

University of Taipei

2025-2026

Exchange Program Application Information



臺北市立大學
UNIVERSITY OF TAIPEI

Updated Date: Jan. 21, 2026

Table of Contents

Institution Information	1
Briefing of Exchange Program	2
Flow Chart for Exchange Program Procedure	3
Academic Information	4
Online Application	5
Departments	6
Exchange Student Information	7
Program Fees	8
Tuition Fee for Visiting Student	9
Transportation	10
Easy Card for Travel	13
Accommodation Information	14
VISA Information	17
Flow Chart of Visitor Visa Application	18
Flow Chart of Visitor Visa Extension	19
Authorization for Emergency Medical Treatment	20
Medical Examination Requirements for Short-Term Students (Form C)	22
外國人居(停)留案件申請表	23
Statement of Purpose for Exchange Program	26

Institution Information

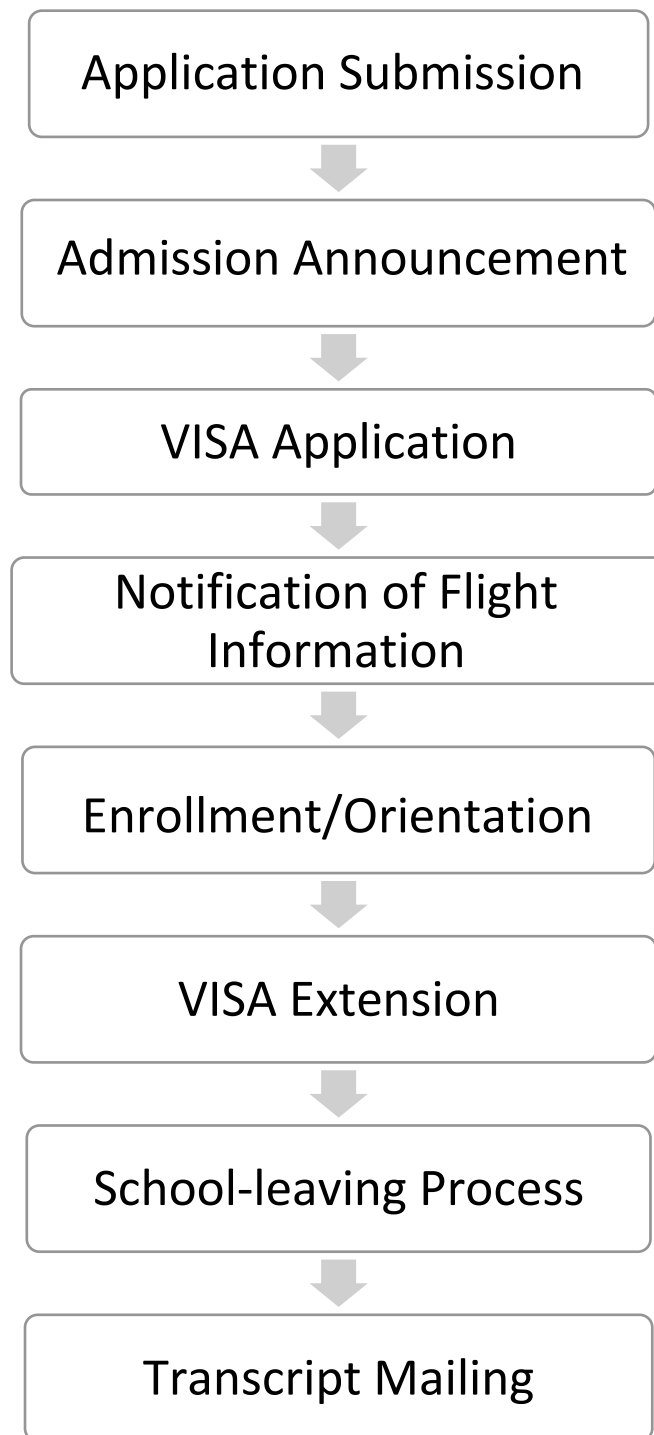
University Name	University of Taipei https://www.utapei.edu.tw/index.php?Lang=en
Website	Office of International Affairs https://international.utapei.edu.tw/index.php?Lang=en
Address	Bo-Ai Campus: No.1, Aiguo West Road, Zhongzheng District, Taipei City 100234, Taiwan Tian-Mu Campus: No. 101, Section 2, Zhongcheng Road, Shilin District, Taipei City 111036, Taiwan
Contact for Outbound Exchange Students	Ms. Shih-Chun Chang outbound@go.utapei.edu.tw +886-2-23113040 ext.8664
Contact for Inbound Exchange Students	Ms. Shih-Chun Chang inbound@go.utapei.edu.tw +886-2-23113040 ext.8664
Contact for Mandarin & Cultural Courses	Mr. Ivan Chih-Hao Chen mandarin@go.utapei.edu.tw +886-2-23113040 ext.8668
Contacts for Student Exchange Agreements	Mr. Teddy Ze-Zhong Wang contract@go.utapei.edu.tw +886-2-23113040 ext.8662
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"> ● Spring Semester 2026: October 20, 2025 ● Fall Semester 2026: March 31, 2026
Application Deadline	<ul style="list-style-type: none"> ● Spring Semester 2026: November 15, 2025 ● Fall Semester 2026: April 30, 2026
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 System: http://exam.utapei.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 ● 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"> ● Incoming exchange students at the University of Taipei are required to take at least 2 courses or 4 credits per semester, including at least 1 course offered by their host department. They must also comply with the relevant regulations of their home institution. - Course Search Website: http://shcourse.utaipei.edu.tw/utaipei/ag_pro/ag304_index.jsp <ul style="list-style-type: none"> - Note: The Course Search Website is available only in Chinese. Please refer to the English instructions in the Course Information Search Guide for your search. - Course Information Search Guide: https://drive.google.com/file/d/1eInHMaNeoT8Hvh5hWyeirKp rzJp952QM/view?usp=sharing ● Students have to select courses during a particular period of time after the registration. <ul style="list-style-type: none"> - Course Selection System: https://my.utaipei.edu.tw/utaipei/index_sky.html
Academic Calendar	<ul style="list-style-type: none"> ● Spring Semester 2026: early Feb., 2026 -Jun., 2026 ● Fall Semester 2026: early Sep., 2026 -Feb., 2027
Mandarin Courses	<ul style="list-style-type: none"> ● Intensive Mandarin Program (for more information, please visit our website) https://mandarin.utaipei.edu.tw/p/412-1077-9717.php?Lang=zh-tw ● Free Supplementary Mandarin Class and Chinese Activity Programs
Transcript of Records	<ul style="list-style-type: none"> ● At the end of the exchange period, each student will receive the Certificate of Exchange Student. ● Transcripts will be sent to home institutions.

Grading System

- UT uses the 100-point scale to evaluate students' performance.
- One credit=2 ECTS

Range in percentage system	Grade	Grade Point	Notes
90-100	A+	4.3	
85-89	A	4.0	
80-84	A-	3.7	
77-79	B+	3.3	
73-76	B	3.0	
70-72	B-	2.7	Passing grade for graduate students
67-69	C+	2.3	
63-66	C	2.0	
60-62	C-	1.7	Passing grade for undergraduate students
50-59	D	1.0	
1-49	E	0	
0	X	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 Marketing and Management ●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"> ● Spring Semester 2026: February 23, 2026 ● Fall Semester 2026: 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"> ● Spring Semester 2026: February 24, 2026 ● Fall Semester 2026: 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 the 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 Fees	Pay to UT	Pay to UT
Miscellaneous Fees	Pay to UT	Pay to UT

Item		Amount	Description
Accommodation Fees	Room fee (Per semester)	NT\$16,000 (US\$505)	<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.
	Accommodation -related Miscellaneous fees	NT\$2950 (US\$93)	<ul style="list-style-type: none"> ➤ Including: <ul style="list-style-type: none"> • dormitory cleaning fee (NT\$750 per semester) • internet usage fee (NT\$1,000) • electricity fee (NT\$200) • bed linens fee (NT\$1,000)
Other Miscellaneous fees	Student ID Card Fee	NT\$210 (US\$7)	<ul style="list-style-type: none"> ➤ Students must submit the Enrollment Procedure Form, the Declaration of Insurance for International Students (University of Taipei), and proof of payment for all fees before they can receive their Student ID Card.
Notice	<ul style="list-style-type: none"> ● The room fee, dormitory cleaning fee, internet usage fee, and Student ID Card Fee will be included in the Paper Payment Slip, and students must complete the payment within the specified deadline. ● The electricity fee and bed linens fee must be paid in cash upon dormitory check-in. ● 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
每站停靠 Stops at all stations

增開往機場服務班次
Airport-bound Commuter

直達車 Express
快速到站 只停大站

尖峰增停直達車
Extended Service

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

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

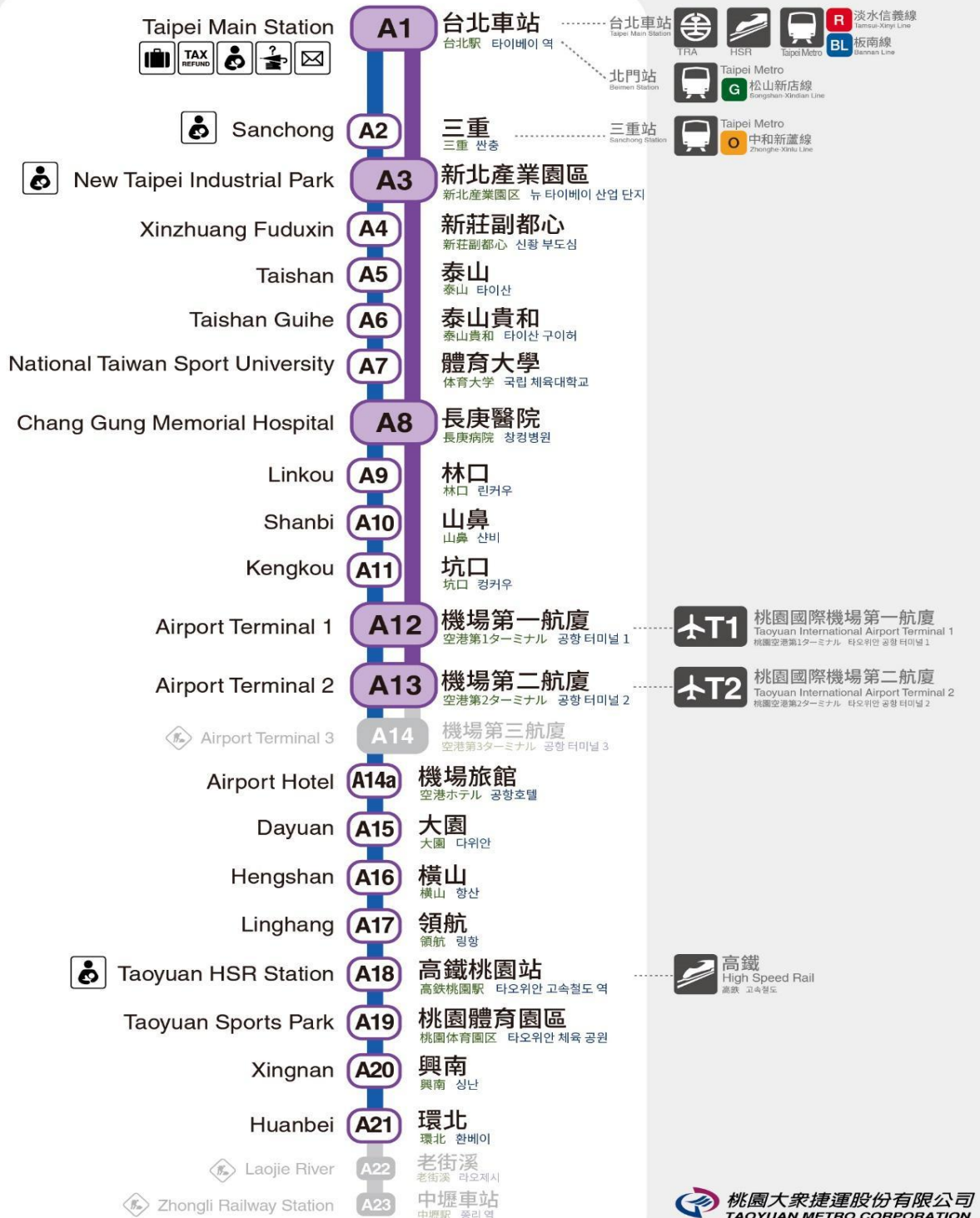
TAX REFUND
退稅
Tax Refund

遺失物處理中心
Lost & Found

哺乳室
Breastfeeding Rm.

郵局
Post Office

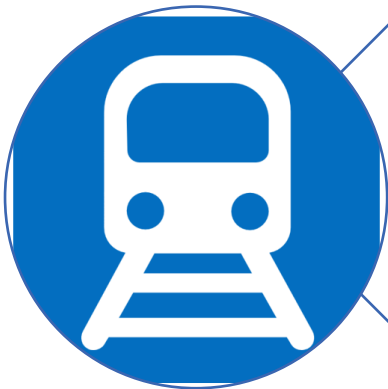
興建中車站
Under Construction



桃園大眾捷運股份有限公司
TAOYUAN METRO CORPORATION



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.utapei.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\$19,000/person (not incl. Accommodation-related Miscellaneous fees)
<u>Three-person shared room</u> * Women-only rooms available	NT\$17,500/person (not incl. Accommodation-related Miscellaneous fees)
<u>Four-person shared room</u> * Men-only and women-only rooms available	NT\$16,000/person (not incl. Accommodation-related Miscellaneous fees)
<u>Six-person shared room</u> * Men-only and women-only rooms available	NT\$11,000/person (not incl. Accommodation-related Miscellaneous fees)

- **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
- **Accommodation-related miscellaneous fees:** In addition to the room fee, miscellaneous fees must be paid, including a dormitory cleaning fee (NT\$750 per semester), internet usage fee (NT\$1,000), electricity fee (NT\$200), and bed linens fee (NT\$1,000). The room fee, dormitory cleaning fee, and internet usage fee will be included in the paper admission bill, while the electricity fee and bed linens fee must be paid in cash at check-in.
 - ✂ **About Electricity Fee:** When checking in, you will have to purchase the electricity card of NT\$200 (including a prepaid amount of NT\$100 and a handling fee of NT\$100). Additionally, please note that the remaining amount stored on the card will not be refunded, and you won't have to return the card when checking out. As the card is non-refundable, when approaching end of semester, it is recommended not to leave a large amount of money on the card.
- **WiFi:** Name : UTIH Password : UTIH25011922

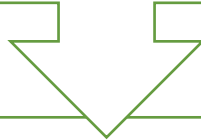
➤ Photos



VISA Information

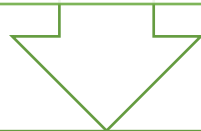
Before Arrival

Apply for VISA to Enter Taiwan

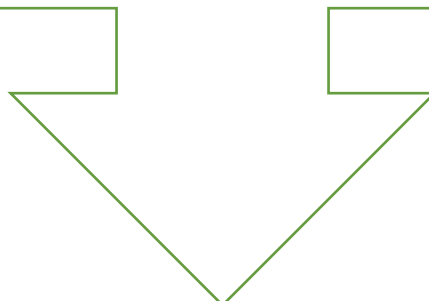


During the Staying Period

Apply for VISA extension when necessary



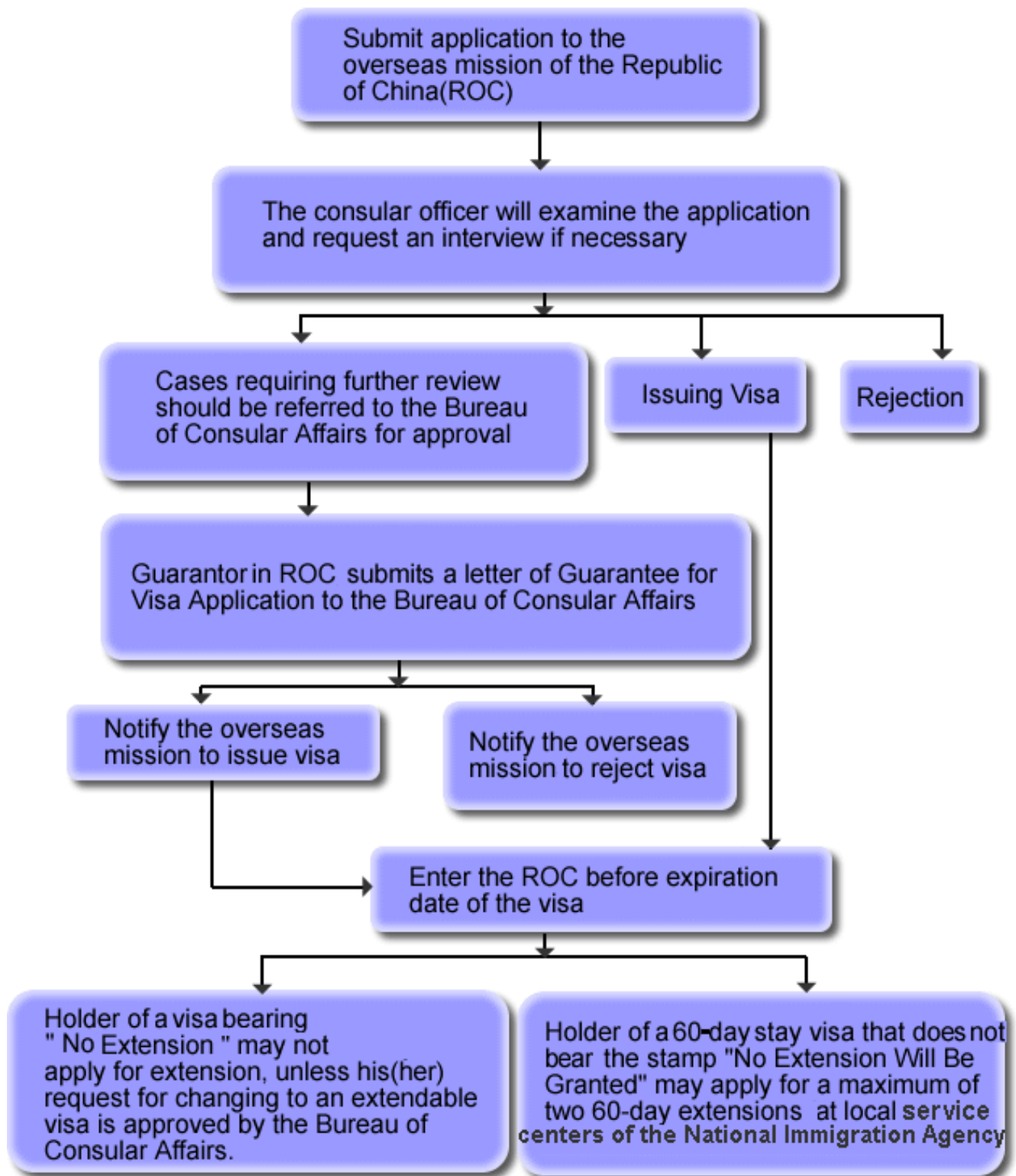
1. Visitor visa holders can apply for extension within 15 days before the expired date.
2. Documents for visa extension:
 - Application form
 - Passport with visitor visa
 - Documentary proof of study or attendance record
 - Fee: free of charge
3. Where to Apply: National Immigration Agency in Taipei



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) : ____/____/____.

外國人居(停)留案件申請表

MULTIPLE-PURPOSE APPLICATION FORM FOR FOREIGNERS

申請日期(Date) (y) (m) (d) 請勾選申請項目(Check what you want to apply below)

<input type="checkbox"/> 1 居留證 ARC <input type="checkbox"/> 2 居留證延期 ARC EXTENSION <input type="checkbox"/> 3 重入國 RE-ENTRY PERMIT <input type="checkbox"/> 4 停留延期 VISITOR VISA EXTENSION <input type="checkbox"/> 5 資料異動 CHANGE OF INFORMATION <input type="checkbox"/> 6 居留證遺失/毀損 LOST/ DAMAGED ARC <input type="checkbox"/> 7 永久居留 APRC <input type="checkbox"/> 8 僑生 OVERSEAS CHINESE STUDENT <input type="checkbox"/> 9 停留簽證改居留 TRANSFER TO RESIDENT <input type="checkbox"/> 10 居留原因變更 CHANGE OF RESIDENT PURPOSE <input type="checkbox"/> 11 旅行卡 TRAVELLING CARD <input type="checkbox"/> 12 其他 OTHER	
相片 PHOTO(初/換/補發)最近 1 年內所拍攝、直 4.5 公分且橫 3.5 公分、脫帽、未戴有色眼鏡、五官清晰、不遮蓋、足資辨識人貌、人像自頭頂至下顎之長度不得小於 3.2 公分及超過 3.6 公分、白色背景之正面半身薄光面紙彩色照片，且不得修改或使用合成照片。【A thin half-length color photo with a glossy finish taken with a white background within the last one year 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.】	
統一(居留)證號 ID (ARC) No. : - 護照姓名 Full Name (in Capitals) : 中文姓名 Chinese Name : 國籍 Nationality : 最高學歷 Education Degree: E-mail : @	
1 護照號碼 Passport No. 2 護照效期 Expiry Date (Passport) 【 】 年/Y 月/M 日/D 3 出生日期 Date of Birth 4 抵臺日期 Arrival Date (Latest) 年/Y 月/M 日/D 年/Y 月/M 日/D	
<input type="checkbox"/> 單身 Single <input type="checkbox"/> 結婚 Married <input type="checkbox"/> 男 Male <input type="checkbox"/> 女 Female	
申請事由 1 <input type="checkbox"/> 依親 2 <input type="checkbox"/> 就學 3 <input type="checkbox"/> 工作 4 <input type="checkbox"/> 投資 5 <input type="checkbox"/> 傳教 6 <input type="checkbox"/> 永居 7 <input type="checkbox"/> 學術 8 <input type="checkbox"/> 商務 9 <input type="checkbox"/> 其他 Reason: 1 <input type="checkbox"/> Dependent 2 <input type="checkbox"/> Study 3 <input type="checkbox"/> Work 4 <input type="checkbox"/> Investment 5 <input type="checkbox"/> Missionary 6 <input type="checkbox"/> APRC 7 <input type="checkbox"/> Academy 8 <input type="checkbox"/> Business 9 <input type="checkbox"/> Other	
職業 Occupation 職位 Position	
服務處所/就讀學校/依親對象/邀請單位/其他 Employer/School / Dependent / Invitation Authority/Other :	
在臺親友姓名/ Relative's/Friend's Name in Taiwan: 國籍 Nationality: 證號 ID :	
居留地址 Residential Address : (市/縣 City /County) (區/鄉/市/鎮 District/Town) (路/街 Rd./St.) (段 Sec.) (巷 Lane) (弄 Alley) (號 No.) (樓之 F.-)	
工作地址 Office Address : (市/縣 City /County) (區/鄉/市/鎮 District/Town) (路/街 Rd./St.) (段 Sec.) (巷 Lane) (弄 Alley) (號 No.) (樓之 F.-)	
本人簽名 Signature of Applicant : (本人未到請填下列授權) 我授權 代辦上述事項/I hereby authorize to make the aforesaid application.	
被委託人簽名 : Signature of Agent: 證號 ID NO.	
注意事項請參考背面/Please read instructions on reverse. 以下請勿填寫/For Authorized Staff Only↓	
證明文件 年 月 日 (<input type="checkbox"/> 勞職規) (<input type="checkbox"/> 中研院) (<input type="checkbox"/> 投審會) (<input type="checkbox"/> 國科會) () 字 第 號、許可效期 年 月 日 ~ 年 月 日 <input type="checkbox"/> 在職證明 <input type="checkbox"/> 戶籍謄本 <input type="checkbox"/> 戶口名簿 <input type="checkbox"/> 身分證 <input type="checkbox"/> 健康檢查證明 <input type="checkbox"/> 刑事紀錄證明 <input type="checkbox"/> 出生證明 <input type="checkbox"/> 法院收養裁定書 <input type="checkbox"/> 結婚證書 <input type="checkbox"/> 單身證明 <input type="checkbox"/> 在學證明 <input type="checkbox"/> 出席紀錄 <input type="checkbox"/> 註冊學生證 <input type="checkbox"/> 學籍證明 <input type="checkbox"/> 新護照 <input type="checkbox"/> 新租約 <input type="checkbox"/> 外僑居留證 <input type="checkbox"/> 收件回條 <input type="checkbox"/> 立案/法人登記證明 <input type="checkbox"/> 宗教邀請函 <input type="checkbox"/> 韓僑身分證證明 <input type="checkbox"/> 僑輔室同意書 <input type="checkbox"/> 離職證明 <input type="checkbox"/> 公司變更事項登記表 <input type="checkbox"/> 董監事名冊 <input type="checkbox"/> 投資備查函 <input type="checkbox"/> 商業司許可函 <input type="checkbox"/> 外國公司認許表 <input type="checkbox"/> 外國分公司設立登記表 <input type="checkbox"/> 營利事業登記證 <input type="checkbox"/> 外交部專案核准公函 <input type="checkbox"/> 其他：	
居留證 <input type="checkbox"/> 初 <input type="checkbox"/> 延 居留證號碼： - 收據號碼： 居留期限： 年 月 日 ~ 年 月 日 收據號碼：	
<input type="checkbox"/> 重入國 <input type="checkbox"/> 單次 <input type="checkbox"/> 多次/許可證號： 有效期限： 年 月 日	
<input type="checkbox"/> 資料 <input type="checkbox"/> 1 護照號碼 <input type="checkbox"/> 2 居留地址 <input type="checkbox"/> 3 公司名稱 <input type="checkbox"/> 4 公司地址 <input type="checkbox"/> 5 電話號碼 <input type="checkbox"/> 6 遺失補發 <input type="checkbox"/> 7 毀損	

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					
停留延期		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					
核准編號 【 <input type="text"/> 】		簽證字號： <input type="text"/> E/D卡號： <input type="text"/> 1：年 月 日 <input type="text"/> 2：年 月 日 <input type="text"/> 3：年 月 日 <input type="text"/> 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： <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> 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 <input type="text"/> 人。核准期限：年 月 日~年 月 日					
夫妻雙方已接受臨面談(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	
		/ /		/ /		/ /	
停留簽證延期 Application Information for Visitor Visa Extension 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 duration 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-Table of Visa Codes 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		初辦居留證或延期 Application Information for Alien Resident Certificate 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					

Appendix 3

<p>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.</p> <p>A- An application form 申請書一份。</p> <p>B- Passport (original to be returned after verification) 護照(正本驗畢歸還)。</p> <p>C- Visiting family: 探親(original and photocopy 正本與影本)。</p> <p>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。</p> <p>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)。</p> <p>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)：</p> <p>1- Proof of registration and class schedule from an approved university language center 在學證明</p> <p>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</p> <p>E- Doing missionary work: 傳教(original and photocopy 正本與影本)</p> <p>1- Invitation letter or relevant certificates from religious organization in Taiwan(original within 1 month) 1 個月內邀請函</p> <p>2- Copy of proof of religious organization's registration 立案證書或法人登記證書</p> <p>F- Those accepting employment: 應聘工作 (original and photocopy 正本與影本)</p> <p>1- Approval letter from authorized government agent.(work permit) 工作許可函</p> <p>2- employment certificate(original, within 1 month) 1 個月內在職證明正本</p> <p>G-Others: 其他(original and photocopy 正本與影本)</p> <p>1-Approval letter from authorized government agent. 政府機關許可函。</p>	<p>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.</p> <p>A- An application form & 1 photos. 申請書 & 相片 1 張</p> <p>B- Passport and resident visa (original and photocopy) 護照及居留簽證(original and photocopy 正本與影本)</p> <p>C- Those visiting family: 依親(original and photocopy 正本與影本)</p> <p>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)</p> <p>2- Proof of family relationship (such as marriage certificate, birth certificate with parents' information, etc.) 親屬關係證明(如結婚證書、具父母資料之出生證明...等) (original and photocopy 正本與影本)</p> <p>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)：</p> <p>1- Proof of registration and class schedule from an approved university language center 在學證明</p> <p>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</p> <p>E- Doing missionary work: 傳教 (正本與影本)</p> <p>1- Invitation letter or relevant certificates from religious organization in Taiwan(original within 1 month) 1 個月內邀請函</p> <p>2- Copy of proof of religious organization's registration 立案證書或法人登記證書</p> <p>F- Those accepting employment: 應聘工作 (original and photocopy 正本與影本)</p> <p>1- Approval letter from authorized government agency (work permit) 工作許可函</p> <p>2- employment certificate(original, within 1 month) 1 個月內在職證明正本</p> <p>3-NEW JOB—PLEASE SEE H↓換新工作看下方 H↓</p> <p>G-Others: 其他 (original and photocopy 正本與影本)</p> <p>1- Approval letter from authorized government agency 政府機關許可函 (original and photocopy 正本與影本)</p> <p>H- Updating data: 資料異動(original and photocopy 正本與影本)</p> <p>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。</p> <p>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)</p> <p>I-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</p> <p>1-經濟部核准之認許公函 The approval letter from Ministry of Economic Affairs</p> <p>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</p> <p>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。</p> <p>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)</p>
<p>Application Information for Alien Permanent Resident Certificate (APRC) 永久居留: Please go to our web site : http://www.immigration.gov.tw</p> <p>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。</p>	
<p>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</p>	
<p>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. Jhongjheng district Taipei City Taiwan 100-66 http://www.immigration.gov.tw/ TEL : 23889393</p> <p>表格下載可直接到移民署網站</p>	

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?