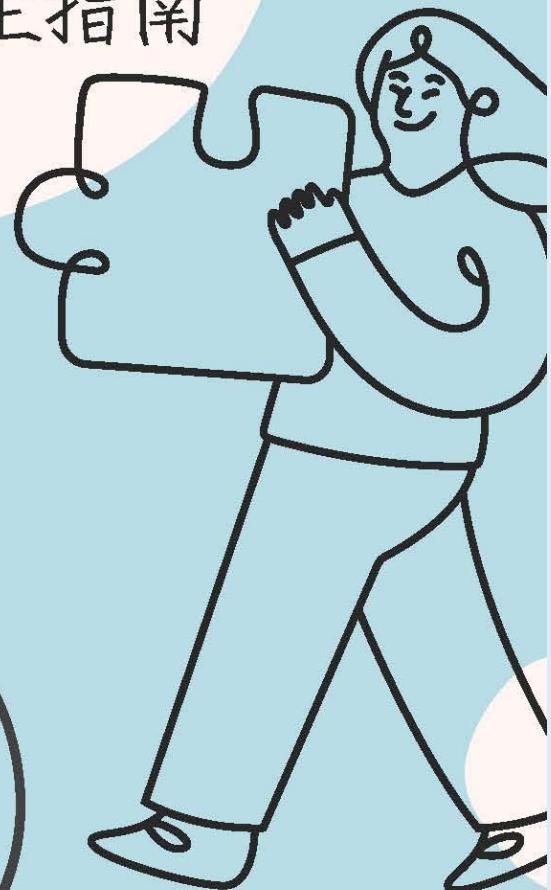




2026 Spring

*International New
Students Guidebook*

高科大 新生指南



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歡迎加入高科大!



哈囉! 歡迎各位加入國立高雄科技大學的大家庭!

為了協助您以最快速度瞭解和熟悉僑外生(包含外國、僑生、港澳及大陸學生)學生相關注意事項及權益，國際處特地製作本「新生手冊」供您參考。

首先，為不漏接重要資訊，請您加入新生群組。

Greetings to all, welcome to NKUST!

This "International Students Handbook" from the Office of International Affairs (OIA) will help you quickly learn about the rights and precautions that apply to all new international students.

First, to ensure you do not miss any important information, **please join us on LINE.**

任何資訊仍以學校相關單位發布資訊為準，若有任何疑問，請不吝與我們進行聯繫。(寄信時建議您使用學校電子信箱，也請務必標示您的學號及姓名)

國際處國際教育組 qcoffice01@nkust.edu.tw。

以下表單用來收集高科大僑外生同學的重要資訊，做為核發獎學金及健保退費時所需，請務必填寫。(連結: <https://reurl.cc/W0jaVZ>)。

Any information is subject to the information released by relevant university offices. If you have any questions, please feel free to contact us (we recommend **using your university email account and including your student ID and full name while sending an email**), the Office of the International Affairs, Division of International Education, at qcoffice01@nkust.edu.tw.

Please complete the form, which is used to collect NKUST students' important information, which are required for the issuance of scholarships and health insurance refunds.

(Link: <https://reurl.cc/W0jaVZ>)

重要時程 Schedule

Click to Download: [114 學年度春季班行事曆 NKUST2026 Spring Semester Academic Year Calendar](#)

日期 Date	重要事項 Important Events
January 14 / 1 月 14 日	I : 網路選課 (初選登記，詳見 課務組網頁) I : Online course selection (primary registration)
Before February 6 / 2 月 6 日前	1. 獲取學號 Obtain student ID number_ 2. 完成國際處 新生預先報到表單 Fill out the Pre-arrival Survey
February 2~ February 23 / 2 月 2 日~2 月 23 日	新生繳交學雜費(含住宿費，詳見 出納組網頁) Complete the tuition and dorm payment.
February 11 / 2 月 11 日	開通學校 Email activate NKUST Email
February 22 / 2 月 22	開放宿舍進住 Dormitory check-in 08:00-17:00
February 23 / 2 月 23 日	開學日 / 註冊繳費期限 Start of Spring 2025 / The last day to pay the registration fees.
February 23~ March 6 / 2 月 23 日~3 月 6 日	國際處現場報到 Check in at OIA 09:00 - 17:00
February 23~ March 9 / 2 月 23 日~3 月 9 日	II : 網路選課 (加退選) II : Online course selection (add/drop)
March 4 / 3 月 4 日	國際處新生說明會 Orientation held by OIA
Before March 6 / 3 月 6 日前	繳交健康檢查報告至各校區衛生保健組 Exam results must be submitted to the campus Health Division

抵台前 Before entering Taiwan.

1. 學歷驗證 Academic Credential Verification

「最高學歷驗證文件」為錄取高雄科技大學的所有新生註冊時的必繳文件之一，學歷驗證程序可能超過兩個月，請盡早進行驗證手續，若有學歷驗證的相關問題請寫信至國際處國際教育組信箱：qcoffice01@nkust.edu.tw。

The Diploma and transcript need to be verified by the Taiwan Embassy (one copy version and one original version).

The highest academic credential verification document is required for all new students to submit during registration at the National Kaohsiung University of Science and Technology. The verification process may take more than two months, so please start the verification procedure as early as possible.

For any related questions, please send your enquiry email to the Division of International Education at qcoffice01@nkust.edu.tw.

(1) 外國學歷 Foreign Academic Credentials

外國學歷需經畢業學校所在地之台灣駐外館處驗證，如果您的畢業證書非中文或英文，您必須驗證原文及中文或英文之翻譯本，請務必於來臺前完成此項程序。

Foreign Academic Credentials must be verified by [the ROC Embassies and Missions Abroad](#) (Pic 1).

If your diploma is not in Chinese or English, please verify the original diploma and a translated copy in Chinese or English.

Do not forget to complete the procedure above before entering Taiwan.



(2) 台灣學歷 Academic credentials from Taiwan

無需驗證，但仍需在現場報到時提供正本查驗。

2. 申請簽證及居留證 Apply for Visa and Alien Resident Certificate

「簽證」是進入台灣的必要文件。辦理中華民國外僑居留證(簡稱居留證 Alien Resident Certificate, ARC)必須提供您的「居留簽證」；自 2024 年 1 月 1 日起，放寬以免簽證或持停留簽證(不限停留 60 日以上)入國者，得逕申請居留證。

A Visa is required to enter Taiwan. A Residence Visa is a required document for applying for an ARC. Starting from January 1st, 2024, those who enter Taiwan under visa-exempt entry or with a visitor visa (regardless of whether it allows a stay of more than 60 days) may directly apply for an ARC.

★ 居留證請自行至[移民署系統](#)線上申請，請參考[系統操作指南](#)。

Please complete the ARC application on your own via [the National Immigration Agency Online System](#). Please refer to [System User Guide](#).

(1) 申請居留簽證 Instruction for applying Resident Visa

● 外國學生 International Students

◦ [外國學位生 For International Degree Students](#)

◦ [外國交換學生，六個月以上](#)

[For International Exchange Students, over 6 months](#)

A. 持居留簽證抵台者 Entering Taiwan with Resident Visa

適用對象 Eligible Applicants :

外籍生、僑生、港澳具外國國籍學生(申請時亦用此身份者)

International Students, Overseas Chinese students, students from Hong Kong and Macau, or with a foreign nationality

流程 Process :

居留簽證 Resident Visa → 抵達台灣 Arrive in Taiwan

→ 線上申請居留證 Online Application for ARC

- (a) 申請人在中華民國境外且符合來臺就學居留規定者，應逕向中華民國駐外館處提出申請。來台灣就學請申請「居留簽證」，申請方式詳閱外國學生申請居留簽證手續說明。

The applicant not in R.O.C. (Taiwan) and meeting the requirements for studying in Taiwan should apply directly to the Bureau of Consular Affairs, Ministry of Foreign Affairs, R.O.C. (Taiwan).

Please apply for a resident visa to study in Taiwan, and read thoroughly the Application Instructions of Resident Visas for Foreign Students.

- (b) 同學須於入境次日起 **30 天內** 向居留地之移民署各縣(市)服務站申請外僑居留證及重入國許可(Re-entry Permit)。

The students must apply for an ARC and a Re-entry Permit at the Border Affairs Corps, the R.O.C. (Taiwan), **within 30 days** from the second day after arriving Taiwan.

(2) 停留簽證 Visitor Visa

同學須於入境後於**停留期限屆滿前**向居留地之移民署各縣(市)服務站申請外僑居留證及重入國許可(Re-entry Permit)。如有需要，得於停留期限屆滿前十五日內提出延期停留申請，詳閱外國人申請延期停留送件須知。若申請人於停留期限屆滿前，無法取得居留證者，請依限離境。

Students must apply for an ARC and a Re-entry Permit at the Border Affairs Corps, the R.O.C. (Taiwan), in their place of residence **before the expiration of their stay period** after entering Taiwan. If needed, an extension of stay can be requested within 15 days before the expiration of the stay period.

Please read thoroughly the [Application Instructions for Visitor Visa Extension](#).

If the applicant cannot obtain the Resident Visa before the expiration of the stay period, they must depart Taiwan as scheduled.

- [外國人持停留簽證或以免簽證方式入國申請居留送件須知](#)
[Guidelines for Residency Applications for Foreign Nationals Holding a Visitor Visa or Entering the R.O.C. \(Taiwan\) through Visa Exemption](#)
- [外國學生申請停留簽證手續說明\(交換學生，六個月以內\)](#)
[Visitor Visas for Foreign Exchange Students for Stays of less than Six Months](#)

(3) 居留證 Alien Resident Certificate, ARC (陸生不適用)

入台後，請同學務必於**期限內**申請居留證，居留期限會根據所持證件有所不同。如申請時遇到相關問題，請撥打客服專線：02-2796-7162，或查詢[移民署各縣\(市\)服務站](#)。

After entering Taiwan, please apply for an ARC within the valid period. The duration of residence depends on the type of visa or document held. If any issue during the application process is encountered, please call the customer service hotline at +886-2-2796-7162, or search [the Border Affairs Corps, the R.O.C. \(Taiwan\)](#).

- 申辦文件：護照、錄取通知書、在學證明(繳費完成後，可進入本校[校務系統](#)自行下載)及申請費用每件新台幣 1,000 元(每一年效期)，以免簽證方式或持停留簽證入國申請者，加收新台幣 2,200 元。

Required Documents:

Passport, letter of admission, certificate of enrollment (which can be downloaded by [the NKUST Student Portal](#) after payment), and application fee is NT\$ 1,000 for one-year validity. If the applicant enters Taiwan via visa-exempt entry or holding a visitor visa, an additional fee of NT\$ 2,200 will be charged.

- 線上申辦系統：

[外國與外僑大陸與港澳無戶籍國民學生線上申辦系統\(系統操作手冊\)](#)

Online Application System: [Online Application System for Foreign and Overseas Chinese Mainland China, Hong Kong and Macao Nationals without registered household in the Taiwan area. \(System User Guide\)](#)

注意事項：拿到外僑居留證後務必留意有效期限，逾期未申請換發會被罰款且將影響健保就醫權益！

僑外生(外國學生及僑生)於**到期日前三個月前**可於線上申請換發；

港澳生於**到期日一個月**前於線上申請換發。

Notice: After obtaining the Alien Resident Certificate (ARC), please pay attention to its expiration date. Failure to renew before deadline will result in a fine and may affect your eligibility for National Health Insurance (NHI) benefits!

Overseas Chinese and foreign students can apply for renewal online up to three months before the expiration date.

Students from Hong Kong and Macau can apply for renewal online up to one month before the expiration date.

3. 學號及電子郵件帳號

Obtain Student ID No. and Active the University Email

(1) 獲取學號 Obtain Student ID No.

A. 方法一 Method 1

國際處將寄發內含學號之電子郵件至同學在[入學申請系統](#)所登錄 Email 信箱，
請務必留意收信！

OIA will send you an email containing your Student ID to [your registered email!](#)

B. 方法二 Method 2 *

請看下圖 Please check the paragraph and figures below

(a) 操作步驟(Steps)：

1. 開啟高科大[校務行政資訊系統](#)(簡稱校務系統)

Open [the NKUST Student Portal](#)

2. 點選左下方 學生學號查詢

Select 學生學號查詢 to search your Student ID

(b) 驗證身分：Identity Verification

- 身分證號：輸入僑外生 護照或居留證完整號碼。

Enter the full numbers of your passport or ARC

- 出生年月日 (R.O.C. Date of Birth)

「民國年」計算：「西元年」減去 1911，得出的數字在前方補上 0。

How to calculate the "R.O.C. era year"

→ Subtract 1911 from the common era year,

and add a leading zero if the result is less than 100.

	Common era	R.O.C. era
Example	2004/8/23	0930823

(c) 按下 後即可查看自己的學號。

Select to search for your Student ID.

(2) 開通學校 EMAIL 帳號 NKUST Email Account Activation

獲得學號後，請開通學校電子郵件，重要通知都是透過此信箱。

本校在學學生可申請 Google Workspace 及 Office365 服務帳號，開通完成後，可享有如 Google Workspace(如 Gmail、Hangout 等)、Office365(Word、Excel)等軟體使用，並同時帳號可用於登入校園無線網路。

After obtaining your student ID number, please activate your school email.

Important information and announcements will be sent to your university email (Student ID No.@nkust.edu.tw).

Through the NKUST Student Portal, students can apply for Office 365 and Google Workspace. Once your email is activated, you can access Office 365(Word, Excel), Google Workspace (Gmail, Hangouts, etc.), and the campus wireless network via your account.

A. 本校電子郵件開通步驟

Steps for activating the NKUST Email Account

(a) 開啟 [高科大電子郵件開通系統](#) | Open [\(NKUST-G.O. Service\)](#)

(b) 點選 | Select to active your Email Account

(c) 選擇身分為 ，點選

Select Identity then

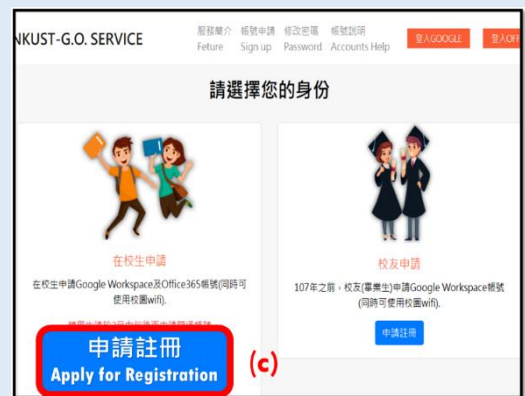
(d) 請輸入下列資訊：Fill in the information below

- 帳號 (Account)：學生學號 (Student ID No.)
 - 密碼 (Password)：個人護照或居留證 (輸入完整證號，英文字母請大寫)
Personal passport or ARC (Enter the full identification numbers, with capital letters for any English alphabet)
- (e) 驗證學籍資料 (Verification of the Student Personal Data)：
- 輸入有效個人郵件信箱，系統會寄驗證信到這個信箱。
After filling in a valid personal Email address, a Verification email will be sent to your personal Email Address.
 - 輸入入學年度、學制、學院、系所。
Fill in year of enrollment, program, College, and Department.
- (f) 資料送出後，系統將進行自動審查，若資料都驗證無誤後，約 30 分鐘系統就會進行開通並寄送認證通過信件到你填寫的個人信箱。若收到信件，就可以進行學校信箱的使用囉！
After submitting the application, the system will review the information automatically.
If all information is correct, the system will activate your account within approximately 30 minutes and send a confirmation email to your personal email address. Once you receive the email, you can use your school email account!

(1) (a) <http://go.nkust.edu.tw/>



(2)



(3)



(4)



(3) 重設學校 Email 密碼或是校務系統密碼

Reset Password for NKUST EMAIL Account or Students Portal

A. Reset Password for NKUST Email Account:

請先確定帳號開通後是否有更改過密碼，若沒有改過密碼預設密碼為護照號碼。

Please confirm if you haven't changed your password before, if not, the default password is your Passport number

<https://cc.nkust.edu.tw/p/405-1025-44232,c3713.php>

B. 如果使用預設密碼仍無法登入，請提供以下資料並寄送給所屬校區承辦人員

If you cannot log in with the default password, please provide the following information and send it to the coordinator of your campus:

(a) 必填資料(Please provide the information below) :

學號 Student ID、中文名字 Chinese Name、英文名字 English Name、
就讀系所與班級 Department & Class、護照號碼 Passport Number、
居留證號碼 ARC Number

(b) 各校區承辦人員 Coordinator of each campus :

- 建工/燕巢 Jiangong/Yanchao → Email: pcoffice01@nkust.edu.tw
- 第一 First → Email: renkai@nkust.edu.tw
- 楠梓/旗津 Nanzih /Cijin
→ Email: cbr929@nkust.edu.tw or josie@nkust.edu.tw

(4) 重設學校校務系統密碼 Reset Password for Student Portal

A. 開啟高科大[校務行政資訊系統](#)(簡稱校務系統)

Open [the NKUST Student Portal](#)

B. 點選左下方[忘記密碼](#) Select [忘記密碼](#) to reset Password



C. 輸入學號、護照號碼、出生年月日(民國年)、驗證碼然後送出查詢

Fill in Student ID, Passport Number, Birthday (R.O.C. era year) and Verification Code then click “Submit”



The screenshot shows a web form titled "忘記密碼重設作業 (Password Reset)". The form has a blue background with white text and input fields. The fields are: "學號(Student ID):", "身分證字號/居留證號 (Citizenship ID / ARC No.):", "出生年月日 (Birthday):", and "驗證碼 (Verification Code)". The "驗證碼" field is labeled "輸入驗證碼(4碼)". To the right of the form, there is a "生日請填入(例-0906038 民國96年6月28日)" label and a CAPTCHA image showing the numbers "7 9 3". Below the form, there are three buttons: "回上頁(Back)", "關閉視窗(Close)", and "送出查詢(Submit)". Red boxes highlight the "學號" field, the "驗證碼" field, and the "送出查詢(Submit)" button.

注意事項 Notice :

1. 若填寫資料有誤可能收不到認證信件，請自行依步驟重新填寫資料進行驗證。
If you have not received the verification email, please check again and follow the instructions to ensure that your information is correct.

2. 帳號協助及說明 Accounts help: <https://go.nkust.edu.tw/info.php>



[電算與網路中心 Computer and Network Center](#) (分機 ext. 13162)

4. 初次登入 校務系統

Initial login to the NKUST Student Portal

- 帳號 (Account)：學生 **學號** (Student ID No.)
- 密碼 (Password)：個人 **護照或居留證** (輸入完整證號，英文字母請大寫)

Personal passport or ARC (Enter the full identification numbers, with capital letters for any English alphabet)



注意事項 Notice：

請牢記你的校務系統帳號及密碼，校內所有行政系統，包括選課系統、休復退畢申請、宿舍申請、學籍成績證明申請等都是使用這組帳號密碼登入。

Please remember your account and password for the NKUST Student Portal clearly. All of the administrative systems (including the Online Course Registration System, Application System for Leave of Absence, Re-Admission, Dismissal, Dormitory, and Student Status and Transcript Certificate, etc.) are accessed by using the same account and password.



[電算與網路中心 Computer and Network Center](#) (分機 ext. 13162)

5. 如何繳納學雜費 Pay Tuition & Miscellaneous Fees

(1) 繳費單查詢及列印步驟

Steps for searching and printing out the Payment Slip

(a) 登入 [本校校務系統](#) | Log in to [the NKUST Student Portal](#)

(b) 1. 點選 **查詢** | Select **查詢**

2. 點選 **財務資訊查詢** | Select **財務資訊查詢** to search financial information

3. 點選 **列印學雜費** | Select **列印學雜費** to print out the Payment Slip

(c) 1. 點選欲繳費項目 | Select the item that you have to pay

2. 點選 **產生列印單據** | Select **產生列印單據** to print out the Payment Slip

(d) 產生繳費單預覽畫面，確認繳費資訊是否正確(中文姓名、學號、收費項目、繳費金額)。若有疑問，請與國際處聯絡。

Generate a preview of the Payment Slip and confirm that the payment information is correct (Chinese name, student number, payment items, and amount of payment).

If you have any questions, please contact the OIA.

(1)

國立高雄科技大學 歡迎使用校務行政資訊系統

(a)

帳號：輸入學號 Enter NKUST Student ID 確定送出 Send

密碼：輸入護照或居留證號碼後4碼 Enter the final four digits of your ARC or passport number 清除重裝 Clear

驗證碼：輸入驗證碼 Enter Captcha (英文不分大小寫)

(2)

國立高雄科技大學 NKUST 113學年度第1學期

學雜費繳費收據列印

查詢 Search

財務資訊查詢 Financial Information Search

請先點選欲列印的繳費單項目，再進行列印。

可列印項目

113 學年 第1學期 學雜費繳費

產生列印單據 Generate payment slip

(3)

國立高雄科技大學 NKUST

113學年度第1學期

查詢 Search

財務資訊查詢 Search Financial information

出納付款查詢系統(108年起薪資, 所得稅, 扣繳憑單列印)

出納付款查詢系統(進修學院)

列印學雜費繳費單 Print Tuition Payment Slip

1. Chinese Name

2. Student ID

3. Payment Item

*student insurance fee, internet fee

4. Total Fee (NTD)

5. Payment Account Number *Everyone has different number.

注意事項 Notice :

1. 請注意每一筆繳費單的繳款虛擬帳號(銷帳編號)都不一樣, 不要輸入別人的號碼。Please note that each payment slip has its Virtual Account Number. Do not input someone else's number.
2. 不論身分皆需繳交註冊費, 未於期限內繳費者視同放棄入學, 註冊組將註銷學籍。By Regulations, those who fail to pay the fee by the deadline will be disenrolled.
3. 學雜費無法分期付款。
Tuition and Miscellaneous Fees cannot be paid in installments.
4. 獲得全額學費減免獎學金的學生仍需支付學生保險和網路費用(相當於註冊費用)。未能在繳費截止日期前支付這些費用者, 獎學金將被取消。
Recipients of the full-tuition waiver scholarship are still required to pay for student insurance and internet fees (equivalent to registration fees). Those who fail to do so before the deadline will have their scholarship revoked.
5. 僑生(含港澳生)身分入學者需先支付全額學雜費, 開學後若有申請到獎學金同學, 會再做退費。The overseas Chinese students (including students from Hong Kong and Macao) must first pay their full Tuition and Miscellaneous Fees. The fees will be reimbursed to students who receive scholarships after the semester begins.
6. 本校各學院及學制學雜費收費標準。Tuition and Miscellaneous Fees standards for each college and academic system of the school.



國際事務處國際教育組(OIA-International Education Division)

(分機 ext. 19017~19022; Email: qcoffice01@nkust.edu.tw)

(2) 繳費管道及步驟 Payment Options and Steps

A. 人在國外 Overseas：線上刷卡 Pay by Credit Card

僑外生於國外可透過本校學雜費代收網進行線上刷卡繳付學雜費，本功能開放至該學期開學日截止，開學日之後限用「人在台灣」繳費方式。

International students can make the payment with a credit card from abroad. This payment option is accessible before the start of the semester; after the date, you can only use the "Domestic Payment" Method.

操作步驟 Steps：

- (a) 開啟高科大 [財務處學雜費專區](#) → 點選 [台灣企銀代收\(信用卡繳學費\)](#)

Open [the NKUST Tuition and Miscellaneous Fees collection service by TBB.](#)

→ Select [台灣企銀代收\(信用卡繳學費\)](#) to open the Payment Service Network

- (b) 點選 [國際生信用卡繳款 Pay By Foreign Credit Card](#)

Select [國際生信用卡繳款 Pay By Foreign Credit Card](#)

- (c) 輸入 [虛擬繳費帳號\(銷號編號\)](#) Enter your **Virtual Account number.**

- (d) 進入信用卡資訊頁面，輸入繳款人信用卡資訊完成繳費。

Open the credit card information page and enter the credit card details to complete the payment.

(1)

(2)

(3)

類別	學費	雜費	合計
學費	2,950,400.00		2,950,400.00
雜費		450.00	450.00
合計	2,950,400.00	450.00	2,950,850.00

B. 人在台灣：現場或 ATM 繳費

Domestic: Onsite or ATM (Domestic bank transfer)

- (a) 現金繳費 Cash Payment：先列印繳費單，再至台灣企銀臨櫃 ([分行查詢](#)、[高科大出納組駐點](#))、[郵局臨櫃](#)或超商繳納。

Print out the payment slip and pay it at a Taiwan Cooperative Bank counter ([branch information](#), [cashier station at NKUST](#)), [a Post office counter](#) or a convenience store.

- (b) ATM 轉帳 ATM Transfer：

適用台灣的銀行帳戶 Applicable to bank accounts in Taiwan

(3) 學生繳費項目說明 Description of Student Payment Items

學生繳費項目 Payment Items	114 學年度春季班 Academic Year 2026 Spring Semester	負責單位 Responsible Office	備註 Remarks
必繳項目 Compulsory Items			
學費 Tuition Fee	依就讀學制及系所不同 Varies depending on the program and department	教務處註冊組 Office of Academic Affairs,	查詢 114 學年度學校及各學院收費標準
雜費 Miscellaneous Fee	依就讀學制及系所不同 Varies depending on the program and department	Registration Section	Information on Tuition Fees for each college
學生團體 保險費	NT\$415~NT\$500 (以繳費單及公告為主)	學務處衛保組	

Student Group Insurance	Subject to the payment slip and official announcements.	Office of Student Affairs, Health Division	
電腦及網路通訊使用費 Computer Network usage fee	NT\$200~NT\$300 (依各校區不同，以公告為主) Varies depending on the campus and subject to the official announcements.	電算與網路中心 Computer and Network Center	

自選項目 Optional Items	
項目金額 Item and Fee	備註 (Remarks)
學生會會費 Student Association Fees	<p>每學期金額 Fees： NT\$ 250 (*自由繳納, Voluntary payment)</p> <p>負責單位 Responsible organization： 高科大學生會 NKUST Student Association</p> <p>(1) Instagram：nkust_sa</p> <p>(2) Facebook：國立高雄科技大學 學生會</p> 
住 宿 費 Accommodation Fee	<p>金額 Fees： NT\$ 7,600~NT\$ 16,300</p> <p>申請學校宿舍之學生才需要繳交住宿費，且住宿費用依各校區不同，以公告為主。</p> <p>Only students who applied for accommodation need to pay the Accommodation Fee. The Fee depends on the campus and is subject to the official announcements.</p> <p>負責單位 Responsible office： 學務處住服組 Student Housing Service Division</p>

	<ul style="list-style-type: none"> • 有申請住宿才需要繳交。需一併繳交保證金，無違規事由，保證金將於住宿期滿時退還。 <p>A deposit is also required and will be refunded at the end of the stay if no violations occur.</p> <ul style="list-style-type: none"> • 冷氣費另計。 <p>Air-Condition Fee is charged separately</p> <ul style="list-style-type: none"> • 住宿一次申請一學年，住宿費則每學期繳納。 <p>Accommodation is applied for per academic year, with payments made by every semester.</p> <ul style="list-style-type: none"> • 退宿申請時程及退費標準同當期學雜費。 <p>Withdrawal and refunds follow the same schedule as Tuition & Miscellaneous Fees.</p>
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注意事項 Notice :


1. 請注意超商繳費入帳至學校系統的時間需 7-10 個工作天，請妥善保留繳費收據已備查核。

Please keep your payment receipt for verification. The convenience store may take 7-10 days to be credited to the school system.

2. 不論身分皆需繳交學生團體保險費、電腦及網路通訊使用費以完成註冊手續，逾期未繳費註冊且未完成休學程序者，視同放棄入學，依學則規定予以退學處分。

All students are required to pay the student group insurance fee and the computer and internet usage fee to complete the registration process. Failure to pay these fees and complete the registration within the deadline, without completing the leave of absence procedures, will be regarded as forfeiting admission and will result in dismissal by university regulations.

3. 學生會為全校性學生自治組織，代表學生行使自治權利，舉辦各式學生活動及處理學生在校學習、社團、生活與權益有關事項。您可自由選擇是否繳納學生會會費，支持組織長遠發展。Apart from planning various student events, the NKUST Student Association (NKUST-SA) handles matters concerning students'

- education, clubs, campus life, and rights at school on their behalf. You are free to choose whether or not to pay the fee, which is a small donation to the organization.
4. 本校校務基金銀行為臺灣中小企業銀行(簡稱台灣企銀或台企銀)，提供本校學雜費代收服務(含國外線上刷卡)。The NKUST fund bank is Taiwan Business Bank (TBB), which provides Tuition and Miscellaneous Fees collection services for our university (including online international credit card processing).
 5. [點此查看](#)持本校可使用之繳費管道及自行負擔手續費說明。
[Select here](#) for the guidelines for payment methods and user handling fees.
-  國際事務處國際教育組(OIA-International Education Division)
(分機 ext. 19017~19022; Email: qcoffice01@nkust.edu.tw)

6. 下載在學證明與繳費收據

Download the Certificate of Enrollment and Payment Receipt

在學生證尚未核發之前，申辦居留證、手機號碼、銀行帳戶或工作證等，需要提供學校在學證明，確認有效學生身分。學生可在完成註冊繳費(財務處出納組入帳後)，約 2-3 個工作天後，自行至校務系統下載列印中文版「在學證明」或「繳費收據」。

Before issuing the student ID card, students must provide a Certificate of Enrollment as the proof of valid student status to apply for an ARC, a mobile phone number, a bank account, or a work permit.

After completing the registration and payment (once the Cashier Division confirms the payment), students can download and print the Chinese version of the “Certificate of Enrollment” or “Payment Receipt” from the NKUST Student Portal within 2–3 working days.

(1) 中文版在學證明申請步驟

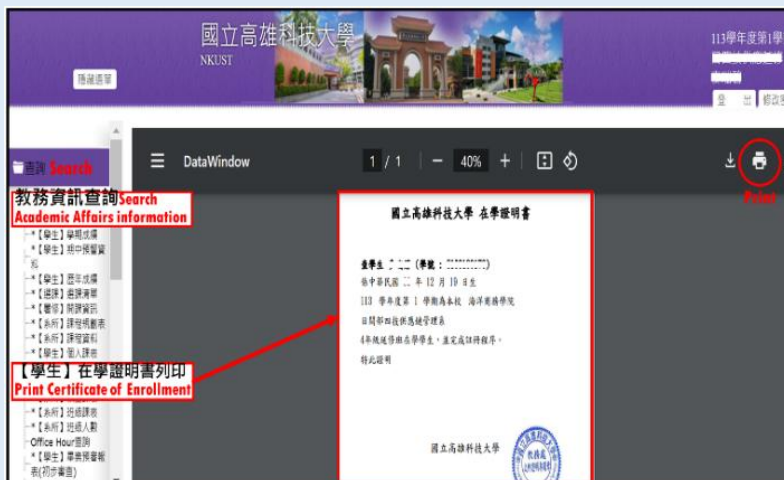
Steps for applying Certificate of Enrollment (Chinese Version)

(a) 登入 [本校校務系統](#) | Log in to [the NKUST Student Portal](#)

(b) 1. 點選 | Select

2. 點選 | Select

3. 點選 **【學生】在學證明書列印** | Select **【學生】在學證明書列印** to print or download the Certificate of Enrollment as needed.



(2) 英文版在學證明申請步驟

Steps for applying Certificate of Enrollment (English Version)

A. 登入 [學籍成績證明申請系統](#)

Log in to [Academic Record Certificate Application System](#)

- 帳號(Account)：學生 **完整護照號碼**(依入學時學籍資料)
Enter the full numbers of your passport (based on your admission records)
- 密碼>Password)：同校務系統 Same as the NKUST Student Portal

B. 點選 **進行申請** | Select **進行申請**

The screenshot shows the login page of the Academic Record Certificate Application System. The page features the NKUST logo and the title '國立高雄科技大學 學籍成績證明申請系統'. Below the title, there is a form with the following fields and instructions:

- 請輸入帳號(學生身分證字號)、密碼:
- 輸入完整護照或居留證號碼
Enter your entire passport or ARC number
- 同校務系統密碼
Enter Student Portal Password
- 我不是機器人
- reCAPTCHA 隱私權 - 條款
- 登入

At the bottom of the page, there is a copyright notice: © 國立高雄科技大學 版權所有.

- 確認學生基本資料，除「英文姓名」可以自行修改外，其他資料如中文姓名、身分證號(僑外生護照或居留證號)、出生年月日等，若要修改，必須填寫「學生變更基本資料申請書」至各校區綜合業務處辦理。「學生變更基本資料申請書」請至[教務各式表單下載](#)。

Confirm your personal information. Only the "English name" can be modified. For other information, such as your Chinese name, ID number (passport or ARC number for international/overseas Chinese students), and date of birth, you must submit the "[Application Form for Student Information Modification](#)" to the General Administration office at your campus.

- 勾選申請項目「英文在學證明書」及申請份數。

Select the English Certificate of Enrollment and the number of copies you need.

- 勾選領取方式「親自領取」或「郵寄」(僅限國內)。

Select receiving method: self-pickup or post mail (domestic only)

NKUST 校務系統

Step1 選擇申請身分

同學,您好 請在下方選擇申請身分

學期: 學號: [Redacted]

日間部班級: [Redacted]

進行申請 Apply

Step2 填寫基本與申請項目資料

勾選領取方式 Pickup Method

領取方式 (Pickup By)	費用 (Fee)	勾選並填寫份數 (Copy)	備註 (Remarks)
Self-pickup 親自領件	免費 Free of charge	<input checked="" type="radio"/>	
Post mail (Domestic only) 郵寄	44元 NT\$44	<input type="radio"/>	地址(Address) 請選擇行政區

※僅申請電子文件者請選擇親自領件
僅申請電子化文件者請點選此項，收到E-mail 信件通知後於系統自行下載。

Step2 填寫基本與申請項目資料

個人基本資料

校園(Campus) **不可變更 fixed**

中文姓名(Chinese Name) **不可變更 fixed**

確認英文姓名是否與護照一致 Confirm your passport's English name

學號(Student ID No.) **不可變更 fixed**

身分證號(ID No.) **不可變更 fixed**

出生年月日(Birth Date) **只能顯示民國年 R.O.C. era only**

英文在學證明書 (English Certificate of Enrollment) 20元 / NT\$20 (copies)

在學成績名次證 (Rank-in-class of every year) 20元 / NT\$20

請確認基本資料的英文姓名是否與護照相同；如有不同以該文件與本人身分照相符為準，該申請人自行負責。
僅存在學生，並確認該學期已開課。

[下載學籍成績證明系統操作流程\(中文版\)](#)

[Download the System User Guide for Academic Record Certificate Application System \(Chinese Version\)](#)

(3) 下載繳費收據 Download Tuition & Miscellaneous Fees Receipt

(a) 登入 [本校校務系統](#) | Log in to [the NKUST Student Portal](#)

(b) 點選 **查詢** → 點選 **財務資訊查詢** → 點選 **學雜費繳費收據列印**

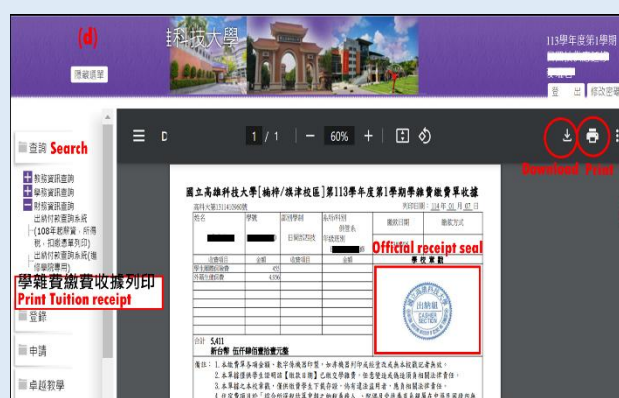
Select **查詢** → Select **財務資訊查詢** → Select **學雜費繳費收據列印**

(c) 點選欲列印之繳費項目，按下 **產生列印單據**。

Choose the Receipt that you want to print, then select **產生列印單據** to generate the receipt.

(d) 產生繳費收據預覽畫面，依需求下載或列印檔案。

After generating, please download or print out as needed.



- 學籍成績證明申請問題，請洽詢 [各校區綜合業務處窗口\(O\)](#)。

For inquiries about transcripts, certificates, and student status info, please contact the Office of General Administration at your campus.

- 系統問題，請洽電算中心(分機 13134、13162)
- For online system enquiry, please contact the Computer and Network Center (ext.13134、13162)

7. 選課 Course Selection

(1) 登入本校選課系統 Log in to the [Online Course Registration System](#)

- 帳號、密碼：同校務系統

Account and Password: same as the NKUST Student Portal

(2) 選課說明 Course Selection Manual

- [學生選課及申請表單系統操作手冊](#)
[Student Course Selection Application Form System Manual](#)
- [選課時程](#)
[Timetable](#)
- [選課操作影片](#)
[Primaries Video](#)
- [課程資料查詢](#)
[Course Information Query](#)

(3) 選課相關疑問 Questions about Course Selection

若遇選課問題，請聯繫各類課程承辦人或系辦公室尋求協助。

If you have any questions about course selection, please contact the course coordinator or the departmental office.

注意事項 Notice :

1. 外國學生適用欲申請 NKUST 獎學金者，一定要選修華語或提供 B 級以上華語證書。
Applicants for the NKUST scholarship for the next academic year must either take Mandarin courses or provide a Mandarin proficiency certificate with a grade of B or above.
2. 本系統不支援 Microsoft IE 全系列瀏覽器，請使用新版本瀏覽器(如：Microsoft Edge、Google Chrome、Mozilla Firefox... 等等)。Recommended browser: Microsoft Edge or Google Chrome.



課務問題，請洽教務教務處(分機 31125)

For course enquiry, please contact the Office of Academic Affairs (ext. 31125)

系統問題，請洽電算中心軟體發展組(分機 31551)

For online system enquiry, please contact the Computer and Network Center (ext. 31551)

其它問題，請洽國際事務處國際教育組(OIA-International Education Division)

(分機 19017~19022; Email: qcoffice01@nkust.edu.tw).

For other inquiries, please contact OIA- International Education Division

(ext. 19017~19022; Email: qcoffice01@nkust.edu.tw).

8. 住宿 Student Accommodation

(1) 學校宿舍 Dormitory

有住宿需求的同學可申請各校區宿舍，每學年度申請一次，住宿費為每學期繳納，相關資訊如下：

Students who would like to live on campus can apply for a dormitory on each campus once per academic year, and students have to pay the dormitory fee each semester. The information is as follows:

A. 登入本校[宿舍申請系統](#)

Log in to [the NKUST Dormitory Application System](#)

- 帳號、密碼：同校務系統

Account and Password: same as the NKUST Student Portal

B. 各校區宿舍環境與收費標準

Dormitory Facilities and Charging Standard at each campus

各校區宿舍依宿舍大樓設備、空間及房型不同，訂有各自收費標準。

Dormitory Environment and Charging Standards vary by campus, facility, space, and room type.

(a) [各校區宿舍收費標準及環境介紹](#)

[Dormitory Charging Standards and Introduction by each campus](#)

- [建工校區 Jiangong Campus](#)
- [楠梓校區 Nanzih Campus](#)
- [第一校區 First Campus](#)
- [燕巢校區 Yanchao Campus](#)
- [旗津校區 Cijin Campus](#)

C. 入住宿舍期程 Check-in Timeline

★ 若會在規定入宿時間(2026年2月22日)前抵臺，請先自行尋找住宿地點。

If you arrive in Taiwan before the official check-in date (February 22, 2026), please arrange your own accommodation in advance.

宿舍開放新生入住日期：2026年2月22日上午8時至下午5時。

Dormitory opening date for Freshman: February 22, 2026, 08:00-17:00

• 住宿繳費 Dormitory Payment

保證金：每學年度住宿申請成功後，依本校宿舍申請與收退費及退離宿作業要點規定，於期限內繳納保證金，未繳交保證金者視同放棄住宿資格。住宿期滿，無違反規定之情事，將無息退還全額住宿保證金。

Deposit: Following NKUST *Regulations Governing Dormitory Management*, upon successful application for residence each semester, students will be required to pay a Deposit by the due date; failure to pay a Deposit will be considered a waiver of residence status. If the student makes no violation of the regulations during residence period, the full deposit will be refunded at the end of residence period.

- 住宿費：住宿費繳費期限及繳費管道與學雜費相同，請參考「[如何繳納學雜費](#)」。

Dormitory Fee: The Deadline and payment methods are the same as those for Tuition and Miscellaneous Fees. Please refer to "[Ways to pay Tuition Fees](#)".

D. 住宿相關規定 Regulations of Student Dormitories

- [高科大學生宿舍管理辦法](#) Regulations Governing Dormitory Management

- [高科大學生宿舍申請與收退費及退離宿作業要點](#)

Guidelines for Student Dormitory Application, Fee Collection and Refund, and Move-out Procedures

- [高科大學生宿舍住宿生活公約](#) Student Dormitory Living Regulations



學務處住宿服務組(Student Housing Service Division, Office of Student Affairs)

- 建工宿舍輔導老師 Jiangong Campus Dormitory teacher (ext. 13495)
- 燕巢宿舍輔導老師 Yanchao Campus Dormitory teacher (ext. 18375)
- 楠梓宿舍輔導老師 Nanzi Campus Dormitory teacher (ext. 23854)
- 第一宿舍輔導老師 First campus dormitory teacher (ext. 31273)
- 旗津宿舍輔導老師 Cijin campus dormitory teacher (ext. 26120)

(2) 校外租屋 Off-campus Living

學校無法替學生安排校外住宿，若有租屋需求可先向學長姊尋求建議。高雄市校外租屋費用每月平均 5,500 元起，可透過以下資源尋找合適的租屋處。

The University is unable to arrange Off-campus Living for Students. If you would like to rent outside, we recommend seeking advice from senior students.

In Kaohsiung City, the average monthly rent for off-campus housing starts at approximately NT\$5,500. You may use the following resources to find suitable accommodation.

- 雲端租屋生活網 [Formosa renting website\(MOE\)](#)
- 建工及燕巢校區附近租屋 Housing close to [Jiangong & Yanchao Campus](#)
- 第一校區附近租屋 Housing close to [First Campus](#)
- 楠梓及旗津校區附近租屋 Housing close to [Nanzih & Cijin Campus](#)

9. 休學／復學／退學 Suspension / Resumption/ Withdrawal

若因個人因素休學，請依本校[學則規定](#)辦理，並於線上休復退系統進行申請。

If you apply for Suspension for personal reasons, please follow the [National Kaohsiung University of Science and Technology Academic Regulations](#) and apply for Suspension in the [online suspension/reinstatement system](#).

A. 登入本校休復退系統

Log in to [NKUST Suspension, Resumption and Withdrawal Application System](#)

- 帳號、密碼：同校務系統

Account and Password: same as the NKUST Student Portal

B. 休學／退學退費標準

Refund Standards for Suspension / Withdrawal

- 開學前辦妥休學手續者免繳費，已繳費者，全額退費。(115年2月23日前)

Students who complete suspension procedures before the semester begins are exempt from payment; a full refund will be issued if payment has already been made. (Before February 23, 2026)

- 開學後未逾學期三分之一申辦休學者，退三分之二費用。

(115年2月24日~4月5日)

Students who apply for suspension within the first one-third of the semester will receive a two-thirds refund. (From February 24 to April 5, 2026)

- 未逾學期三分之二申辦休學者，退三分之一費用。

(115年4月15日~5月17日)

Students who apply for suspension within the first two-thirds of the semester will receive a one-third refund. (From April 15 to May 17, 2026)

- 逾學期三分之二申辦休學者，不予退費。(115年5月18日以後)

Students who apply for suspension after two-thirds of the semester has passed are not eligible for a refund. (After May 18, 2026)

C. 休復退學相關規定 Regulations related to Suspension, Resumption, and Withdrawal

- [高科大學則](#)

[National Kaohsiung University of Science and Technology Academic Regulations](#)

- [高科大學生申請休學、復學、退學及退費要點](#)

Regulations on Suspension, Resumption, and Withdrawal

- 休學/復學/退學作業時程依教務處公告為主。

The schedule for Suspension/Resumption/Withdrawal procedures is mainly based on announcements from the Office of Academic Affairs.

注意事項 Notice :

【申請系統】 Application System

1. 休復退系統登入帳號密碼與「校務系統」相同。若您尚未開通學校 Email (學號 @nkust.edu.tw)，查詢開通步驟如上。

The Account and Password for the NKUST Suspension/Resumption and Withdrawal Application System are the same as the NKUST Student Portal. Please refer to the Email Account Activation System above if you haven't activated your school email.

2. 本系統不支援 Microsoft IE 全系列瀏覽器，請使用新版本瀏覽器(如：Microsoft Edge、Google Chrome、Mozilla Firefox...等等)。

Recommended browser: Microsoft Edge or Google Chrome.

【休學】 Leave of Absence

1. 辦理休學離校手續時，應親自線上申請，並於開學前完成申請。開學後提出申請休學者，需先繳交學費後始得申請休學。

Students must complete the online application for a leave of absence in person before the semester begins. If applying after the semester has started, students must pay the tuition fees; then the application can be processed.

2. 學生休學，一次可申請一學期或一學年，休學累計以二學年為原則。

A leave of absence may be applied for one semester or one academic year. The total period of Leave of Absence should not exceed two academic years.

3. 僑外生完成休、退學離校手續後，請至移民署註銷居留證，學校且於 10 日內離境。
International and overseas Chinese students who complete the suspension or withdrawal procedure must cancel their Alien Resident Certificate (ARC) at the National Immigration Agency and leave Taiwan within 10 days.

4. 學生休/退學前有領本校獎學金者，完成離校手續後，每月獎學金將從隔月起停發。
參 [高科大優秀外國學生獎學金辦法](#)。

Students who have received NKUST Scholarships for Outstanding Foreign Students and have completed the procedure of leaving school will have their monthly scholarship payments suspended starting from the next month. For more details, please refer to the "[Regulations for Outstanding International Student Scholarships at NKUST.](#)"

【復學】Resumption

1. 休學學生應於休學年限期滿前一週至次學期加退選截止前完成復學手續，逾期者依學則規定應予退學。

Students who have taken a Suspension must complete the resumption process between one week before the end of the approved leave period and the add/drop deadline of the following semester. By academic regulations, failure to complete the procedure promptly will result in withdrawal

2. 復學生若於初選前即申請復學，可於初選時選課，若於初選後辦理復學者，僅能於加退選時辦理選課。

Students who apply for reinstatement before course pre-registration may register during the pre-registration period. Those reinstating after course pre-registration may only register during the add/drop period.

3. 僑外生休學後復學，須重新申辦居留簽證，並於抵臺後 15 天內申辦居留證。

International and Overseas Chinese students resuming studies after suspension must reapply for a resident visa and apply for an ARC within 15 days of arriving in Taiwan.

【退學】Withdrawal

1. 自請退學及勒令退學離校手續應於勒令退學及自請退學申請之日起一週內辦妥。

The procedure of voluntary withdrawal or being expelled from school should be completed within one week from the date of the application.

2. 自請退學及勒令退學情形參上述休復退學相關規定。

Regarding Voluntary withdrawal and expulsion, please read the [National Kaohsiung University of Science and Technology Academic Regulations](#).



• 休學、復學、退學問題，請洽詢本校教務處註冊組各校區窗口。

Please contact the Registration Division, Office of Academic Affairs, for suspension, withdrawal from school, or resumption of schooling inquiries.

- 建工校區 Jiangong Campus (ext. 51103、51105、51108、51111~51113)
- 燕巢校區 Yanchao Campus (ext.18502、18503)
- 第一校區 First campus (ext.53103~53105、53107)

- 楠梓校區 Nanzih Campus (ext.52103、52104、52108)
- 旗津校區 Cijin campus (ext.25022、25023)
- 系統問題，請洽電算中心軟體發展組(分機 31551)
For online system enquiry, please contact the Computer and Network Center (ext. 31551)
- 其它問題，請洽國際事務處國際教育組(OIA-International Education Division) (分機 19017~19022; Email: qcoffice01@nkust.edu.tw)
For those inquiries not listed above, please contact OIA- International Education Division (ext.19017~19022; Email: qcoffice01@nkust.edu.tw)

10. 交通 Transportation

本校不安排接機，來臺交通方式、時刻表及費用請參考以下網站。

No pick-up service is provided by the university. Please refer to the following transportation ways to the university.

(1) [如何到高科大 HOW TO GET TO NKUST](#)

- 台灣高鐵官網(高鐵) Taiwan High Speed Rail
- 台灣鐵路官網(臺鐵) Taiwan Railway Corporation, Ltd.
- 桃園捷運官網 Taoyuan Metro Cooperation
- 高雄捷運官網 Kaohsiung Rapid Transit Cooperation
- 桃園機場往各縣市客運資訊

Bus Information (Taoyuan International Airport to other cities)

(2) **如何到國際事務處 How to get to Office of International Affairs (OIA)**

請注意，高科大共有五個校區，國際事務處位在[建工校區](#)(行政大樓 3 樓)，請不要走錯校區。There are five campuses of NKUST, and the International Affairs Office is located at the [Jiangong Campus](#) (3rd floor, Administration Building). Make sure not go to the wrong campus.

(3) 如何到系館 HOW to get to the Department

- [校園散步地圖 NKUST Campus Map](#)
- [聯繫系辦 Contact the Department Office](#)

(4) 跨校區交通 Inter-campus transportation

學校提供建工往返燕巢、第一校區的交通車，各校區移動也可以透過高雄市公車、捷運及渡輪方式來達成。

The university offers shuttle bus from Jiangong to the First Campus and Yanchao Campus. Additionally, Kaohsiung City buses, MRT, and ferries can be used to get between campuses.

- [校車接駁 School shuttle timetable / online reservation](#)
- [大眾運輸 Public transportation guidelines](#)

11. 學生保險及全民健康保險

Student Insurance (SGI) and National Health Insurance (NHI)

(1) 學生團體平安保險 Student Group Insurance (SGI)

SGI 是所有高科大在校生必須投保的保險項目，保險費用併同每學期學雜費一併繳納，視為註冊手續的一部份。

保障類別包括身故、疾病住院、意外受傷門診或住院，需要專門醫療護理的疾病不屬於保險範疇內，最終的賠償金額將由保險公司進行評估後決定。

All of the NKUST students have to take out SGI. The insurance fee is included in the Tuition & Miscellaneous Fees for each semester and considered to be part of the registration process. The coverage includes Sickness hospitalization, accidental outpatient, and hospitalization. However, illnesses requiring specialized medical care are not covered under this insurance. The final compensation amount is subject to the insurance company's evaluation.

- [學生團體保險保障內容 Coverage Details of SGI](#)
- [高科大學生團體保險要點 Regulations Governing Student Group Insurance](#)

(2) 外國學生醫療保險

Group Foreign Students Health Insurance

(FSHI, Including Mainland China students)

依據[外國學生來臺就學辦法](#)，外國學生註冊時，新生應檢附已投保自入境當日起至少六個月效期之醫療及傷害保險，在校生應檢附我國全民健康保險等相關保險證明文件。前項保險證明如為國外所核發者，應經我國駐外機構驗證。

In accordance with the “[Regulations Regarding International Students Undertaking Studies in Taiwan](#)”. When a new international student registers, they shall submit proof of being covered by a medical and injury insurance policy which is valid for at least six months from the date that they entered Taiwan. Current students shall present documentary proof that they have joined Taiwan’s National Health Insurance Plan. **If the proof of insurance referred to in the previous paragraph was issued in a foreign country it shall be authenticated by an overseas mission.**

- **適用對象 Eligible Applicants**：初次抵臺求學，沒有海外保險及未符合台灣全民健保資格的外國學生及陸生。

Those who are studying in Taiwan for the first time, do not have overseas insurance, and are not eligible for Taiwan's National Health Insurance (NHI).

- **保險期間 Insurance Period**：6個月。(2026年2月至2026年7月)
6 months (2026 February – 2026 July)
- **保險費用 Insurance Fee**：NT\$ 3,000

- 參加 FSHI 之外籍生，請於至 [國際事務處報到時領取繳費單](#)，並完成費用繳納。完成繳費後，國際處將統一協助向保險公司辦理投保作業。

Students participating in FSHI should **collect the payment slip upon registration at the OIA** and complete the payment. After payment is confirmed, the OIA will assist with the insurance application process on your behalf.

- [FSHI 申請流程、費用及注意事項](#)

Application process, fees, and important notes for FSHI.

(3) 全民健康保險 National Health Insurance, NHI

依據[全民健康保險法](#)，外國學生來臺就學，自居留證發照日起連續居住於臺灣滿 6 個月後，即應依法強制參加全民健康保險，於就讀學校辦理參加全民健保或自行加保。全民健保為強制保險，若符合健保資格後未投保將可能處 3 千至 5 千元罰款。

According to the [National Health Insurance Act](#). International students studying in Taiwan must enroll in the National Health Insurance (NHI) through school or by themselves once they have continuously resided in Taiwan for six months, starting from the date of issuance of their ARC. Since NHI is compulsory insurance, those who meet the eligibility criteria but fail to enroll may result in a fine of NT\$3,000 to NT\$5,000.

申請資格 Eligibility:

- 新生初次抵台，持居留簽證之入境日起算加 6 個月才符合投保健保資格(連續居住達 6 個月，或曾出境 1 次且未逾 30 日，其實際居住期間扣除出境日數後，併計達 6 個月)；如非持居留簽證，以其在臺取得居留證明文件之日起算。若居留未達完整 6 個月，加入全民健保日期須延後。

When first-year students enter Taiwan with a Resident Visa for the first time, they become eligible to enroll in NHI after residing continuously in Taiwan for 6 months. During that period, students may leave Taiwan once, for no more than 30 days. The total period of actual residence, excluding the days spent abroad, must still add up to 6 months. If the students don't enter Taiwan with a Resident Visa, the enrollment date will be counted from when they obtain a document certifying their residency in Taiwan. If the period of residence is less than 6 months, the enrollment date in NHI will be postponed.

- 如果學生居留證已逾期或簽證有變更，全民健保資格將會被取消。

If the student's Residence Visa has expired or their Visa status has changed, their eligibility for NHI will be revoked.

D. 加保及退費 Enrollment and Refund of National Health Insurance (NHI)

- 依規定由學校將外國學生應繳納之健康保險費(預收 6 個月)列入每學期學雜費繳款單，由學生於註冊時一併繳納。外國學生保險費每月新台幣 826 元(依健保局現行收費標準)，第一學期繳納 9 月至次年 2 月保險費(共 4,956 元)，第二學期繳納 3 月至 8 月保險費(共 4,956 元)。

By regulations, the health insurance fee for international students (collected in advance for six months) will be included in the Tuition & Miscellaneous Fees each semester. Students are required to pay this fee during registration. The monthly insurance fee for international students is NT\$826 (based on the current National Health Insurance Administration rate). The first semester covers the insurance fee from September to February (NT\$4,956 in total), and the second semester covers the insurance fee from March to August (NT\$4,956 in total).

- 符合清寒保費減免資格之僑生應於新生註冊或在學期間繳交清寒證明給承辦單位，待審核通過後，將自隔月起享有健保費減免(半額)。

Overseas Chinese students who meet the eligibility criteria for low-income insurance fee reduction must submit supporting documents to the responsible office during registration or enrollment. Upon approval, a 50% reduction in the NHI premium will be applied to the beginning of the next month.

- 學期間學生因休學、退學、畢業、工讀等健保沒在學校加保(或轉出)，請主動通知承辦單位，以結算溢繳保費並辦理退費。

If a student takes a leave of absence, withdraws, graduates, or is no longer covered by the school's NHI due to part-time employment or other reasons during the semester, they must proactively notify the responsible office to settle any overpaid premiums and apply for a refund.

- [健保 NHI 申請流程、費用及注意事項](#)

[For NHI application process, fees, and important notes, please refer to the relevant guidelines.](#)

E. 就醫資訊 Medical Treatment Information

- 全民健康保險涵蓋了大部分醫療費用，但仍需自付看診「掛號費」和非健保給付範圍的額外醫療費用。查看[就醫費用項目](#)。

The National Health Insurance (NHI) covers most medical expenses; however, patients must pay a registration fee for each visit and any additional costs not covered by NHI. Please refer to [the copayment](#) for more details.

- [健保特約醫事機構查詢](#) Find a contract medical institution in your area.
- [全民健保行動快易通 NHI APP](#)

The NHI App is an application developed by the National Health Insurance Administration (NHIA). It enables you to reach your personal health information, search on a map for nearby medical institutions and their detailed service information, and other NHI services.





- 學生團體平安保險 Student Group Insurance(SGI)問題，請洽[學務處衛生保健組各校區承辦人](#)。

For questions regarding Student Group Insurance (SGI), please contact the Health Division of the Office of Student Affairs at your campus.

- 僑生傷病醫療保險(OSMI)、外國學生醫療保險(FSHI)及全民健康保險(NHI)問題，請洽[國際事務處國際教育組\(OIA-International Education Division\)\(ext. 19017~19022\)\(Email : qcoffice01@nkust.edu.tw\)](#)

For those inquiries of OSMI, FSHI and NHI, please contact OIA- International Education Division (ext. 19017~19022).

12. 填寫預先報到表單 Fill out the Pre-Arrival Form

表單連結 Link: <https://forms.gle/oVqXmRRf7pALSP5qZ>

抵台後 Arrive in Taiwan

1. 建議抵校日期 Recommended Arrival Date in Taiwan

2026 年 2 月 23 日前 / Before 2026 February 23

2. 國際處現場報到

On-Site Registration at Office of International Affairs

A. 報到時間：Registration Time

2026 年 2 月 23 日至 3 月 6 日 / 2026 February 23 to March 6

上午 9 時至下午 5 時 / 9AM to 5PM

B. 報到地點：Registration Location

- 建工校區：行政大樓 3 樓 | 國際事務處 境外學生事務組
Office of International Affairs, 3F, Administration Building, Jiangong Campus

C. 現場報到攜帶文件 Required Documents for On-Site Registration :

- 學費收據 Tuition Fee Receipt
- 經駐外館驗證之學歷及成績單正副本各一份(正本由國際處人員查驗後可自行攜回、副本由國際處留存)。

The Diploma and transcript were verified by the Taiwan Embassy (one copy version and one original version).

- 團體健康保險費用 Students Health Insurance Fee :

- 外國學生、陸生：新台幣 3,000 元(6 個月)。

International Students Health Insurance Fee: NT\$ 3,000

(For 6 months, including Mainland China students).

- 僑生(含港澳生)：新台幣 600 元(6 個月)。

Overseas Compatriot Students Medical Insurance fee: NT\$ 600

(For 6 months, including Hong Kong and Macau Students)

* 以上保險費是新台幣 1,200 元，其中新台幣 600 元由僑務委員會補助。The insurance above is NT\$ 1,200, of which NT\$ 600 is subsidized by the Overseas Community Affairs Council.

D. 新生報到流程：Freshmen Registration Procedure

繳費完成 Complete the Payment → 至國際處報到 Get to [the Office of International Affairs](#) to register → 至各系所報到 Get to [the Department](#)

3. 新生健康檢查 Health Checkup for Freshman

依據[教育部學校衛生法](#)及[本校新生健康檢查實施要點](#)無論是否為僑外生或是本地生，都要做新生健康檢查。本校畢業生繼續就讀本校也要再做一次健檢。

有關外籍學生、僑生及大陸港澳地區學生來台就讀及短期研修／交換，依[衛生福利部健康檢查參考事項](#)辦理。

In accordance with [the School Health Act of the MOE](#) and [the NKUST Guidelines for Implementing Freshman Health Checkup](#), all new students, whether overseas or local, must undergo a health Checkup. Retaking the health check will be necessary for graduates who continue their education at NKUST.

Please follow [the Ministry of Health and Welfare's health Checkup guidelines](#) regarding international students, overseas students, and students from mainland China, Hong Kong, and Macau who come to Taiwan for a degree or short-term study.

(1) 健檢應備資料 Required documents for Health Checkup

- 有效護照(或居留證)正本及影本 1 份。
A valid passport (or ARC), original, and a photocopy.
- 健檢費用 600 元。The health examination fee is NT\$ 600
- [健康檢查資料卡 Physical Examination form for students](#)。

※ 請先填寫資料卡第 1 頁個人健康資料。

Complete the health information on the first page of this form.

(2) 校外健檢 Off-Campus Health Checkup

請攜帶本校[健康檢查資料卡](#)至校外醫院完成新生健檢，並於 2026 年 3 月 6 日前繳交體檢報告到衛保組。

Please bring the [form for the NKUST Physical Examination](#) and take it to an external hospital to complete the health checkup. The exam results must be submitted to the campus Health Division **before March 6,2026**.

新生健檢 NKUST Students Health Examination	
目的 Purpose	新生入學必需 Required for admission as a freshman.
對象 Eligibility	<ul style="list-style-type: none"> • 持居留簽證入境台灣者。Entering Taiwan with a Resident Visa. • 已持有外僑居留。ARC holders. • 台灣地區居留入出境證或台灣身分證者。 Entry & Exit Permit for Taiwan or the national identification card of Taiwan.
校外醫院健檢價 Checkup prices at a non-Affiliated Hospital	依各醫院收費標準，約新台幣 600 元 According to the standard of each hospital, about NT\$600 Affiliated Hospitals: 1. 義大大昌醫院 E-DA Dachang Hospital (nearby Jianguong Campus) 2. E-DA hospital (nearby Yanchao & First Campus)

簽證健檢 Health Certificate for Residence Application	
目的 Purpose	停留簽證轉換居留簽證必需 Change Visitor Visa to Resident Visa
學校及特約醫院優惠價 School and Affiliated Hospital Discount	無 NO
對象 Eligibility	<ul style="list-style-type: none"> 外籍學生持停留簽證入境。 Entering Taiwan with Visitor Visa 陸生持中華民國台灣地區入出境許可證入境。 Mainland China students entering Taiwan with Entry & Exit Permit for Taiwan
校外醫院健檢價 Checkup prices at a non-Affiliated Hospital	依各醫院收費標準，約新台幣 1,600~2,000 元 居留或定居健康檢查項目 、 外國人健檢指定醫院(國內) According to the pricing standards of each hospital, approximately NT\$1,600–2,000. Items Required for Health Certificate for Residence in Taiwan or The list of designated hospitals in Taiwan

短期研修／交換生健檢 Health Certificate for Short-Term Students	
目的 Purpose	預防麻疹、德國麻疹等疫情從境外傳入，加強學校結核病防治工作。Prevent foreign-imported cases of Measles and Rubella, and improve school-based TB prevention and control. 短期研修生健康檢查問答輯 Q&A
學校及特約醫院優惠價 School and Affiliated Hospital Discount	無 NO
對象 Eligibility	<ul style="list-style-type: none"> 來臺研習 3 個月以上且未滿 6 個月之外籍學生(包括華語文生)、僑生及港澳學生。 Come to Taiwan to study for more than 3 months and less than 6 months, including Chinese language and literature students, overseas students, and students from Hong Kong and Macao 來臺研習 2 個月以上且未滿 6 個月之大陸地區學生。 Students who have come to Taiwan to study for more than 2 months Students from mainland China who are less than 6 months old (such as exchange students)
校外醫院健檢價 Checkup prices at a non-Affiliated Hospital	依各醫院收費標準，約新台幣 1,100~1,500 元 According to the pricing standards of each hospital, approximately NT\$1,100–1,500. 短期研修健康檢查項目表 Health Certificate for Short-Term Students



- 新生健康檢查問題(FAQ)，請洽學務處衛生保健組各校區承辦人。

FAQ about Health Checkup for Freshman, please contact the Health Division. of the Office of Student Affairs at your campus

- 建工校區 Jiangong Campus: ext.12531-12535
- 燕巢校區 Yanchao Campus: ext.18535
- 第一校區 First campus: ext.31251-31255
- 楠梓校區 Nanzih Campus: ext.22086-22088
- 旗津校區 Cijin campus: ext.25085

4. 國際事務處新生說明會 Orientation held by OIA

1. 誠摯邀請全校外籍及僑港澳新生參與 2026 年春季班國際事務處新生說明會，藉由這個機會讓您快速瞭解學校切身相關事務及尋求支援管道。

請同學們務必要參加，當日也會發放同學們的學生證，若當日有課程或特殊情勢導致無法參加，也請務必先提供相關證明至 qcoffice01@nkust.edu.tw。

We sincerely invite all new students (including international and overseas Chinese students) to attend the 2026 Spring International Freshman Orientation Session at NKUST. This is an opportunity for you to quickly learn about important information and explore available support on campus.

If you are unable to attend due to class or other circumstances, please make sure to provide relevant documentation to qcoffice01@nkust.edu.tw first.

2. 日期 Date：2026 年 3 月 4 日 / 2026 March 4th

5. 僑外生語文課程

Language Courses for All International Students

(1) 華語課程 Mandarin Chinese

僑外生華語課程係本校外語教育中心(簡稱外語中心)辦理之通識課程，針對本校僑外生設計規劃，旨在協助本校外籍學生提升中文能力，以協助其解決學校課業和在台生活所面臨的語言問題並助其早日融入台灣社會。

外國學生欲申請下一年度本校優秀國際學生獎學金者，一定要選修華語或提供 B 級以上華語證書。

To be eligible for the NKUST Outstanding Scholarship for the upcoming academic year, a foreign student applicant must enroll in Mandarin courses or present a TOCFL certificate with a grade of B or higher.

A. 課程規劃 Course Planning

- 共分 5 個程度，每週上課 2 小時，共計 18 週。

Divided into five levels, 2 hours / per week, 18 weeks in total.

- 每堂課程人數上限 30 人。 Maximum of 30 students/ each class.
- Lv.1-Lv.4：一般語言課程，依能力分班。

General Language Courses, students are assigned according to their proficiency.

- Lv.5：進階語言課程。 Advanced Language Courses.

B. 能力分級分班 Class assignment

- 新生入學時，由外語教育中心依據學生提供的華語證照，主動幫學生掛對應等級的華語課(學生不得自行退課)；未提供華語證照者，均統一掛初級課程。”

Upon enrollment, the Foreign Language Education Center will assign students to an appropriate Chinese course level based on the Chinese language certificate provided by the student. (Students are not allowed to drop the assigned course independently.) Students who do not provide a certificate will automatically be assigned to the beginner-level course.

- 第一次上華語課由授課教師評測學生華語能力進行分班，若有程度調整的需求(覺得太困難或太簡單)，須取得老師同意後才可以進行程度調整(換班級)。在外語中心辦公室通知調整結果前，請維持在原程度上課，請勿自行進入其他課程。

The teacher will assess the students' Chinese proficiency during the first class and assign them to an appropriate class level. If a student finds the course too easy or too difficult, they must obtain the instructor's approval before requesting a level change (i.e., switching classes). Please remain in the assigned initial class until the Foreign Language Education Center confirms the adjustment—do not attend other courses without permission.

- 外語中心僅安排新生入學第一學期的華語課程，第二學期起學生可參考外語中心課程結構規劃表自行選課。

The Language Center is only responsible for arranging Chinese courses for new students in their first semester. Starting from the second semester, students should refer to the Foreign Language Education Center's course structure chart to register for courses independently.

- 僑外生修習華語及外語之課程規定依本校「[語言教學實施要點](#)」辦理。

The regulations for Chinese and foreign language courses for overseas Chinese and international students are governed by the university's "[Guidelines for Language Instruction.](#)"

- 外語中心華語課程與證照等級對照表(分班使用)

Chinese course assignments are based on the Foreign Language Education Center Chinese Course and Certificate Level Equivalency Chart.

華語課程 Chinese Course	CEFR
華語(一) Chinese I	Under A1
華語(二) Chinese II	A1
華語(三) Chinese III	A1、A2
華語(四) Chinese IV	A2、B1、B2
免修 Exemption	C1
免修 Exemption	C2
TOCFL 華語文能力測驗 CEFR 等級對照表 TOCFL Test-CEFR Level Conversion Table	

(2) 英文能力分級測驗及英語課程抵免

English Proficiency Assignment Test and English Course Exemption

本校大學部學生需通過英語能力畢業門檻以及完成外語學分數、共同教育課程(校共同必修課程、通識課程)之修課規定，方可畢業。學生英語能力達到免修規定者，得申請抵免英語課程。

Undergraduate students must meet the English proficiency graduation requirement, complete foreign language credits, and fulfill the university's general education curriculum (including compulsory and general courses) to graduate.

Students who meet the exemption criteria for English proficiency may apply to have English courses exempted.

- [英語免修申請](#) Application for English course exemption
- [英語畢業門檻準則](#) English graduation requirement guidelines

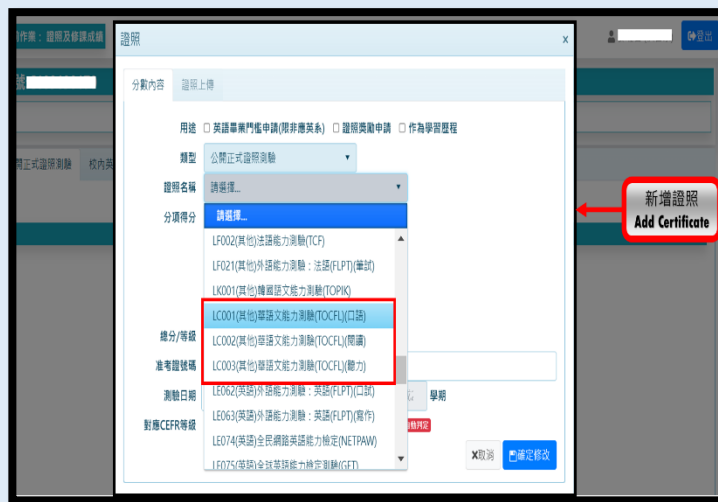
- [各類語言檢定證照 CEFR 等級對照表](#)

CEFR Level Conversion table for various language proficiency certificates

(3) 語言學習成效系統 Language Learning Performance System

本校外語中心「[語言學習成效系統](#)」為協助學生建立語言學習歷程、審查英語能力畢業門檻或申請相關補助使用。學生如有語言類證照，無論是否有達到畢業門檻，請都將資料上傳系統。

The Foreign Language Education Center developed the “Language Learning Performance System” to help students track their language learning, check graduation requirements, and apply for related support. All students with language certificates, whether they meet the graduation criteria or not, should upload them to the system.



- 華語課程、英文能力分級測驗及英語課程抵免相關問題，請洽 [共同教育學院外語教育中心](#)。

More questions about the Chinese Course, English Proficiency Assignment Test, and English Course Exemption.

Please contact [The Foreign Language Education Center](#).

6. 華語文能力測驗 Test of Chinese as a Foreign Language, TOCFL

(1) TOCFL 介紹

「[華語文能力測驗](#)」(TOCFL)是一套為母語非華語者所研發的標準化語言能力測驗系統，由教育部轄下專責單位「國家華語測驗推動工作委員會」(簡稱華測會)負責研發及推廣。TOCFL 可以持憑申請臺灣獎學金、華語文獎學金，做為僑生海外聯招一般免試地區中文成績證明、臺灣各大學校院招收外籍學生之入學或畢業門檻，也可以做為僑外生留臺工作評點積分及職場上語言能力證明。

[Test of Chinese as a Foreign Language \(TOCFL\)](#) is a standardized Chinese assessment system for Chinese learners worldwide to assess their Chinese proficiency, which is developed and promoted by The Steering Committee for the Test of Proficiency-Huayu (SC-TOP) under the direction of the Ministry of Education of Taiwan. TOCFL certificate can be used to apply for Taiwan Scholarships and Chinese Language Scholarships. It can be used as proof of Chinese proficiency in areas where overseas students are generally exempted from the admission or graduation threshold for foreign students in universities in Taiwan. It can also be used as proof of scoring criteria in the Evaluation Points System for overseas students working in Taiwan.

A. [TOCFL 考試等級說明 Information of TOCFL Test](#)

TOCFL 考試基本上分為三個級別：A 級、B 級和 C 級，每個級別又分為兩個級別，總共 6 個級別。TOCFL 滿分 80 分，考試時間約 120 分鐘。

There are basically three proficiency bands for the TOCFL test: Band A, Band B, and Band C, and each band is subdivided into two levels, making a total of six levels: Level 1 to Level 6. The full score is 80. The test takes approximately 120 minutes.

Bands	Levels	CEFR	Vocabulary Base
Band Novice	Novice Mid 準備一級	Pre- A1	300
	Novice High 準備二級		
Band A	Intermediate Mid 入門級	A1	500
	Intermediate High 基礎級	A2	1000
Band B	Advanced Low 進階級	B1	2500
	Advanced Mid 高階級	B2	5000
Band C	Advanced High 流利級	C1	8000
	Superior 精通級	C2	

B. [TOCFL 考試報名系統](#)

- [線上模擬考試 Mock Test](#)
- [學習資源 Study Resources](#)
- [考試日程表 Formal Test Schedule](#)

7. 如何辦理台灣手機門號

How to apply for Taiwan Mobile Phone Number

台灣的電信公司主要有中華電信、遠傳電信及台灣大哥大，取得居留證後即可攜帶相關證件至電信公司門市辦理手機門號。請注意，您需要先具有台灣手機號碼才能申請台灣的銀行帳戶。申請流程大致如下：

The leading telecom companies in Taiwan are Chunghwa Telecom, Taiwan Mobile, and FarEasTone Telecommunications. After obtaining your Alien Resident Certificate (ARC), you can bring the required documents to the telecom company's store or service center to apply for a mobile phone number. Please note that having a Taiwan mobile phone number is necessary before you apply for a bank account in Taiwan. The general application process is as follows:

(1) 選擇電信公司 Choose a Telecom Company

- [中華電信 門市查詢／資費方案](#)
[Chunghwa Telecom \(CHT\)/ Post-Paid Service](#)
- [台灣大哥大 門市查詢／資費方案](#)
[Taiwan Mobile \(TWM\) / Post-Paid Service](#)
- [遠傳電信 門市查詢／資費方案](#)
[Far EasTone Telecommunications \(FET\) / Post-Paid Service](#)

(2) 申請流程：Application Process

A. 攜帶護照、居留證及學生證正本。

Bring a passport, an Alien Resident Certificate (ARC), and a student ID Card (original copy).

B. 填寫手機門號申請表(依各家電信公司)。

Complete the mobile phone number application form (contents may vary by different telecom companies).

C. 申辦相關規定及費用：根據各電信公司的政策，可能需要提供臺籍保證人或支付保證金，保證金的金額依據各家電信政策有所不同。

Regulations and fees: Depending on each telecom company's policy, you may need to provide a Taiwanese guarantor or pay a deposit. The amount of the deposit varies by company:

- 中華電信：提供兩種選擇，可繳交保證金新台幣 2,900 元或連帶保證人(台籍)一人陪同親自辦理。

Chunghwa Telecom: Two options are available — pay a deposit of NT\$2,900 or have a Taiwanese guarantor accompany you in person.

- 台灣大哥大：不需要提供連帶保證人或支付保證金。

Taiwan Mobile: No guarantor or deposit is required.

- 遠傳電信：繳交保證金新台幣 2,400 元。

FarEasTone: A deposit of NT\$2,400 is required.

D. 等待電信公司審核通過後即可開始使用手機門號。

After the telecom company approves your application, you can use your mobile phone number.

8. 更新在台聯絡資訊

Maintain your student status with Accurate Contact Information

學生個人聯絡方式僅用於學校的行政聯繫，其中在台地址、手機號碼和個人電子郵件是必須的。如果您提供虛假資訊或疏忽更新訊息，重要資訊將無法傳遞，結果請自行負責。

The student's contact details are only used for administrative correspondence at the school. Current address in Taiwan, mobile number, and personal email are mandatory. Please be aware that, providing false information or neglecting to update it may result failure of delivering important messages, and you will be fully responsible for any consequences.

(1) 登入本校校務系統 Log in to the [NKUST Student Portal](#)

- 帳號：學生學號

Account: Student ID

- 密碼：初次登入密碼為僑外生護照或居留證號後四碼(進入系統後可重設密碼)

Password: For first-time login, the password is the last four digits of your ARC or passport. (You can change your password after accessing the system.)

(2) 左側選單點擊 **登錄** → 點擊 **教務登錄作業**

Select **登錄** to Log in to the left menu → Select **教務登錄作業**

開啟【學生】個人通訊資料維護畫面，更新在台通訊地址、手機電話及個人郵件信箱。如果之後有任何變更，請務必在此更新通訊資料。

Click 【學生】 to open the Personal Contact Information Maintenance page to update your mailing address and mobile phone number in Taiwan, as well as your personal email address. Please update your contact information immediately if there are any changes.



注意事項 Notice :

請牢記你的校務系統帳號及密碼，校內所有行政系統，包括選課、休復退畢申請、宿舍申請、學籍成績證明申請等都是使用這組帳號密碼登入。

Please remember your account and password for the NKUST Student Portal. All administrative systems (including the Online Course Registration System, Application System for Leave of Absence, Re-Admission, Dismissal, Dormitory, Student Status, Transcript Certificate, etc.) must log in with the same account and password.



[電算與網路中心 Computer and Network Center](#) (ext. 13162)

9. 在台開戶資訊 How to open a Bank account in Taiwan

為了獎助學金核發、收入存款或轉帳等金融業務，請同學在台灣申辦個人銀行帳戶。本校校務基金銀行為臺灣中小企業銀行(簡稱台灣企銀或台企銀)，開立個人帳戶請以台企銀為優先。如果您未滿 20 歲，可選在中華郵政(簡稱郵局)開立帳戶，以省去「法定代理人同意書」的程序。不過，郵局不接受其他國家匯錢進來，只接受台灣國內的銀行匯款。

Students must open a personal bank account in Taiwan for scholarship, depositing income, or other financial transactions. The designated bank for university affairs is Taiwan Business Bank (TBB). Students are advised to prioritize opening their account with TBB.

If you are under the age of 20, you may choose to open an account with Chunghwa Post (the Post Office) to avoid the process of submitting a “Parental/Legal Guardian Consent Form.” However, please note that Chunghwa Post does not accept international remittances and only processes domestic bank transfers within Taiwan.

(1) 郵局開戶 Account Opening with Chunghwa Post

A. 應備文件 Required Documents

- 學生證 Student ID Card
- 護照 Passport
- 居留證 ARC
- 開戶印鑑(印章) Personal Seal
- 新台幣 100 元(初次存款) NT\$ 100 (Initial Deposit)

B. [郵局存簿儲金開戶說明](#)、[郵局營業據點查詢](#)

[Information on Account Opening with Chunghwa Post,](#)
[Chunghwa Post Office Locationa Searching](#)

(2) 台企銀開戶 Account Opening with Taiwan Business Bank (TBB)

A. 應備文件 Required Documents

- 學生證 Student ID Card
- 護照 Passport
- 居留證 ARC
- 開戶印鑑(印章) Personal Seal
- 新台幣 100 元(初次存款) NT\$ 100 (Initial Deposit)

B. 應備文件 Required Documents

- 學生證 Student ID Card
- 護照 Passport
- 居留證 ARC
- 開戶印鑑(印章) Personal Seal
- 新台幣 1,000 元(初次存款) NT\$ 1,000 (Initial Deposit)
- 開戶目的證明(不一定需要，如果銀行要求，請向國際處職員索取)

Proof of Account Opening Purpose (Optional. If the bank requests this document, please ask the Office of International Affairs for assistance.)

C. [校外 - 台企銀分行據點查詢](#)、[台企銀網路預約開戶](#)

Off-Campus, [TBB Domestic Branches](#) and [Online Application System](#)

D. [校內 - 台企銀派駐各校區服務時間](#)

On-Campus, [TBB Service Hours at each Campus](#)

(3) 其他注意事項 Other Notices

- 開戶可能需準備一枚個人印章，印章上的中文或英文名字必須與居留證的姓名一致。印章可以在鎖印店刻製，鎖印店資訊請跟學長姊詢問。

You may need to prepare a personal seal to open a bank account. The name on the seal, in either Chinese or English, must match the name on your ARC.

The seal can be made at local seal engraving shops. You can ask senior students for recommendations.

- 開戶前您也必須確保您有台灣當地的手機號碼。

Ensure you have a local Taiwanese mobile phone number before opening an account.

- 建議於開戶時同時申辦簽帳金融卡(Visa Debit)，除 ATM 存款、提款並於台灣匯款外，更可於帳戶餘額內刷卡消費，代替信用卡功能。

Applying for a Visa Debit card when opening your account is recommended. In addition to depositing and withdrawing money at ATMs and making local transfers in Taiwan, the card can be used for payments within your account balance as well.

- 記得請銀行櫃員替您開通網路銀行功能，並請他們協助您設定銀行手機應用程式，確保所有功能正常啟用。

Remember to ask the bank staff to activate your online banking service and assist you in setting up the bank's mobile app to ensure all features are correctly enabled.

- 如果您打算進行國際匯款，申請開立新台幣帳戶的同時，也請開立外幣或多幣別帳戶。

If you plan to make international transfers, please open a foreign or multi-currency account with your TWD account.

- 現在至郵局進行開戶必須要有居留證號，且需要有會中文之人士陪同前往，可以尋求學長姐的協助。

To open an account at the post office, you must provide a residence certificate number and be accompanied by someone who can speak fluent Chinese. You may seek assistance from senior students.

10. 工作證申請 Work Permit Application

外國學生如欲在台灣工作(不論是在校內或校外)，依規定必須先申請並取得工作許可證後，才能去工作，若未依規定申請工作證，即受僱為他人工作者，得處新臺幣 3 萬元以上，15 萬以下之罰鍰。學期期間每週最長工作時間為 20 小時。請特別注意，勿觸犯法律！

Foreign students who want to work in Taiwan (on-campus or off-campus) must apply for and obtain a work permit before starting employment. Working without a valid work permit is illegal and may result in a fine ranging from NT\$30,000 to NT\$150,000. The maximum working hours allowed during the semester is 20 hours per week. Please pay special attention to comply with the law!

(1) 申請前準備 Before Application

A. 詳閱國際處工作證申請資訊 [Work Permit Application](#)

B. 應備文件 Required Documents

- 學生證 Student ID Card
- 護照 Passport
- 居留證 ARC
- 在學證明 Letter of Enrollment
- 審查費(每人新臺幣 100 元整) Review Fee, NT\$100/ person

- 本校境外生工作許可證申請切結書[下載](#)

Download and fill out the [Work Permit Application for NKUST International Students - Letter of Undertaking](#)

(2) 勞動部外國專業人員工作許可申辦網

Workforce Development Agency, EZ Work Permit

- [線上申請系統 Work Permit Online Application System](#)
- [系統操作教學手冊 System User Guide](#)
- [僑外生評點制留臺自評試算](#)

[Overseas Students' Self-evaluation Calculation for Studying in Taiwan](#)

(3) 國際處審核申請 Work Permit - Review Application by OIA

學生在勞動部系統送出工作證申請後，請填寫[國際處審核表單](#)，進行學校端審查。
若需要修正或補件，會透過勞動部系統發送 Email，請留意信件通知。

After submitting the work permit application through the Ministry of Labor system, students must fill out the Work Permit - OIA Reviews Application Form for the university. A notification email will be sent via the Ministry of Labor system if any corrections or additional documents are required. Please check your email regularly.

- [在校學生線上業務系統](#) Online Systems of Students Services
- [學校行政單位介紹](#) Introduction to Administrative Offices
- [綜合業務處 - 各校區](#) General Affairs Offices
- **教務類 Academic Affairs**
 1. 學生學籍管理及休、退、復學事宜
Enrollment, Leave of Absence, Resumption, and Withdrawal
 2. 開課、選課及課程結構異動事宜 Courses Offering, selection, and curriculum
 3. 辦理學生證、畢業證書製作、學籍成績證明申請
Issuance of Student, ID Card and diplomas, Application for transcript and certificate
- **學務類 Student Affairs**
 1. 校園安全業務 Campus Security
 2. 校園霸凌及性平事件接案 Handling with Bullying Incidents and Gender Related
 3. 學生社團管理、社團預借場地 Management of Student Association and venues reservation
 4. 校園遺失物招領 Lost and found
 5. 公文及包裹收發管理 Management of official Paperwork and Parcel Receiving/ Sending
- **總務類 General Affairs**
 1. 場地設備借用 Space rental service
 2. 機／汽車通行證申請 Application of motor vehicle pass
 3. 校區設施維修 Facilities Maintenance
 4. 校園遺失物招領 Lost and Found
 5. 公文及包裹收發管理 Mail and Package Delivery Management

校區 Campus	分機 Extension	地點 Location
第一校區 First Campus	53103、53104、 53105、53107	外語學院大樓 2 樓 D210 College of Foreign Languages 2 nd Floor, D210
建工校區 Jiangong Campus	51103、51105、 51108、51110~511130	行政大樓 1 樓 Administration Building, 1 st Floor
楠梓校區	52103、52104、52108	行政大樓 1 樓 Administration Building, 1 st Floor
燕巢校區	18502、18503	行政大樓 1 樓 Administration Building, 1 st Floor
旗津校區	25022、25023	行政大樓 2 樓 Administration Building, 2 nd Floor

- 學務處 Office of Student Affairs
 - 課外活動組 Extracurricular Activities
 - 衛生保健組 Health Division
 - 就學服務組 Student Administration and Assistance Division
 - 諮商輔導組 Student Counseling Division
 - 住宿服務組 Student Housing Service Division
 - 生活輔導與教育中心 Campus Life Coaching Center

- 教務處 Office of Academic Affairs
 - 招生組 Admission Section
 - 註冊組 Registration Section (Extension: 31191)
 - 課務組 Curriculum Section
 - 教學服務組 Teaching Services Section
 - 學習輔導組 Learning Counseling Section

- 國際事務處 Office of International Affairs
 - 國際關係組 International Relations Division
 - 國際教育組 International Education Division
 - 境外學生事務組 International Student Affairs Division
 - 德國中心 German Region Cooperation Center
 - 東南亞中心 Southeastern Asia Cooperation Center