



 **國立嘉義大學 NATIONAL CHIAYI UNIVERSITY**

# **ORIENTATION**

## **FOR INTERNATIONAL STUDENTS**

**Office of International Affairs**  
**<https://website.ncyu.edu.tw/oia/>**

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# **Introduction of NCYU**



# 蘭潭校區 Lantan campus

- 農學院 College of Agriculture
- 生命科學院 College of Life Science
- 理工學院 College of Science and Engineering





# 民雄校區 Minxiong campus

■ 師範學院 Teachers College

■ 人文藝術學院 College of Humanities and Arts





# 新民校區 Xinming campus

- 管理學院 College of Business Administration
- 獸醫學院 College of Veterinary Medicine





# 林森校區 Linsen campus



# **Introduction of OIA**



# About OIA





# OIA Location (number 12)





# Dean of OIA



**Cheng-Cheng Yang**

**Dean, Office of  
International Affairs**

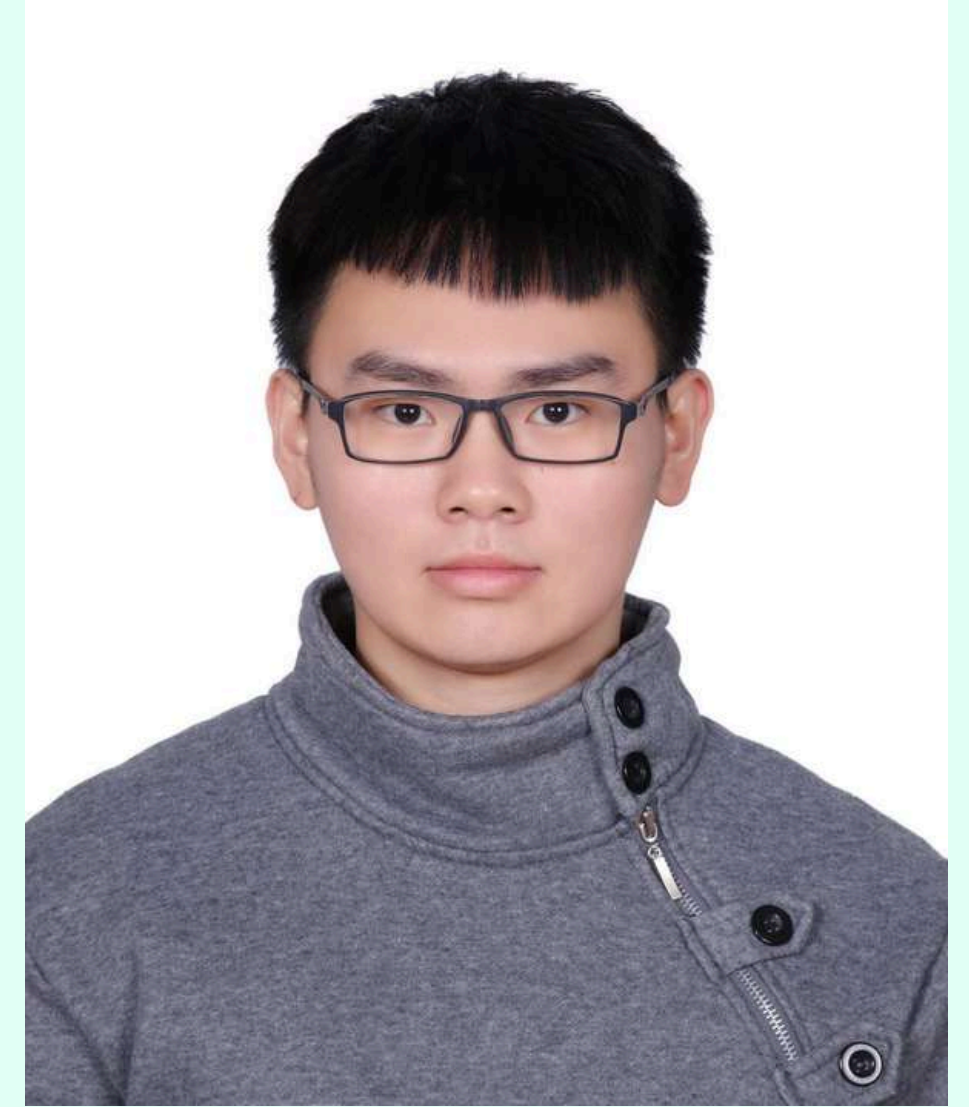
# Division of International Student Affairs



**Tsai-Yu Lin**  
**Director**



**Mr. Frank**  
**Coordinator**



**Mr. Darren**  
**Assistant**



# Other Offices

## Office of Academic Affairs

**course / credits / grades / graduation**

## Office of Student Affairs

**class leave / student accident handling / coaching and counseling / dorm /  
group insurance**

## Office of General Affairs

**campus traffic management / payment problem**

# Documents Required



# Before arrive Taiwan

- 1. Passport (original, soft copy, and hard copy\*1)**
- 2. Resident Visa with the entry date (original, soft copy, and hard copy\*1)**
- 3. NCYU Admission Certificate with Signature (original and soft copy)**
- 4. Highest degree's graduation certificate / Diploma with authentication (original, soft copy, and hard copy\*1)**
- 5. Highest degree's full transcript of records with authentication (original, soft copy, and hard copy\*1)**

**Highest degree's graduation certificate and Highest degree's full transcript of records, verified with official stamps by the R.O.C. (Taiwan) Overseas representative office in the country of their original school. (The notarized copy of a translation in English or Chinese is necessary if the original diploma is not in Chinese or English.) The verified graduation certificate and full academic transcript of records shall be submitted on the registration day. Failure to do so will result in the cancellation of the admission offer. If you were graduated from Taiwan universities, the diploma and transcript are no need to be authenticated.**

# Documents preparing

## **6. Photo \*5 (original\*5 and soft copy)**

**A thin half-length color photo with a glossy finish taken with a white background within the last six months that should be 4.5cm X 3.5cm with an image of the head that should not be shorter than 3.2cm or longer than 3.6cm from the top of the head to the chin, without wearing a hat or a pair of color glasses, with clear facial features not covered and identifiable, and should not be modified or composed.**

**7. Receipt of the billing of Tuition and Misc. (original and soft copy) can only be collected after paying.**

**8. Emergency Medical Authorization Form (original with signature) scan the Qrcode for download.**





**居留證**

**ARC Application**

# 居留簽證 Resident Visa

- Visa Type : Resident
- Remark : FS (Foreign Student)

**Note : Students shall apply to National Immigration Agency for an Alien Resident Certificate (ARC) within 15 days after the date of the entry.**

**The effective period of an ARC will start from the date of entry.**





# The importance of ARC

For international students, the Alien Resident Certificate (ARC) serves as their temporary ID card which can **prove your resident status in Taiwan.**

It is a very important document and we advise you to take good care of it and **pay attention to its expiration date!**



# ARC Application Process



## Create an account

<https://coa.immigration.gov.tw/coafrontend/student/entry/foreign-student>

## Apply for ARC

Please refer to the system user guide and Instructions and apply for the ARC step by step.

## Submission & Review

The immigration Agency need 14 days for review and email you the result.

## Online Payment & Collect the ARC

Fees: NT\$1,000 / One-year term Collect your ARC at Immigration Agency in Chiayi City with the receipt



# Notice Regarding Fines

## **If your ARC has expired:**

- **Overstay of 10 days or less: A fine of NT\$10,000.**
- **Overstay of 11 to 30 days: A fine of NT\$20,000.**
- **Overstay of 31 to 60 days: A fine of NT\$30,000.**
- **Overstay of 61 to 90 days: A fine of NT\$40,000.**
- **Overstay of more than 90 days: A fine of NT\$50,000.**

**More information:**

**<https://www.immigration.gov.tw/5475>**

**工作證**

**Work Permit**



# Who needs Work Permit?

**International students in Taiwan must obtain a valid work permit to work part-time or do internships, whether on or off campus.**

## **Note:**

**Working without a permit can result in fines ranging from NTD 30,000 to NTD 150,000 and immediate expulsion from Taiwan.**

# **Work Hours Restriction & Validity**

## **Work Hours Restriction**

- **Maximum of 20 hours per week during the semester.**
- **Maximum of 8 hours per day.**
- **Unlimited hours during summer and winter vacations.**

## **Work Permit Validity**

- **First semester applications: Valid until March 31 of the following year.**
- **Second semester applications: Valid until September 30 of the same year.**
- **Maximum validity is six months.**



# Work Permit Application Process

## Create an Account:

- Register on the Workforce Development Agency website and follow the instructions in the EZ Work Permit User Manual.
- Application Website: Work Development Agency EZ Work Permit

## Prepare the Documents below:

- Photocopy of student ID card
- Photocopy of passport
- Photocopy of the ARC (front and back)
- Post Office Work Permit Application fee (TWD 100) Payment Receipt (please upload this under "Others")
- Certificate of Enrollment
- Download form to fill and stamp at the Work Permit Application Form of NCYU

# Work Permit Application Process

## Upload Documents above in the system:

- “Photocopy of student ID card” file, please upload a photocopy of your student ID card together with a current “Certificate of Enrollment” .
- "Others" file, please upload the Post Office Work Permit Application fee (TWD 100) Payment Receipt and the Work Permit Application Form of NCYU(download) stamped by your department.

## Submit Application:

- After submission, the review process usually takes about one week. You will be notified by email when your work permit is ready.

More information: <http://www.wda.gov.tw/>



# NCYU Work Permit Application form

## 國立嘉義大學外籍生申請工作證證明

### NCYU International Student Application for Work Permit

姓名Name	(Chinese)	學號 Student Number	
	(English)		
系所 Department		年級 Year	
工作原因 The reason for applying to work  (擇一) (tick one)	<input type="checkbox"/> 財力無法繼續維持其學業及生活，並能提出具體證明者。(檢附相關證明文件，如:清寒證明、財力證明等) Attesting that a student is unable to continue whose study or living expenses, and cable to provide tangible proof. (Please provide supporting document such as: proof of low-income status, financial statement etc.)		
	<input type="checkbox"/> 就讀學校之教學研究單位須外國留學生協助參與工作者。(檢附相關證明文件，如:協請任用單位簡述聘用原因及工作內容) Attesting that the teaching and search unit that the student studies in is in need of having foreign students to participate in the work. (Please provide supporting document such as: a letter explaining the reason of employment and the type or work from the dept or program.)		
	<input type="checkbox"/> 與本身修習課程有關，須從事校外實習者。(檢附相關證明文件) Attesting that it is relevant to the subject program the student studies to require internship outside of the school. (Please provide supporting document.)		
	<input type="checkbox"/> 就讀研究所，並經就讀學校同意從事與修習課業有關之研究工作者。(檢附相關證明文件) Attesting that a foreign student who is studying for master degree enroll in a graduate institute and have been approved by the school in which the said foreign workers enroll to conduct relevant researching work. Please provide supporting document.		
指導老師或導師簽章 Signature for adviser or tutor		系主任 簽章 Signature for Chair of department	
學院院長 簽章 Signature for Dean of College			

# **NCYU Regulations**



# 國立嘉義大學學則

## ACADEMIC REGULATIONS OF NATIONAL CHIAYI UNIVERSITY

### Article 22

An absence of class with approval is regulated as absence. An absence without approval and ratification is regulated as truancy. One truancy class equals to three absence classes.

第二十二條 學生請假經核准後而缺席者，為缺課；未經請假或請假未准而缺席者，為曠課。

### Article 23

Students with truancy records up to 45 absence classes shall be forced officially with expulsions.

第二十三條 學生一學期中曠課累計達四十五節課者，即勒令退學。

### Article 24

Students whose absence or truancy records for one course reach 1/3 of total course hours of the semester are not allowed to take the final exam for that course. The final exam for that course will be graded zero.

第二十四條 某一科目缺曠課累積節數達該科目全學期上課總節數三分之一者，不得參加該科目期末考試，該科目期末考試成績以零分計，惟突遭重大災害學生經檢具相關證明者不受此限。

# 國立嘉義大學學則

## ACADEMIC REGULATIONS OF NATIONAL CHIAYI UNIVERSITY

### Article 36

Students will be expelled from NCYU under either of the following circumstances:

36.1 Being unqualified for admission or transfer after evaluation.

36.2 Failing to register or return to NCYU before the deadline.

36.3 Obtaining a failing grade on conduct.

36.4 Failing to complete the required courses and credits set forth by the department/institute within regulated study period.

36.5 Doctoral students who do not finish the qualification assessment in period or times regulated by individual departments/institutes or doctoral degree candidates who fail in qualification assessment twice.

36.6 Graduate students who are unqualified for make-up exams, qualified but fail in the make-up exam once, or fail in the graduation exam.

36.7 Voluntarily applying for expulsion.

36.8 Students who break NCYU rules and shall be expelled from NCYU in accordance with the Regulations on Student Conduct.

36.9 Violating other regulations and shall be expelled.

第三十六條 學生有下列情形之一者，應予退學：

一、逾期末註冊或休學逾期未復學者。

二、操行成績不及格者。

三、修業期限屆滿，仍未修足所屬系〈所〉規定應修科目與學分者。

四、研究生修業期限屆滿，仍未通過學位考試者。

五、博士班研究生資格考核未依學系(所)規定年限及次數完成者，或博士候選人資格考核不合格，經重考一次仍不合格者。

六、研究生學位考試不及格，不合重考規定或合於重考規定，經重考一次仍不及格者。

七、自動申請退學者。

八、違犯校規，依學生獎懲辦法規定退學者。

九、其他依法令規定應予退學者。



# 國立嘉義大學學則

## ACADEMIC REGULATIONS OF NATIONAL CHIAYI UNIVERSITY

### Article 37

Undergraduates with status of overseas Chinese students, international students, overseas Mongolian and Tibetan students, children of government employees who are assigned to work abroad, aboriginal students and talented student athletes that meet MOE qualifications whose sum of credits of failed courses reaches 2/3 or more of the total credits of a semester twice shall be enforced officially with expulsion from NCYU.

第三十七條 各學系修讀學士學位之僑生、外國學生、海外回國升學之蒙藏生、派外人員子女、原住民族籍學生及符合教育部規定條件之大學運動 績優學生，學期學業成績不及格科目之學分數，連續兩次達該學期修習學分總數三分之二者，應令退學。

More ACADEMIC REGULATIONS OF NATIONAL CHIAYI UNIVERSITY, please refer to the link:

English Version: [https://ncyuweb.ncyu.edu.tw/eng/law\\_list.aspx?pages=1&unit=4](https://ncyuweb.ncyu.edu.tw/eng/law_list.aspx?pages=1&unit=4)

Any questions, please contact the office of Academic Affairs

本校學則詳情請見:

中文網頁: [https://ncyuweb.ncyu.edu.tw/academic/law\\_list.aspx](https://ncyuweb.ncyu.edu.tw/academic/law_list.aspx)

有任何問題,請洽詢教務處

# Personal Needs

# Some Stuffs You Should Have

## Taiwan Plug Adapter

In Taiwan, power plugs and sockets (outlets) of type A and type B are used. The standard voltage is 110 V at a frequency of 60 Hz. Make sure you have bought an right adapter before you been Taiwan.





# Some Stuffs You Should Have

The dormitories at Chiayi University do not provide wireless internet. Students can only connect their laptops using a traditional Ethernet cable and an adapter, and configuration is required before use. It is recommended to prepare the necessary equipment in your home country or purchase an Ethernet cable and adapter after arriving in Taiwan to avoid being unable to access the internet on your laptop.



**Others**



# How to open an account at the post office

1. Application Form
2. The original and one hard copy of Taiwan ID Number or valid ARC (original will be returned)
3. The original and one hard copy of NCYU Student ID (original will be returned)
4. The original and one hard copy of valid Passport (original will be returned)
5. 2 passwords (one is 4 digital, another one is 6-12 digital)
6. 1 personal stamp

If there is any discrepancy, please follow the announcement or rules from post office.

郵政存簿儲金簿

郵局代號	730	
存簿號碼	開 業 證 號: 4700004	帳 號: 0547213
戶 名	王小明 先生	
立 帳 郵 局	臺北金南郵局	
電話	02-23472881	



# School Transportation

In campus, we have bus to Chiayi city  
(Zhongshan Main Line, 中山幹線)

Here is the schedule of the bus, we could take  
this bus to Chiayi train station, Chiayi city Hall.



**國光客運**  
KLO-KUANG MOTOR TRANSPORT

**中山幹線**  
綠線(含綠A線)  
Zhongshan Main Line

一、起點：主線：嘉義大學蘭潭校區-嘉義榮民醫院 支線：嘉義大學蘭潭校區-劉厝社區  
二、收費方式：全票12元/半票6元  
三、發車間隔：固定班次

※紅字為延駛劉厝社區(二二八紀念公園)班次

**綠A線**

**嘉義大學校區/發車**  
Chiayi University / departure

06:50	09:20	12:50	16:20	19:20
07:20	09:50	13:50	16:50	19:50
07:35	10:05	14:20	17:20	20:05
07:50	10:20	14:50	17:50	20:20
08:05	10:50	15:05	18:05	20:50
08:20	11:20	15:20	18:20	21:50
08:50	11:50	15:50	18:50	22:50

**嘉義榮民醫院/發車**  
Chiayi Branch, Taichung Veterans General Hospital / departure

06:00	08:30	12:00	15:30	18:30
06:30	09:00	13:00	16:00	19:00
06:45	09:15	13:30	16:30	19:15
07:00	09:30	14:00	17:00	19:30
07:15	10:00	14:15	17:15	20:00
07:30	10:30	14:30	17:30	21:00
08:00	11:00	15:00	18:00	22:00

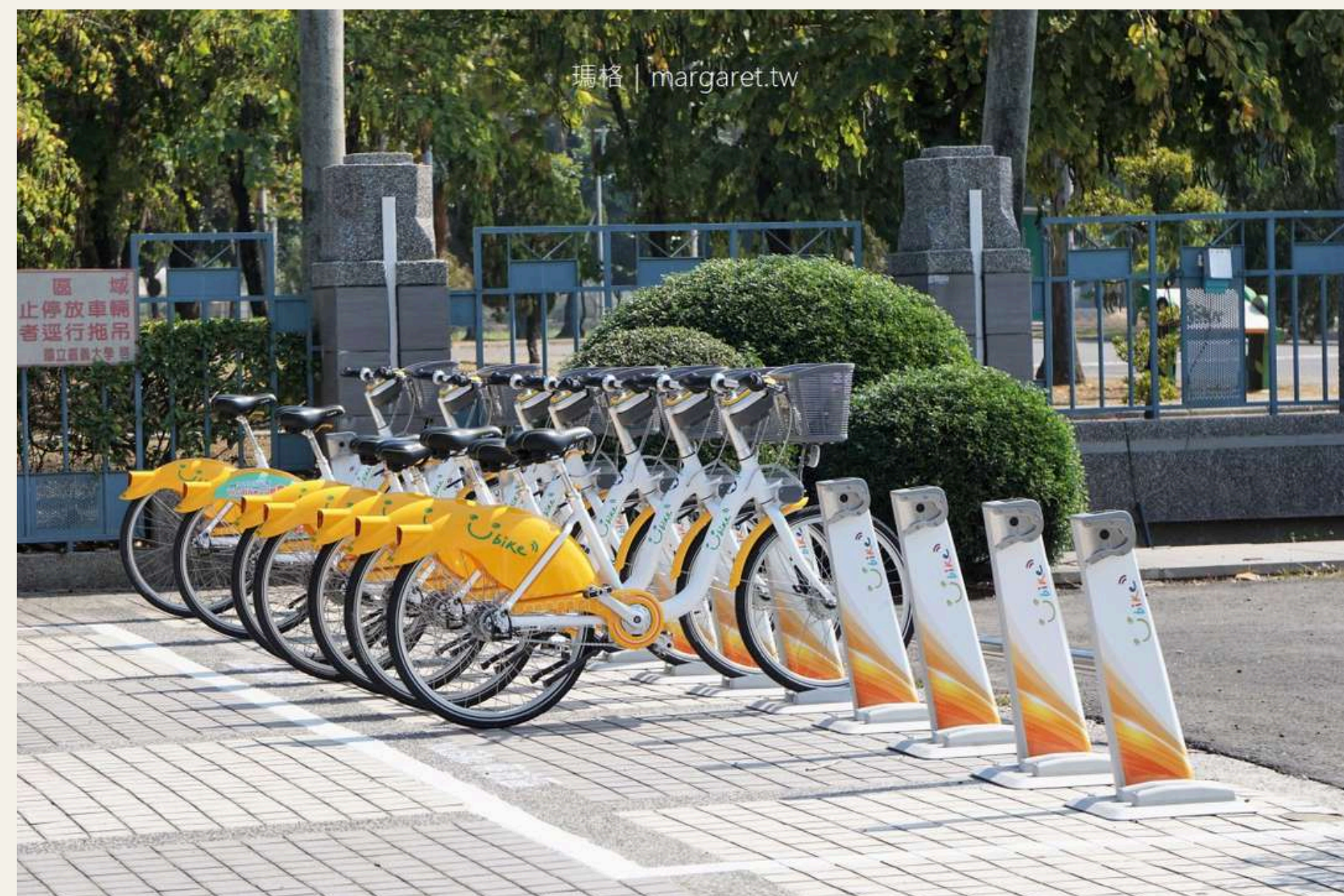
市區公車轉運  
時刻表查詢資訊

國光客運嘉義站：05-2333272  
嘉義市政府：05-2294581



# School Transportation

Using YouBike is simple and convenient.





# Funny in Chiayi

## Hinoki Village 檜意森活村

<https://www.foreignersintaiwan.com/blog-370963385326684/hinoki-village>

Hinoki Village (aka Cypress Forest Life Village 檜意森活村 Guìyì sēnhuó cūn) is the largest group of Japanese era buildings in Taiwan, with over 30 restored era wooden structures. Located in Chiayi City, it is a remnant of the logging industry that existed in Chiayi during the Japanese era.





# Funny in Chiayi

## 嘉義市立博物館 Chiayi Municipal Museum

<https://eng.taiwan.net.tw/m1.aspx?sNo=0002016&id=5074>

The Municipal Museum is located inside the Culture Center and mainly engaged in collecting, studying, displaying and educating historical relics. The Geology Hall, the Fossil Hall and Chen, Cheng-Po Room are used for regular exhibitions. There are three other special exhibition rooms and works are displayed on an irregular basis. A Koji workshop and one classroom are installed.





# Funny in Chiayi

## 阿里山森林鐵路車庫園區 Alishan Forest Railway Garage Park

<https://eng.taiwan.net.tw/m1.aspx?sNo=0002117&id=A12-00188>

The Alishan Forest Railway is one of the world's famous mountain railways. At the railway's Chiayi Garage Park are several decommissioned steam trains, diesel locomotives, railcars, and passenger and freight cars, as well as a locomotive turntable and various railway equipment. With its goldmine of displays, the park treats visitors to an up-close look at the heydays of the forest railway. This is also a perfect photo site for train buffs.





# Funny in Chiayi

## 文化路夜市 Wenhua Road Night Market

<https://eng.taiwan.net.tw/m1.aspx?sNo=0002016&id=474>

The Wenhua Road Night Market, which extends for almost half a kilometer, is a pedestrian area where all kinds of local snacks and delicacies can be sampled. The South section of the Wenhua Road, divided by a Central Fountain, is a two-lane road during the day and pedestrian zone at night. Every day after night falls, vendors offering the newest fashion and a variety of goods, as well as hawkers selling local delights. In a blink of an eye, the two-lane road is turned into a hustling thoroughfare. Stores by the road and hawkers serving steaming hot gourmet snacks attract flocks of people every night.





# Contacts

## 辦公時間 Office Hours

Office number : 05-271-7296 or 05-271-7298  
Fax number : 05-271-7297  
Email : oia@mail.ncyu.edu.tw (OIA OFFICE)

## 聯絡我們 Contact us

Mon to Fri : 8am ~ 5pm  
Address: Lantan Campus, No. 300, Xuefu Road,  
Luliao Village, East District, Chiayi City 60004,  
Taiwan.