

# 畢業流程及注意事項

## Graduation Procedure & Precautions for Graduation Students





# 畢業離校流程申請

# Graduation Procedure

# 畢業離校流程申請 Graduation Procedure

**步驟 1**：登錄畢業生離校作業系統 (帳號、密碼同校務系統)，系統操作流程請參考操作手冊。

教務處畢業流程說明請點選112-2畢業流程。

**Step 1** : Log in to the Graduation Process System (account/password is the same as student portal system), and how to operate you can refer to the operation manual.

The graduation procedure that noticed by OAA (112-2 Graduation).

# 畢業離校流程申請 Graduation Procedure

步驟 2：填寫國際處畢業表單。

Step 2 : Fill in the graduation google form of OIA.



## 畢業離校動態調查 Online Graduate Survey

非常關心各位校友畢業後的情形，為瞭解校友就業或升學的情況以及求學期間的滿意度。懇請您協助我們完成本問卷之填答，並請惠覆。您所提供的資料將只供教育部及本校整體分析參考用，絕不做個資披露。感謝您的配合~

We are very concerned about your situation after graduation, in order to understand your future plan (employment or further studies) and satisfaction of NKUST, we kindly ask you to help us complete this questionnaire. These information you provide will only be used for the overall analysis of the Ministry of Education and NKUST and will not be disclosed. Thank you for your cooperation~

[登入 Google](#) 即可儲存進度。 [瞭解詳情](#)

\* 表示必填問題

# 畢業離校流程申請 Graduation Procedure

**步驟 3**：畢業流程的要審核的行政單位，其中有一個是國際處，請你寄信給我們 ([qcoffice01@nkust.edu.tw](mailto:qcoffice01@nkust.edu.tw))，告訴我們你要進行畢業流程了，請幫忙審核。

**Step 3** : One of the administrative units responsible for reviewing the graduation process is OIA.

Please email us ([qcoffice01@nkust.edu.tw](mailto:qcoffice01@nkust.edu.tw)) to inform that you are ready to proceed with the graduation process and please review your application.

# 畢業離校流程申請 Graduation Procedure

連結(Link) :

1. [畢業生離校作業系統\(Graduation Process System\)](#)
2. [操作手冊\(operation manual\)](#)
3. [112-2畢業流程\(112-2 Graduation\)](#)
4. [國際處畢業表單\(the graduation google form of OIA\)](#)



# 畢業後回國注意事項

## Precautions for Leaving Taiwan after graduation

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## Precautions for Leaving Taiwan after graduation

拿到畢業證書後，**我們會在你畢業的14天內通報移民署**，你的居留證就會被註銷，不能再居留於台灣，並請攜帶離境機票、護照、居留證、畢業證書到內政部移民署**繳回居留證**。

After receiving your graduation certificate, **we will report to the Immigration office within 14 days of your graduation**. Your ARC will be cancelled, and you will no longer be allowed to reside in Taiwan. Please bring your departure ticket, passport, ARC, and graduation certificate when contacting the Immigration Department of the Ministry of the Interior to **return your ARC**.





畢業後留台注意事項

Precautions for Staying in Taiwan  
after graduation

# 畢業後留台注意事項

## Precautions for Staying in Taiwan after graduation

僑外學生畢業後申請留臺方式有三種：

1. 覓職期居留
2. 留臺工作
3. 留臺實習

There are 3 ways to stay in Taiwan after graduation :

1. Residency during the job-seeking period
2. Work in Taiwan
3. Staying in Taiwan for an Internship

## 畢業後留台注意事項

# Precautions for Staying in Taiwan after graduation

**覓職期居留：**第一次可申請12個月，到期後可再展延一次(12個月)，請自己到移民署櫃台申請，需要準備的資料如下：

- 1.證件照片
- 2.護照正本
- 3.居留證
- 4.畢業證書正本
- 5.住屋契約書(若有更換住址)
- 6.手續費(依個人情況而定)

**Residency during the job-seeking period :**

You can initially apply for a period of 12 months, and then extend it once more for another 12 months. Please visit the immigration office counter to apply. The required documents are as follows:

- 1.Photo(2\*2 inches)
- 2.Passport
- 3.ARC
- 4.Graduation certificate
- 5.Rental agreement
- 6.Processing fee

# 畢業後留台注意事項

## Precautions for Staying in Taiwan after graduation

**畢業後留臺覓職期不可以打工！**

**You can not work during ARC extension period**

畢業後延長居留的這段時間，主要目的是讓同學找工作! 因此，在找到全職工作這段時間同學是沒有工作證的不得打工，若打工，恐將違反臺灣相關法律！

The main purpose of the extension is for you to find a job, therefore, before you find a job and change to a working visa, you cannot work. If you work, it will be a violation of the law.

依勞動部規定，僑外生若沒持有工作許可證即自行打工，當經查獲，需要罰新臺幣3萬至15萬元罰鍰，並將會被管制不得再來臺工作

According to the Ministry of Labor, if one works without a working permit will be fined from NTD30,000 to NTD150,000 and will be restricted to enter Taiwan for three years.

# 畢業後留台注意事項

## Precautions for Staying in Taiwan after graduation

### 留臺工作：

由欲聘請同學的公司，幫同學申請工作證。

### Work in Taiwan：

Your company would need to help you with the working visa (Work visa information: Workforce Development Agency)

# 畢業後留台注意事項

## Precautions for Staying in Taiwan after graduation

### 留臺實習：

每年5月向教育部提出申請，請洽詢校友中心報名。

### Staying in Taiwan for an Internship：

Students can apply with MOE in May every year. (contact with Alumni Service and Career Development Center of NKUST.



畢業留臺升學注意事項

Precautions for Staying in Taiwan  
following graduation

## 畢業留臺升學注意事項

# Precautions for Staying in Taiwan following graduation

### 如何自行延期居留證？

大學畢業後繼續升學碩士班者，於畢業後已錄取碩士班，因居留效期將屆及適逢暑假期間未能辦理註冊入學之情形，得檢附入學許可等相關證明文件，向移民署申請延期居留。

### How can someone extend their ARC ?

A foreign student or an overseas Chinese student who has completed their undergraduate studies and been accepted into a graduate school (for a master's degree program) but will be unable to register for enrollment during the summer vacation because their resident certificate is about to expire may submit their admission notice and other documentary evidence to the National Immigration Agency and apply for a residency extension.



# 畢業留臺升學注意事項


## Precautions for Staying in Taiwan following graduation

### 延長居留證需要的文件

申辦項目	大頭照 (2吋)	護照	居留 簽證	居住 證明	外僑 居留證	就學 證明
初次申辦 (已錄取未 註冊)	✓	✓	✓	✓		✓ 入學許 可證明

### Documents required for ARC

Items	Photo (2x2 inches)	Passport	Resident Visa	Proof of Accommodation	ARC	Admission Permit or Certificate
First- time ARC application (accepted by a school but not yet enrolled)	✓	✓	✓	✓		✓Certificate of Admission Permit



# 畢業留臺健保如何處理

## How to deal with NHI card after graduation

# 畢業留臺健保如何處理

## How to deal with NHI card after graduation

**同學自行加保**：同學可以到健保署或居住地附近的區公所自行加保，保費依健保局當年度規定。**(強烈建議同學應自行投保，以保障自己)**

**NHI insured by students** : Students are advise to insure their NHI at the NHI Administration (NHIA) or your district office, the premium is in accordance with the current year's regulations of the NHIA **(It is strongly recommended that students should insure NHI).**

**應屆畢業生的健保，學校只協助投保到當年之8月底。因此9月開始沒有健保。**

**NHI Transferring Out from NKUST, School will only insure students' NHI until the end of August, and transferring out from NKUST since September.**

# 畢業留臺健保如何處理

## How to deal with NHI card after graduation

### 畢業後如未投保：

當同學找到工作並於公司開始投保後，健保署會對同學提出追繳，所以最後結果仍需要補繳。

### Staying in Taiwan without insuring NHI :

If you do not have NHI, the NHIA will still claim the NHI premium you did not pay , so after you find a job your company will insure NHI for you, the NHI will still ask you to pay the NHI premium you owned them.

# 畢業留臺健保如何處理

## How to deal with NHI card after graduation


### 畢業後未加保看診：

同學若於健保的空窗期就診，需先全額付款，等繳清保費後，再拿收據回就診醫院/診所申請退費。（醫院通常會要求7天內退費）

### Uninsured medical treatment after graduation :

If you visit a doctor without health insurance, you need to pay full fare first, and then after the premium has been paid, you can apply for refund within 7 days of visited date from hospital/clinic.

NHIA website : <https://www.nhi.gov.tw/English/>



**Congratulations on your graduation!!!**