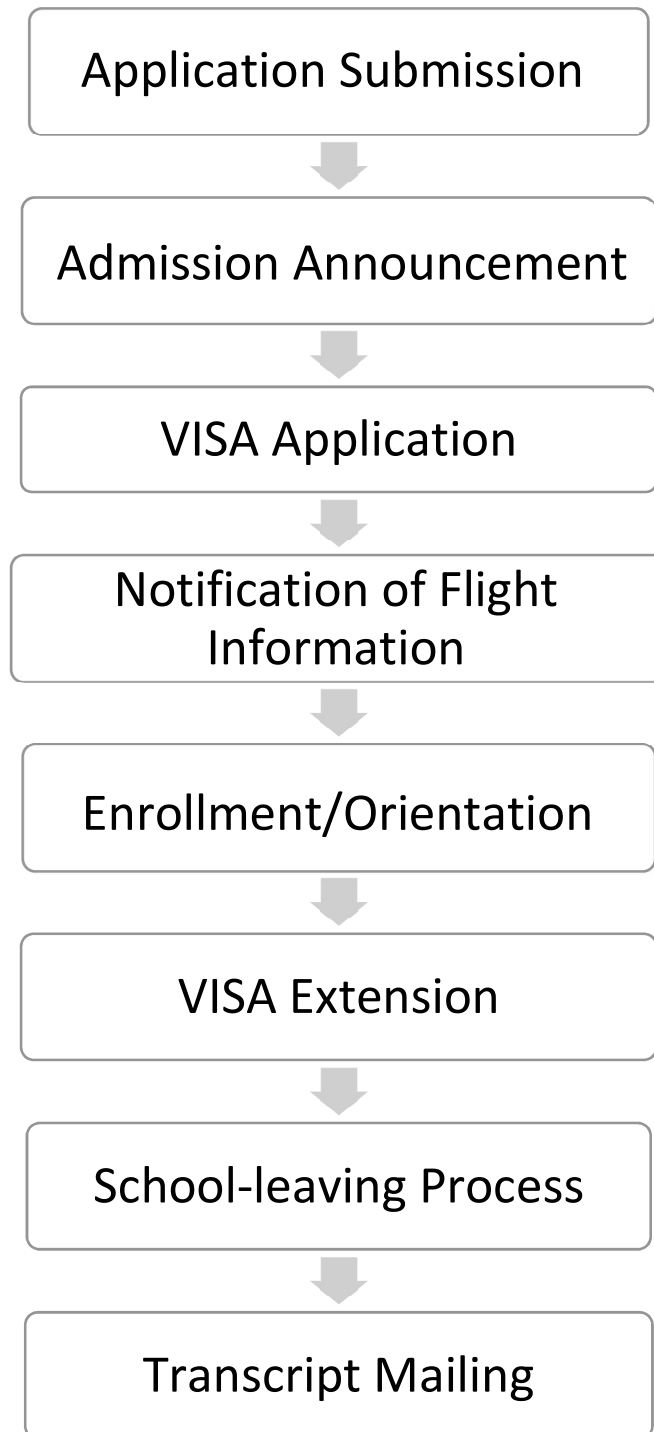
Institution Information

University Name	<p>University of Taipei</p> <p>https://www.utaipei.edu.tw/index.php?Lang=en</p>
Website	<p>Office of International Affairs</p> <p>https://international.utaipei.edu.tw/index.php?Lang=en</p>
Address	<p>Bo-Ai Campus: No.1, Aiguo West Road, Zhongzheng District, Taipei City 100234, Taiwan</p> <p>Tian-Mu Campus: No. 101, Section 2, Zhongcheng Road, Shilin District, Taipei City 111036, Taiwan</p>
Contact for Outbound Exchange Students	<p>Mr. DeYao Liu outbound@go.utaipei.edu.tw +886-2-23113040 ext.8665</p>
Contact for Inbound Exchange Students	<p>Ms. Jessica Fang-Chi Chang inbound@go.utaipei.edu.tw +886-2-23113040 ext.8663</p>
Contacts for Student Exchange Agreements	<p>Ms. Fanny Yi-Ying Lin +886-2-23113040 ext.8662</p> <p>Mr. Ryan Soh Chun Seng +886-2-23113040 ext.8666 contract@go.utaipei.edu.tw</p>
Description of the University of Taipei	<ul style="list-style-type: none"> ● University of Taipei was established in 1895. It is the oldest public university in Taiwan. ● UT is located in a vibrant international city with two campuses: Bo-Ai campus at the heart of downtown Taipei and Tian-Mu campus in the neighborhood adjacent to Yangmingshan National Park. Both campuses are close to bus, train, and MRT stations. ● There are five colleges in UT, which are Education, Humanities & Arts, Science, Kinesiology, and City Management.
College Location	<ul style="list-style-type: none"> ● Bo-Ai Campus: <ul style="list-style-type: none"> ■ College of Education ■ College of Humanities & Arts ■ College of Science ● Tian-Mu Campus <ul style="list-style-type: none"> ■ College of Kinesiology ■ College of City Management

Briefing of Exchange Program

Nomination Deadline	<ul style="list-style-type: none"> ● Fall Semester 2024: March 31, 2024 ● Spring Semester 2025: September 30, 2024
Application Deadline	<ul style="list-style-type: none"> ● Fall Semester 2024: April 30, 2024 ● Spring Semester 2025: October 31, 2024
Applicant Eligibility	<ul style="list-style-type: none"> ● Applicants should be nominated by our partner institutions. ● Individual applications will not be processed.
Application Procedure	<ul style="list-style-type: none"> ● Step1 Get nominated by our partner institution ● Step2 Apply online by the application deadline ● Step3 Get admission issued by the University of Taipei <p>Online Application: http://exam.utaipei.edu.tw/ExchangeSystem/index.jsp</p>
Required Documents	<ul style="list-style-type: none"> ● Applicant's passport ● A study plan or statement of purpose written in English or in Chinese (appendix 4) ● English official academic transcript ● Official enrollment certificate within 3 months ● Proof of medical insurance ● Medical Examination Requirements for Short-Term Students (appendix 2) ● Digital ID photo ● Document of authorization for emergency medical treatment (appendix 1)
Language Proficiency	<ul style="list-style-type: none"> ● There is no any specific requirement on Chinese and English language proficiency. ● However, the students should have the basic communication ability with the above languages.

Flow Chart for Exchange Program Procedure



Academic Information

Languages of Instruction	<ul style="list-style-type: none"> ● The languages of instruction are Chinese and English. 																		
Course Information	<ul style="list-style-type: none"> ● Students must take at least two courses or four credits per semester. One of the courses must be offered by the department to which the student is applying. The others are not restricted to any department. ● Students have to select courses during a particular period of time after the registration. ● http://shcourse.utaipei.edu.tw/utaipei/ag_pro/ag304_index.jsp 																		
Academic Calendar	<ul style="list-style-type: none"> ● Fall Semester 2024: To be confirmed, Mid-Sep., 2024 ● Spring Semester 2025: To be confirmed, Mid-Feb., 2025 																		
Chinese Courses	<ul style="list-style-type: none"> ● Exchange students can take Chinese Courses, which offer UT credits. ● UT provides 2 basic Chinese language courses for exchange students to take. 																		
Transcript of Records	<ul style="list-style-type: none"> ● At the end of the exchange period, each student can receive the transcript of records. ● Transcripts are automatically sent to the home institution. 																		
Grading System	<ul style="list-style-type: none"> ● UT uses the 100-point scale to evaluate students' performance. ● One credit=2 ECTS <table border="1" style="margin-left: auto; margin-right: auto; border-collapse: collapse; text-align: center;"> <thead> <tr> <th>100-point grade range</th> <th>Grade</th> <th>GPA</th> </tr> </thead> <tbody> <tr> <td>80-100</td> <td>A</td> <td>4</td> </tr> <tr> <td>70-79</td> <td>B</td> <td>3</td> </tr> <tr> <td>60-69</td> <td>C</td> <td>2</td> </tr> <tr> <td>50-59</td> <td>D</td> <td>1</td> </tr> <tr> <td>50↓</td> <td>E</td> <td>0</td> </tr> </tbody> </table>	100-point grade range	Grade	GPA	80-100	A	4	70-79	B	3	60-69	C	2	50-59	D	1	50↓	E	0
100-point grade range	Grade	GPA																	
80-100	A	4																	
70-79	B	3																	
60-69	C	2																	
50-59	D	1																	
50↓	E	0																	

Online Application

The Link:

<http://exam.utapei.edu.tw/ExchangeSystem/index.jsp>

Use your email to create an account



The default password is your birthday (yyyymmdd)



Verify your account



Start to apply
Fill in the blanks with the correct information
Upload the scanned documents



Submit your application documents

Departments

College	Department
Education	<ul style="list-style-type: none"> ● Dept. of Education ● Dept. of Special Education ● Dept. of Early Childhood Education ● Dept. of Psychology and Counseling ● Dept. of Learning and Materials Design ● Institute of Educational and Administration Evaluation
Humanities & Arts	<ul style="list-style-type: none"> ● Dept. of Chinese Language and Literature ● Dept. of History and Geography ● Dept. of Music ● Dept. of Visual Arts ● Dept. of English Instruction ● Dept. of Social and Public Affairs ● Dept. of Dance (Tian-Mu Campus)
Science	<ul style="list-style-type: none"> ● Dept. of Applied Physics and Chemistry ● Dept. of Earth and Life Sciences ● Dept. of Mathematics ● Dept. of Computer Science ● Dept. of Physical Education
Kinesiology	<ul style="list-style-type: none"> ● Dept. of Ball Sports ● Dept. of Athletics ● Dept. of Aquatic Sports ● Dept. of Martial Arts ● Dept. of Sports Performing Arts ● Dept. of Recreation and Sports Management ● Dept. of Exercise and Health Sciences ● Institute of Sports Sciences ● Institute of Sports Training ● Institute of Sports Pedagogy ● Graduate Institute of Sports Equipment Technology
City Management	<ul style="list-style-type: none"> ● Dept. of Urban Development ● Dept. of Urban Industrial Management and Marketing ● Dept. of Health and Welfare

Exchange Student Information

Accommodation	<ul style="list-style-type: none"> ● UT offers the residence hall for both graduate and undergraduate students. ● <u>The exchange students are guaranteed to stay at the dorm.</u> UT allocates the rooms for students automatically. Students are able to stay for the period of their studies at UT.
Health Insurance	<ul style="list-style-type: none"> ● Students must have to purchase their own insurance in the home country before travelling to Taiwan. ● We strongly suggest the exchange students purchase health insurance with 6 months of coverage from the home country.
VISA Application	<ul style="list-style-type: none"> ● Students are responsible for their own visa application before entering Taiwan. ● Obtaining a school admission permit does not guarantee the issuance of a Visa. ● Obtaining a Visa does not entitle the visa holder to enter the R.O.C.(Taiwan) ● The Bureau of Consular Affairs (BOCA) https://www.boca.gov.tw/np-137-2.html
Airport Pick-up Service	<ul style="list-style-type: none"> ● Fall Semester 2024: To be determined ● Spring Semester 2025: To be determined ● Free of cost, pick-up only at the Taoyuan International Airport (TPE). ● Students must arrive on this date if they wish to be picked up from the airport.
Living Costs	<ul style="list-style-type: none"> ● Approximate living costs in Taipei: US\$ 500-600/month
Mandatory Orientation	<ul style="list-style-type: none"> ● Fall Semester 2024: To be determined ● Spring Semester 2025: To be determined
Mobile Phone	<ul style="list-style-type: none"> ● The exchange student can buy a SIM card at the mobile shop and remember to let Office of International Affairs know your phone number.
VISA Extension	<ul style="list-style-type: none"> ● Visitor visa holders can apply for extension within 15 days before the expired date. ● The National Immigration Agency (NIA) https://www.immigration.gov.tw/5475/

Program Fees

Item	Exchange Student	Visiting Student
Tuition Fee	Pay to the Home Institution	Pay to UT
Accommodation Fee	Pay to UT	Pay to UT
Miscellaneous Fees	Pay to UT	Pay to UT

Item	Amount	Description
Accommodation Fee	NT\$17,000 (US\$550)	<ul style="list-style-type: none"> ➤ According the different types of the rooms, the fee will depend on the choices. ➤ As for the dorm allocation, we will arrange the four-person shared room mostly. ➤ If the exchange student would like to change the room type, and the rooms are still available, the student should complete the changing process within one week after check-in.
Student ID Card	NT\$210 (US\$8)	<ul style="list-style-type: none"> ➤ The exchange student pays in cash when he/she enrolls. ➤ The payment should be made when the exchange student enrolls.
Internet Usage Fee	NT\$1000 (US\$33)	
Swimming Pool Maintenance Fee	NT\$150 (US\$5)	
Notice	<ul style="list-style-type: none"> ◆ Exchange Students pay the tuition fee to the home institution. ◆ Visiting Students pay the tuition fee to the UT. ◆ The tuition fee for the visiting students is based on the college they enroll. 	

Tuition Fee for Visiting Student

College	Undergraduate Program	Master Program	PhD Program
Education	NT\$45,700 (US\$1480)	NT\$45,100 (US\$1455)	NT\$46,300 (US\$1495)
Humanities & Arts	NT\$45,700 (US\$1480)	NT\$45,100 (US\$1455)	NT\$46,300 (US\$1495)
Science	NT\$53,200 (US\$1720)	NT\$52,700 (US\$1700)	
Kinesiology	NT\$53,550 (US\$1730)	NT\$54,000 (US\$1745)	NT\$54,000 (US\$1745)
City Management	NT\$53,550 (US\$1730)	NT\$54,000 (US\$1745)	NT\$54,000 (US\$1745)

The Department of Music charges at the same rate as the College of Science.

Transportation

Taoyuan
International
Airport
↓
International house

Take Taoyuan Airport MRT → at MRT Taipei Main Station, transfer to Bannan Line (Blue Line) → at MRT Zhongxiao Fuxing, transfer to Wenhua Line (Brown Line), and get off at MRT Zhongshan Junior High School → walk along Fuxing North Road toward Minquan East Road, Section 3. and turn left at Fuxing North Road, Lane 430

Taipei Songshan
Airport
↓
International house

By bus: Take route 617, 688 or the Dunhua Trunk Line to the Minquan-Fuxing Intersection stop; walk to Fuxing North Road, Lane 430

International house
↓
Boai Campus, UT

Take Wenhua Line (Brown Line) from MRT Zhongshan Junior High School to MRT Nanjing Fuxing; transfer to the Songshan-Xindian Line (Green line) and get off at Xiaonanmen stop.

International house
↓
Tianmu Campus, UT

By Bus: Take routes 685 or Dunhua Trunk Line

桃園機場捷運系統路線圖

Taoyuan Airport MRT Route Map

圖例 Legend

普通車 Commuter
 普通列車 綠線
增開往機場服務班次 Airport-bound Commuter

A1↔A21 每站停靠
 Stops at all stations

A1→A13 ; A21→A12 目的地機場, 每站停靠
 Bound for Airport and stops at each station

直達車 Express
 快速列車 藍線
尖峰增停直達車 Extended Service

停靠 Stops at **A1.A3.A8.A12.A13**

停靠 Stops at **A1.A3.A8.A12.A13.A18.A21**

*各服務班次詳見時刻表 For further details, please refer to the timetable.



預辦登機
In-Town Check-in



退稅
Tax Refund



遺失物處理中心
Lost & Found



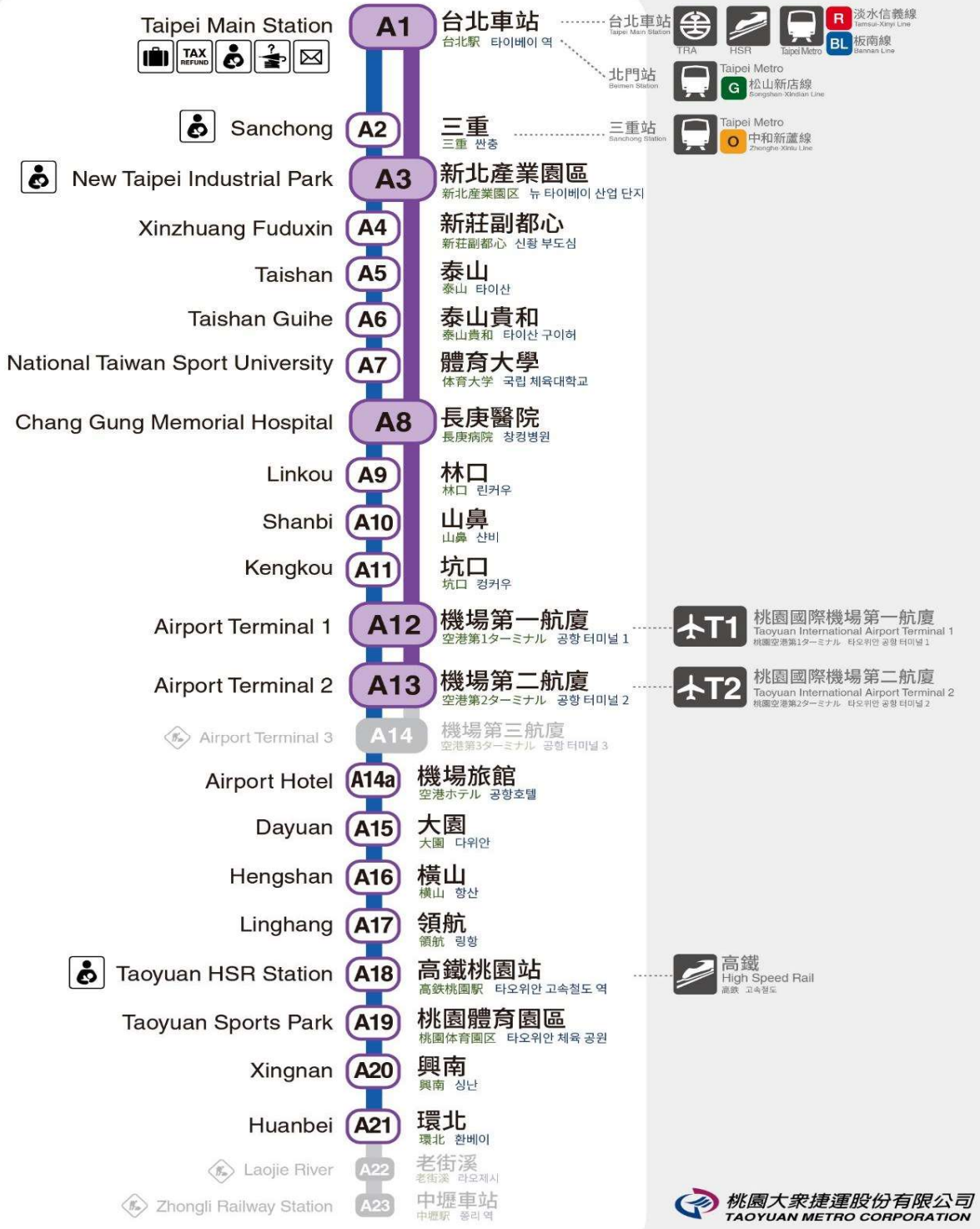
哺集乳室
Breastfeeding Rm.



郵局
Post Office

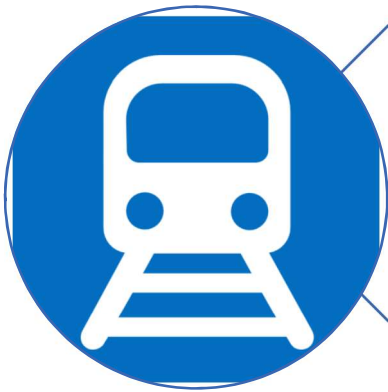


興建中車站
Under Construction





Easy Card for Travel



By MRT

Cardholders are required to pass the card over the Easy Card sensor area on fare gates both entering and exiting the MRT stations, with fares deducted from the card.



By Bus

Fares can be deducted from the card when the cardholder swipes the card over the Easy Card sensor area on the reader.

Accommodation Information

- **The exchange students are guaranteed to stay at the dorm.**
- **Address:** No.1, Lane 430, Fuxing N. Road., Zhongshan District, Taipei City 10476, Taiwan
- **Transportation:** Take MRT Wenhua Line (Brown Line) and get off at Zhongshan Junior High School Station. Then it takes ten minutes to walk.
- **Website:** <https://international.utaipei.edu.tw/p/412-1006-6061.php?Lang=en>
- **Room Fee**

Type of Room	Room Fee/Per semester
<u>Two-person shared room</u> * Men-only and women-only rooms available	NT\$ 20,000 /person (not incl. electric bill)
<u>Three-person shared room</u> * Women-only rooms available	NT\$ 18,500 /person (not incl. electric bill)
<u>Four-person shared room</u> * Men-only and women-only rooms available	NT\$ 17,000 /person (not incl. electric bill)
<u>Six-person shared room</u> * Men-only and women-only rooms available	NT\$ 12,000 /person (not incl. electric bill)

- **As far as dormitory assignments are concerned, we will usually arrange a four-person shared room. If the student wants to change**

the room type and the room is still available, the student should complete the change process within one week after check-in.

- **Public Facilities:** Laundry facilities, Refrigerator, Bathroom, Internet, Lounge
- **Electricity Fee:** The exchange student has to buy a prepaid electricity card. The cost of electricity is NT\$5 per kWh.
- **Payment:** The room fee will be charged on the admission bill. In addition, some fees are charged in cash at check-in: dormitory cleaning fee NT\$750 per semester and prepaid air conditioning card fee NT\$600. There is a charge of NT\$800 for the fitted sheets, duvet covers and pillow cases. In addition, if the air conditioning card is missing, there is a loss fee of NT\$100.
- **WiFi:** Name : UTIH Password : UTIH25011922

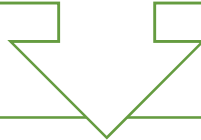
➤ Photos



VISA Information

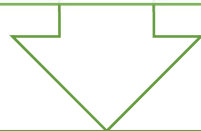
Before Arrival

Apply for VISA to Enter Taiwan

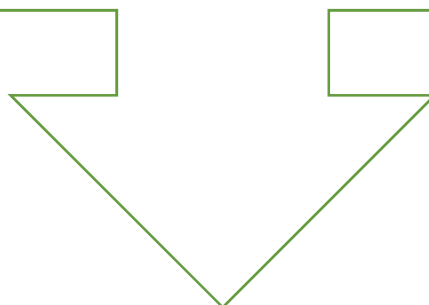


During the Staying Period

Apply for VISA extension when necessary



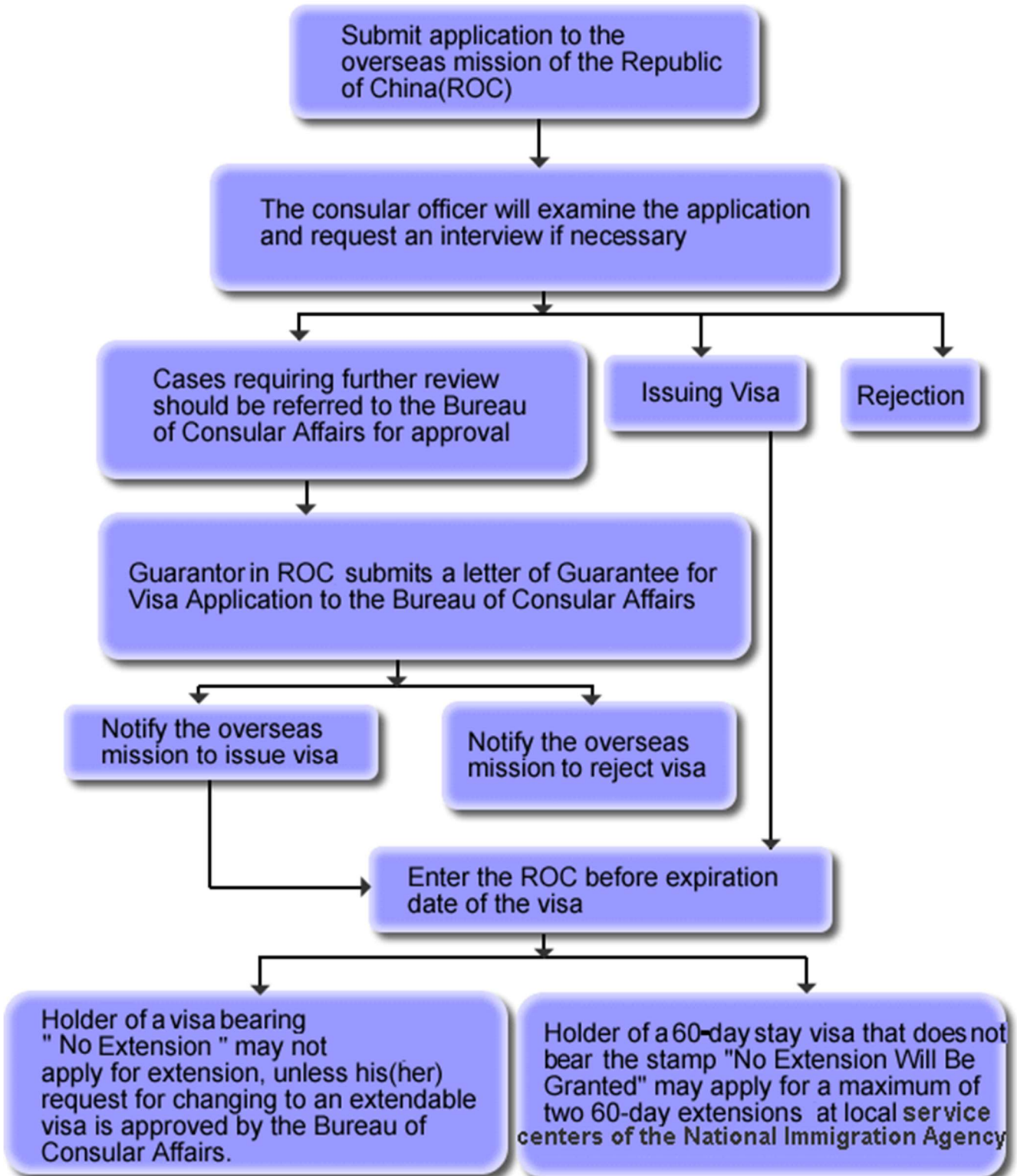
1. Visitor visa holders can apply for extension within 15 days before the expired date.
2. Documents for visa extension:
 - Application form
 - Passport with visitor visa
 - Documentary proof of study or attendance record
 - Fee: free of charge
3. Where to Apply: National Immigration Agency in Taipei



Note: Visitor visa with 30-day validation is not permitted for extension.

Flow Chart of Visitor Visa Application

Flow Chart for Visitor Visa Application



Flow Chart of Visitor Visa Extension

Check the visa expired date



Apply for the extension within 15 days before the expired date



Documents for visa extension

1. Application form (appendix 3)
2. Passport with visitor visa
3. Documentary proof of study or attendance record
4. Fee: Free of charge



Go to the National Immigration Agency in Taipei to submit the application documents

(Address :No. 15, Guangzhou Street, Zhongzheng District, Taipei City, 10066, Taiwan)

Authorization for Emergency Medical Treatment

I, _____(name of parent/guardian) understand that in the case of emergency of my child, _____(name), the University of Taipei in Taiwan will try to notify me or the person I have listed below as an emergency contact.

In case of a medical emergency concerning my child, at a time when I or my listed emergency contact, **for any reason, cannot be reached, I hereby grant with full power to the UT and its employees to act on my or my child's behalf for the following treatments:**

1. Administer first aid.
2. Authorize a medical doctor to examine or treat my child.
3. Arrange for the transportation for my child, whether by ambulance or otherwise, to a proper facility where emergency medical treatment is normally administered, including but not limited to, an emergency room of a hospital, a doctor's office, or a medical clinic.
4. Signed releases as may be required in order to obtain any medical or surgical treatment as is required in the judgment of medical authorities at the facility.

I hereby agree to accept the financial responsibilities for any cost thus incurred in the treatment of any illness or accident. I further agree that in the process of seeking or providing such treatment, neither the UT nor its employees shall be liable, de facto or de jure, for any complications that may arise thereof.

The following persons are appointed as my/our child's Emergency Contact (if I/we cannot be reached):

Name: _____ Email: _____.

Cell: _____.

Phone Number (H): _____ Phone Number (O): _____.

Name: _____ Email: _____.

Cell: _____.

Phone Number (H): _____ Phone Number (O): _____.

Date: _____.

Signature of Parent/Guardian: _____.

Email : _____.

Cell : _____.

Phone Number (H): _____ Phone Number (O): _____.

The authorization comes into force upon legally-binding signature.

This information will be kept confidential in the possession of the university. Should the need arise, this information may be given to the proper medical authorities.

Medical Examination Requirements for Short-Term Students (Form C)

檢查日期 ____/____/____
(年)(月)(日)
Date of Examination ____/____/____
(M)(D)(Y)

基本資料 (Basic data)

姓名 Name	:	_____	性別 Sex	:	<input type="checkbox"/> 男 Male	<input type="checkbox"/> 女 Female
國籍 Nationality	:	_____	護照號碼 Passport No.	:	_____	
出生年月日 Date of Birth	:	____ / ____ / ____				

檢查項目 (Items required)

A. 麻疹及德國麻疹(風疹)之抗體陽性檢驗報告或預防接種證明 (Proof of Positive Measles and Rubella Antibody Titers or Measles and Rubella Immunization Certificates) :

a. 抗體檢查 Antibody Test

麻疹抗體 Measles antibody titer 陽性 Positive 陰性 Negative 未確定 (Equivocal)

德國麻疹(風疹)抗體 Rubella antibody titer 陽性 Positive 陰性 Negative 未確定 (Equivocal)

b. 預防接種證明 Immunization Certificate (含疫苗名稱、接種日期、接種單位或醫師簽章。如檢附幼時接種紀錄，其接種年齡必須大於 1 歲。)

(The certificate must include information such as the date of immunization, and the name of the hospital or clinic administering the vaccine or the signature of the physician administering the vaccine. If the childhood immunization record is submitted, it is important to include the record of the vaccines administered only after one year of age.)

麻疹預防接種證明 Measles Immunization Certificate

德國麻疹(風疹)預防接種證明 Rubella Immunization Certificate

c. 經醫師評估，有接種禁忌者，暫不適宜接種。(Having contraindications, not suitable for vaccination)

B. 胸部 X 光檢查肺結核 (Chest X-Ray for Tuberculosis) :

X 光發現(X-ray Findings) :

判定(Results) :

合格(Passed) 疑似肺結核(TB Suspect) 須進一步診斷(Pending) 不合格(Failed)

孕婦免驗 (Maternity Exemption)

備註(Note) :

一、本表為外籍學生、大陸及港澳地區學生來臺停留研修之健康檢查項目表。This form lists the required medical examination items for students applying for short-term study in Taiwan.

二、根據以上對_____先生/女士/小姐之檢查結果為

合格 不合格 須進一步檢查

Results : According to the above medical report of Mr./Mrs./Ms. _____, he/she

has passed the examination has failed the examination needs further examination.

負責醫檢師簽章
(Chief Medical Technologist) : _____ (Name & Signature)

負責醫檢師簽章
(Chief Physician) : _____ (Name & Signature)

醫院負責人簽章
(Superintendent) : _____ (Name & Signature)

日期 (Date) : ____/____/____.

異動	補發 <input type="checkbox"/> 8 換證-曾領證 <input type="checkbox"/> 9 蓋滿 <input type="checkbox"/> 10 加註工作 <input type="checkbox"/> 11 改中(英)文名 <input type="checkbox"/> 12			
<input type="checkbox"/> 停留延期 核准編號 【 】	核准事由： <input type="checkbox"/> 1 探親 <input type="checkbox"/> 2 學中文 <input type="checkbox"/> 3 傳教 <input type="checkbox"/> 4 工作 <input type="checkbox"/> 5 收件回條 <input type="checkbox"/> 6 簽證字號：_____ E/D 卡號：_____ 1: 年 月 日 2: 年 月 日 3: 年 月 日 4: 年 月 日			
旅行卡 <input type="checkbox"/> 商務 <input type="checkbox"/> 學術 <input type="checkbox"/> 初辦 <input type="checkbox"/> 重辦	證號： - 資料登錄傳送日期： 年 月 日 審核機關： <input type="checkbox"/> 中央目的事業主管機關 <input type="checkbox"/> 外交部領事事務局 審核結果： <input type="checkbox"/> 同意 <input type="checkbox"/> 不同意 隨行親屬 _____ 人。核准期限： 年 月 日 ~ 年 月 日			
夫妻雙方已接受臨櫃面談 (The couple have been interviewed.) 申請人簽名 Signature of Applicant : _____ 配偶簽名 Signature of Mate : _____		承辦人員	審核人員	建檔人員
<p style="text-align: center;">停留簽證延期</p> <p><u>Application Information for Visitor Visa Extension</u> Receiving Unit 承辦單位：Local Immigration Service Center of Applicant's Residence Address only**限申請人居住地服務站辦理**)*※ Notices:注意!※ 1-The <u>duration</u> of stay is calculated from the next day of arrival.停留期限自入境翌日起算。 2-Those with landing visa or visa-exemption entry, cannot apply for extension.以落地簽證或免簽入境者，不得申請延期。 3-Those needing to extend for valid reasons, should apply for extension within 15 days before the duration of visa expired. Each extension must not exceed the originally permitted time on the visa. The cumulative length of stay must not exceed 180 days.有合理理由需延期者，應於簽證停留期限到期前 15 日內申請延期。每次延期期限不得逾原簽證之停留期限。總累計停留期間不得超過 180 日。 4-<u>Table of Visa Codes</u> 簽證代碼:Please check it on the website of BOCA.請至外交部領務局網站查詢。 CODE-A : Employment CODE-TR : Changing a visitor visa to a resident visa CODE-P : Touring, visiting relatives CODE-TS : Foreign spouses CODE-B : Business CODE-FR : Studying Chinese CODE-R : Religious CODE-FC : Overseas Chinese students CODE-FS : Foreign students</p>		<p style="text-align: center;">初辦居留證或延期</p> <p><u>Application Information for Alien Resident Certificate</u> Receiving Unit 承辦單位：Local Immigration Service Center of Applicant's Residence Address only**限申請人居住地服務站辦理**)*※ Notices:注意!※ 1- Foreigners holding resident visa or changing to resident visa should go to local immigration service center to apply for alien resident certificates within 15 days counted from the next day of arrival or the next day of receiving resident visa in Taiwan. (Otherwise, the penalty will be NT\$2,000-10,000.)持居留簽證入境或於境內獲發居留簽證者，應於入境或取得居留簽證後 15 日內，至居留地服務站申辦居留證(否則罰鍰為新臺幣 2,000 至 10,000 元)。 2- Operation Fee:規費 1 year term: NT\$1,000 一年期新臺幣 1,000 元 2 year term: NT\$2,000 二年期新臺幣 2,000 元 3 year term: NT\$3,000 三年期新臺幣 3,000 元 Overseas Chinese students: NT\$500 僑生一年期新臺幣 500 元 Lost or Damaged ARC : NT\$500 遺失或毀損新臺幣 500 元 3- Updating data(Change of information):更新資料 Aliens who have changed their residence address or employer (or working place) shall register the change with related documents at the local immigration service center within 15 days.(Otherwise, the penalty will be NT\$2,000-10,000.)變更居留地址或服務處所應於 15 日內備妥文件辦理異動,否則罰鍰 NT:2,000-10,000</p>		

Appendix 3

Required documents 所需文件: (Original is necessary for **application**. 正本文件是必備的)國外文件需經我國駐外館處認證始得在國內使用. Documents issued outside of Taiwan MUST be translated into Chinese, and certified by the ROC Embassy, Consulate, or Trade Office abroad.

A- An application form 申請書一份。

B- Passport (original to be returned after verification) 護照(正本驗畢歸還)。

C- Visiting family: 探親(original and photocopy 正本與影本)。

1- Household registration transcript issued within 3 months, or Alien Resident Certificate (original and photocopy)3 個月內依親對象戶籍謄本或居留證。

2- Proof of family relationship (such as marriage certificate, birth certificate with parents' information, etc.) (original and photocopy)親屬關係證明(如結婚證書、具父母資料之出生證明...等)。

D- Studying Mandarin language (The extension must be done in person.) 學中文者本人需親自到場(original and photocopy 正本與影本)：

1- Proof of registration and class schedule from an approved university language center 在學證明

2- Attendance records (**The first time extension does** not need to hand in the attendance records.) (original-within 3 months before)3 個月內出席紀錄

E- Doing missionary work: 傳教(original and photocopy 正本與影本)

1- Invitation letter or relevant certificates from religious organization in Taiwan(original within 1 month)1 個月內邀請函

2- Copy of proof of religious organization's registration 立案證書或法人登記證書

F- Those accepting employment: 應聘工作 (original and photocopy 正本與影本)

1- Approval letter from authorized government agent.(work permit)工作許可函

2- employment certificate(original, within 1 month)1 個月內在職證明正本

G- Others: 其他(original and photocopy 正本與影本)

1- Approval letter from authorized government agent. 政府機關許可函。

Application Information for Alien Permanent Resident Certificate (APRC) 永久居留: Please go to our web site :
<http://www.immigration.gov.tw>
 OR contact with the local immigration service center directly.
 請參閱移民署網站或直接聯絡居住地服務站。

If you have any question about 'VISA' please contact BOCA.
 簽證問題請逕洽外交部領事事務局 <http://www.boca.gov.tw> TEL-02-23432885 臺北市濟南路一段 2-2 號 3-5 樓 3~5 Fl., 2-2 Chi-Nan Rd., Sec. 1, Taipei , Taiwan, ROC

內政部移民署 NATIONAL IMMIGRATION AGENCY
 100-66 臺北市中正區廣州街 15 號 No15 Guang jhou St.
 Zhongjheng district Taipei City Taiwan 100-66
<http://www.immigration.gov.tw/> TEL : 23889393

表格下載可直接到移民署網站

Required documents 所需文件: (Original is necessary for **application**) (正本文件是必備的)國外文件需經我國駐外館處認證始得在國內使用. Documents issued outside of Taiwan MUST be translated into Chinese, and certified by the ROC Embassy, Consulate, or Trade Office abroad.

A- An application form & 1 photos. 申請書 & 相片 1 張

B- Passport and resident visa (original and photocopy) 護照及居留簽證 (original and photocopy 正本與影本)

C- Those visiting family: 依親(original and photocopy 正本與影本)

1- Household registration transcript issued within 3 months, or Alien Resident Certificate 3 個月內依親對象戶籍謄本或居留證(original and photocopy 正本與影本)

2- Proof of family relationship (such as marriage certificate, birth certificate with parents' information, etc.) (original and photocopy 正本與影本)

D- Studying Mandarin language (The extension must be done in person.) 學中文者本人需親自到場(original and photocopy 正本與影本)：

1- Proof of registration and class schedule from an approved university language center 在學證明

2- Attendance records (**The first time extension does** not need to hand in the attendance records.) (original-within 3 months before)3 個月內出席紀錄

E- Doing missionary work: 傳教 (正本與影本)

1- Invitation letter or relevant certificates from religious organization in Taiwan(original within 1 month)1 個月內邀請函

2- Copy of proof of religious organization's registration 立案證書或法人登記證書

F- Those accepting employment: 應聘工作 (original and photocopy 正本與影本)

1- Approval letter from authorized government **agency** (work permit)工作許可函

2- employment certificate(original, within 1 month)1 個月內在職證明正本

3-NEW JOB—PLEASE SEE H↓換新工作看下方 H↓

G- Others: 其他 (original and photocopy 正本與影本)

1- Approval letter from authorized government **agency** 政府機關許可函 (original and photocopy 正本與影本)

H- Updating data: 資料異動(original and photocopy 正本與影本)

1- Changing a new employer : a new work permit, new employment certificate within 1 month and **termination of employment certificate** 換工作-新工作許可函、在職證明和離職證明。

2- Changing resident address : proof of new address(such as a new lease, a new household registration, etc.) 換新居留地址-新地址證明(如租約或新戶籍謄本...等等)

1-外商在臺分公司之訴訟及非訴訟代理人 The litigation/ non-litigation agent for the branch office of a foreign company

1-經濟部核准之認許公函 The approval letter from Ministry of **Economic Affairs**

2-營利事業登記證.公司變更登記事項卡.董事名冊 The Business License, Corporate Amendment Registration Card and the Roster of Director

1- working place : new **work permit** and new employment certificate and **termination certificate** 換工作-新工作許可函.在職證明和離職證明。

2- residence address : proof of new address(such as a new lease, a new household registration, etc.) 換新居留地址-新地址證明(如租約或新戶籍謄本...等等)

Statement of Purpose for Exchange Program

✧ Personal Information

Your Name	
Name of Home Institution	
Programs	<input type="checkbox"/> Undergraduate <input type="checkbox"/> Master's Program <input type="checkbox"/> Ph. D Program
Department at Home Institution	
Current Level	

✧ Study Plan/Statement of Purpose

Please describe why you want to be an exchange student. Why do you want to apply for this school? What is your expectation for the exchange program?