



淡江大學華語中心
Tamkang University
Chinese Language Center

Regular Chinese Language Program
正規班學員手冊 Student Handbook

華文薈萃
語躍淡江



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歡迎！WELCOME!

淡江大學華語中心（以下稱本中心 CLC）設立於 1991 年，以超越數十年卓越的華語教學經驗提供各種華語課程，幫助國際學生培養現代漢語聽、說、讀、寫的能力。

TKUCLC established in 1991, with over decades of excellent experiences in teaching Chinese as a second language, Tamkang University Chinese Language Center (CLC) provides numerous courses to develop international student's ability in modern Chinese listening, speaking, reading and writing.

總則

General Principle

本中心針對學生入學資格、繳費、分班、轉(調)班、併班、留/晉(升)級、退學、退費、續讀、成績考查、結業等任何有關學籍之事宜，擁有同意或拒絕之所有相關權利。

TKU reserves the all rights to verify entry admission, payment, placement, change or switch class, merge classes, grade retention or promotion, dismissal, refund, qualification of next term registration, grade report, and course completion.

淡江大學華語中心基本規定

General Regulation

學員倘有下列情事，本中心有權要求學員即刻退學且不返還學費：

1. 對本校教職員生有恐嚇、威脅或暴力行為者。
2. 惡意破壞本校公物、違反公共安全，足以影響他人安全者。
3. 校園內喧嘩、製造聲響影響校園安寧或妨害公共秩序屢勸不聽者。
4. 觸犯性騷擾、性侵害等相關法律，對他人騷擾、言語攻擊影響他人學習者。
5. 未經事實查證，惡意攻擊、散播不實言論，足以影響教職員生聲譽者。

6. 經通報屬非法打工者。
7. 假借、冒用、變造證件，或偽造文書作任何用途者。
8. 違反中華民國法律，經執法單位通報或經法院判刑者。
9. 無故缺席超過 75 小時者。
10. 其他不當行為(含學習態度)，經本中心決議不適合繼續於本校就讀者。

Given any of the following circumstances, TKU has the right to expel the student from school immediately, and the tuition fee is non-refundable.

1. Those who are intimidating, threatening or being violent to instructors, staff members and other students.
2. Those who intentionally destroy public property and violating public safety, may harm to others.
3. Those who make loud noises in campus that affect the tranquility of the campus or disrupt the public order.
4. Those who violate of sexual assault, sexual harassment, sexual bullying and other related laws, or giving verbal abuse affecting other people.
5. Those who unauthorized verification of malicious attacks and dissemination of false statements, enough to affect the reputation of faculty members.

6. Any report of illegal employment.
7. Those who submit fake, forged, borrowed, or altered Documents for any purpose.
8. Those who violate of the laws of Republic of China, notified by law enforcement agencies or sentenced by the court.
9. Being absence without cause over 75 hours.
10. Other misconducts (including learning attitudes) that are considered inappropriate for continuing studying at our school.

臺北校園資訊 Information of Taipei Campus

淡江大學華語中心 TKU Chinese Language Center

臺北校園資訊 Information of Taipei Campus

5F 圖書館 Library

週一到週五 Mon. to Fri. 14:00-21:00

週六至週日 Sat. to Sun. 09:20-16:50

1F 櫃檯 Front Desk、警衛 Security guard

週一到週五 Mon. to Fri. 08:00-12:00、13:00-17:00

教務組辦公室 Office of Academic (D104a)

學務組辦公室 Office of Student Affairs (Front Desk)

週一到週五 Mon. to Fri. 08:00-12:00、13:00-17:00

B1 學生交誼廳 Student Lounge

週一到週五 Mon. to Fri. 08:30-17:00

課後輔導時間(練習中文, 每個人一週限登記一次)

Free Weekly Tutoring Service

週二、週三、週四 Tue. Wed. Thu. 12:00-13:00

登記地點 B1 謝可賢老師 (課輔地點: 學生交誼廳)

登記時間 8:00-8:30 / 11:45-12:00 / 16:00-17:00

TKU FB Fans page



TKUCLC Instagram



TKUCLC Line@



華語中心正規班

Regular Chinese Language Program (RCLP)

「正規班」於每月月初的週一開新班，課程由入門華語至進階華語，共分為 9 級，課程均以中文授課。採密集訓練，每日授課 3 小時，一期課程為 15 週，共計 225 小時。另有短期班計費方式。課程皆為聽說讀寫班，初級班著重口語會話能力之培養，中級班以上逐步加強寫作能力以及書面語之使用，中高級以上增加新聞與思想文化方面之教材。課程含定期文化參訪及團體活動，鼓勵國際學生與台灣學生互動，體驗中華文化。

Regular Chinese Language Program is designed for students who study Chinese as a second language. Each term consists of 15 weeks. A new term starts the beginning of each month and the instruction is given all year round. Classes are arranged at 9 scheduled levels, from Elementary to Advanced. All classes are conducted in Mandarin, providing diverse of learning scenarios and activities for students to develop their language skills, and get to know more about the culture.

課程和教材 Courses and Materials



淡江大學華語中心課程分級與教材

華語中心教務組修訂 (1080701)

級數	課程一	課程二	課程三	華語文能力對照			
				TOCFL	HSK	中國語檢定	CEFR
第 1 級 (初級第 1 階)	《時代華語 1》中文基礎 《時代華語 1》L1-L11	《視聽華語 1》	《當代中文 1》L1-12	Band A1 入門級	1-2 級	準 4 級	A1
第 2 級 (初級第 2 階)	《時代華語 1》L12- L16 《時代華語 2》L1-L7	《視聽華語 2》	《當代中文 1》L13-15 《當代中文 2》L1-9	Band A2 基礎級	3-4 級	4 級	A1-A2
第 3 級 (中級第 1 階)	《時代華語 2》L8-L16 《時代華語 3》L1-L3	《視聽華語 3》	《當代中文 2》L10-15 《當代中文 3》L1-4	Band B1 進階級	4-5 級	4-3 級	A2-B1
第 4 級 (中級第 2 階)	《時代華語 3》L4-L16	《視聽華語 4》	《當代中文 3》L5-12 《當代中文 4》L1-2	Band B1 進階級	5 級	3 級	B1
第 5 級 (中級第 3 階)	《時代華語 4》L1-L13	《視聽華語 5》	《當代中文 4》L3-12	Band B1-2 進階-高階級	5-6 級	3-2 級	B1
第 6 級 (高級第 1 階)	《時代華語 4》L14-L16 《時代華語 5》L1-L10	《當代中文 5》	《當代中文 5》L1-10	Band B2 高階級	6 級	2 級	B1-B2
第 7 級 (高級第 2 階)	《時代華語 5》L11-L16 《時代華語 6》L1-L7	《當代中文 6》	《當代中文 6》	Band B2-C1 高階級-流利級	-	準 1 級	B2
第 8 級 (高級第 3 階)	《時代華語 6》L8-L16 《時代華語 7》L1-L4	以下擇一： 《時代華語 7》、《商務漢語》、 《財經新聞選讀》、 國、高中常用語文教材		Band C1 流利級	-	1 級	B2-C 1
第 9 級 (高級第 4 階)	《時代華語 7》L5-L16	《財經新聞選讀》、高中常用語文教材		Band C2 精通級	-	1 級	C 2

※本表以每期 225 小時之學習時數為基準；每天 3 小時，共 15 週為一期。

※中心主教材為《時代華語》。

課程行事曆 The Academic Calendar



REGULAR CHINESE LANGUAGE PROGRAM 2020 SCHEDULE

MONTH	PERIOD	START	END	BEGINNER
JANUARY	1/1-4/30	1/6(MON)	4/28(TUE)	AFTERNOON
FEBRUARY	2/1-5/31	2/10(MON)	5/22(FRI)	MORNING
MARCH	3/1-6/30	3/2(MON)	6/12(FRI)	AFTERNOON
APRIL	4/1-7/31	4/6(MON)	7/17(FRI)	MORNING
MAY	5/1-8/31	5/4(MON)	8/14(FRI)	AFTERNOON
JUNE	6/1-9/30	6/1(MON)	9/11(FRI)	MORNING
JULY	7/1-10/31	7/6(MON)	10/16(FRI)	MORNING
AUGUST	8/1-11/30	8/3(MON)	11/13(FRI)	MORNING
SEPTEMBER	9/1-12/31	9/7(MON)	12/18(FRI)	AFTERNOON
OCTOBER	2020/10/1-2021/1/31	10/5(MON)	2021/1/15(FRI)	MORNING
NOVEMBER	2020/11/1-2021/2/28	11/2(MON)	2021/2/23(TUE)	AFTERNOON
DECEMBER	2020/12/1-2021/3/31	12/7(MON)	2021/3/30(TUE)	MORNING

Chinese New Year Holiday:2020/1/23-2020/1/31

*National Holidays are in accordance with the R.O.C. Government Announcement.
The content is subject to change without prior notice.*



修業規範 Studying Regulation

一、取一個中文名字 Have your own Chinese Name

開課第一週內，請任課老師為你取一個「中文名字」，並至一樓櫃檯完成登記，逾期登記或更改，酌收手續費新台幣 1,000 元。

Please register your Chinese Name at front desk in the first week, we charge NTD\$1,000 for overdue fees.

二、正規班結業標準 Regular Course Completion Requirement

(A)出席率達 80%,且(B)成績達 70 分；未符任一標準，即為留級。

(A) Attend more than 80% of the study program, AND

(B) Score more than 70 points

Remarking as retention when failed in any criteria above.

三、出席規定 Attendance Regulation

1. 每期課程(15 週)為 225 小時。學員須出席達 80% (即 180 小時)方能申請結業證書或成績單。
2. 扣分規定
 - A. 遲到(5 到 15 分鐘)：扣學習態度成績，超過 15 分鐘視同缺席一堂課。
 - B. 早退(提早離開教室超過 15 分鐘)：視同缺席一堂課。
 - C. 曠課(未事先通知老師)：每堂課扣 1 小時，每天扣 3 小時。
3. 人事行政局所公告之國定假日不上課，亦不補課。
4. 人事行政局所公告之因應天災所取消之課程不補課。
5. 本中心需依規定通報教育部、外交部及移民署等相關單位任何有關學員之入、退學及出、缺席狀況。

1. Total class hour per semester (15 weeks) is 225 hours. To receive the certificate of course completion and/or the transcript, students must attend more than 80% of the study program, in other words, students must attend more than 180 hours to receive the certificate.
2. Deduction Rule:
 - A. being late (5 – 15mins late) : deducting attitude points ; over 15 minutes is equal to 1 class absence.
 - B. Excused leaving early (being absent from the class for more than 15mins): equal to 1 class absence.
 - C. Absence (without informing teacher in advance): mark 1 hour per class, 3 hour per day
3. There is no class on public holidays as announced by the Central Personnel Administration, and there will be no make-up class.
4. Any natural disaster happens, class will only be cancelled as per announcement by the Central Personnel Administration, and there will be no make-up class.
5. CLC is responsible to notify the Ministry of Education, Ministry of Foreign Affairs and National Immigration Agency for any changes in student's enrollment status.

四、請假規定 Leave of Absence

1. 學員需依規定提供「請假單」及其它相關證明文件(例如：出入境證明、醫療單據、診斷證明書等)。「病假」連續三天(含以上)需提供就醫證明。任何請假時數將累計至缺席總時數。
※依結業標準(p.8)規定，學員出席率需達 80%(即 180 小時)。
2. 任何缺席時數都可能致使申請延長停留簽證或外僑居留證遭拒絕，若因缺席時數而無法申請簽證或 ARC，學員需自行承擔後果，學校概不負責。

1. Students are required to provide relevant documents for any personal leave (i.e. entry/exit stamps on passport, medical documents and/or diagnose certificate). For those who take sick leaves for 3 days in a row, must provide relevant medical documents. Every class that is missed will be all counted into absence hours.
※ Regarding to the course completion requirement (p.8), students must attend 80% or more of the study program to obtain the Certificate of Course Completion.
2. Any absence might cause the result of being rejected in applying for visa extension or ARC. Students who failed in applying for their Visa or ARC due to their absence to school, should take the full responsibility for the consequences.

五、轉(調)班 Change Class

1. 正規班課程費用已繳清者，倘欲更換程度級別，可於開課當週(5 個工作天)內填妥「轉(調)班申請表」至 D104a 辦公室提出申請，經本中心教務組審核及評估後，並經原班及新班教師簽名同意，方可辦理，逾時恕不受理。
 2. 轉、調班申請以一次為限。※一經成功轉出，不可要求轉回原班；且有可能因班級人數額滿而無法轉出或轉入。
 3. 欲申請同級轉班者，酌收手續費新台幣 1,500 元。
 4. 本中心保留審核轉(調)班之權利。
-
1. Students who have already paid off the total tuition fees, if not suitable for the arranged class level, are allowed to apply for changing class at a different level in the first week (within 5 business days), the application must hand in to Office D104a, the process will be completed after verifying and assessing, along with both original and new teachers' agreements. Any overdue request of changing class will not be accepted.
 2. The application for changing class is limited to ONCE only. ※Once successfully changed/switched the class, cannot request to return to the original class ; all submit might be rejected according to the class status.
 3. A cost of NTD1500 will be charged for switching class at the same course level.
 4. CLC reserves the right to verify all applications.

六、成績評量及續讀限制

Assessment & Restriction of re-registration

1. 平時分數：40% (聽、說、讀、寫各 10%)
 2. 期 中 考：20% (口試、筆試各 10%)
 3. 期 末 考：20% (口試、筆試各 10%)
 4. 學習態度：20% (含上課遲到、早退、是否繳交作業等)
- ※同程度級別課程連續兩學期仍未能晉(升)級者，不得續讀。
- ※短期生與留級者不得申請本中心獎學金。

1. Performance during the term: 40% (each of listening, speaking, reading and writing skill is 10%)
 2. Midterm exam: 20% (each of oral and written test is 10%)
 3. Final exam: 20% (each of oral and written test is 10%)
 4. Learning attitude: 20% (based on class attendance and requirement, such as being late or leaving early, whether submit homework, etc.)
- ※ For those who have continuously studied twice the same level and/but still failed to enter an advance program, will be dismissed and be denied to continue re-registration.
- ※ Short-term students and repeaters are not qualified to apply for any CLC scholarship.

七、成績單或結業證書申請規範 Application Rules of Transcript and Certificate of Course Completion

學期結束後，學員達結業標準即可申請成績單及/或結業證書。申請天數及費用如下：

- 成績單：每張申請費用為 NT\$50, 需 3 個工作天。
- 結業證書：每張申請費用為 NT\$300, 需 4 個星期。(若於結業日一週內申請，需多加一個星期之審核工作天數。)

學員需到櫃檯填寫申請書。如無法親自取件需郵寄，請檢附回郵信封(郵資約 NT\$240~NT\$520，實際費用視國家地區而定，依郵局公告為準)，本中心將寄至學員指定地址。

The transcript and/or the certificate will be granted upon application after the end of the semester, students must meet the requirement of course completion. Leading time and the application fee are summarized as below:

- Transcript: 3 working days, NT\$50/each
- Certificate of Completion Course: 4 weeks, NT\$300/each (apply within 1 week of the end of the semester, takes 1 week more)

Please fill out the application form at the counter.

※Notice : If student cannot pick up the transcript and/or certificate in person, or the documents need to be sent by post, please attach a prepaid return envelope along with the application (the postage rates cost approximate NT\$240~NT\$520, subject to the regions regarding to post office announcement), and it will be sent to designated address.

備註：

成績複查規範 Application Rules of Grade Review

學員倘對學期成績有疑義，可提具書面成績單影本及「成績複查申請書」向 D104a 教務組申請複查。教務組於收訖書面申請後將與任課教師進一步瞭解學生上課情況與評分標準，由教務組審核、評估後，出具書面說明回函。

The grade review will be granted upon application, students must submit a copy of transcript and a duly completed and signed application form to the office of academic at D104a, after re-evaluated, the student will receive a letter in reply.

八、退費規定 Refund Policy

學費退費規定依據「推廣教育辦法」如下：

- 學期開始前：退 90%學費。
- 學期開始未達 1/3 期程：退 50%學費。
- 學期開始超過 1/3 期程：不退費。
- 經通報屬非法打工或其它違法、違規事實而無法繼續就學者，不退費。
- 本中心學員倘成功申請就讀本校學位者，辦理本中心課程退費將以專案處理。

符合上述退費資格之學員，需由本人持「學員證」及「繳費收據」親自至櫃台辦理退費手續，本中心於核准後兩週內會通知學員本人親自至櫃台領取，或將款項匯款到學員指定帳號。其它費用概不退還。

※匯款手續費及當日匯率差額將由學生自行負擔。

Regarding to the Regulation of Continuing Education, Students withdraw the course will be subjected to the following refund policy.

- Before the course start: 90% refund of tuition
- Before passing one third of course: 50% refund of tuition
- After passing one third of course: NO REFUND
- Any report of illegal employment, or inappropriate misconducts, the tuition fee is non-refundable.

- CLC student who has successfully applied for studying at Tamkang University, may apply for partial refund.

Students must bring your Student ID and Receipt to request refund in person at the counter. Please note that the process will take about 2 weeks, the refund to either be pick up in person, or transfer into the designated bank account. Other relevant fees (i.e. registration fees, books, etc) are not refundable.

※Students will absorb the remittance fees and exchange rate.

交誼廳使用規範 Recreation Lounge Rules

為提供本校學員課餘休閒及聯誼之需要，於台北校園地下室設置交誼廳。為維護廳內整潔及舒適，特訂定本須知，以共同遵守。

1. 本廳僅供校內教職員生使用，非本校人員請勿進入。
2. 本廳開放時間：週一至週五 08:30 至 17:00。
※本中心擁有優先使用之權利，如遇特殊情形，交誼廳將暫停開放使用，詳見本中心公告。
3. 請自行保管財物，如有任何損失，淡江大學概不負責。
4. 為維護廳內整潔，離開時請自行將廢棄物丟置於 1 樓垃圾桶。
5. 禁止吸煙及高聲談話，以保持室內清潔與安靜。
6. 禁止攜帶違禁品入內。
7. 違反上述規定及校規情事者，本中心有權拒絕其使用並議處。

A recreation lounge is open in the basement(B1) in Taipei campus, we appreciate your cooperation to keep the lounge clean and tidy, and a cozy area for all users.

1. The lounge is open to TKU students and staffs only.
2. Opening hours: Monday to Friday, 8:30 AM-5:00 PM
※ CLC has the right and priority to manage the use of recreation lounge, the lounge might be closed for some circumstances, please follow up the announcement.
3. Safeguard your own belongings; Tamkang University is not responsible for any loss.
4. Please take all your own garbage when you leave.
5. Smoking is prohibited in the lounge. Please respect other users, keep the lounge tidy and quiet.
6. Dangerous articles and illegal contrabands are prohibited.
7. Any violation of the above rules, CLC has the right to refuse to enter in the lounge, and violators will be punished.

簽證 Visa

VISA Schedule in general cases



APPLY EXTENDABLE
VISITOR VISA

Apply The Admission Letter
through on-line application.
NT\$300 + 5 working days

arrive Taiwan



COMPLETE
REGISTRATION PROCESS
@TKU COUNTER

Preferably one week before the
program starts.

the 1st term starts


Approximately halfway through the 1st term



APPLY FOR 1ST VISA
EXTENSION


Documents include both the
enrollment certificate and the
attendance record.
NT\$100. + 3 working days

Near the end of the 1st term



APPLY FOR 2ND VISA EXTENSION

1. Pay the tuition fee (NT\$28,000)
2. Documents include the enrollment certificate + the attendance record.
NT\$100 + 3 working days

Within the third week of the 2nd term starts



PREPARE FOR THE RESIDENCE VISA APPLICATION

Documents include the enrollment certificate, the attendance certificate and the transcript.
NT\$150+ 3 Working days


RESIDENT VISA APPLICATION @ MOFA

Prepare all documents required for the application.
(<https://www.boca.gov.tw/cp-166-285-041cb-2.html>)

Within 15 days of receiving the resident visa


APPLY FOR ARC

Documents include both the enrollment certificate and the attendance record.
Fee: NT\$100.
Period: 3 working days

ARC application is completed!

申請簽證 Visa Application

※自2012年4月9日起，外籍人士申請我國簽證須先至「台灣外交部領事事務局」網頁填妥簽證申請表，列印後再持憑據向駐外館處申請簽證。網址：<https://visawebapp.boca.gov.tw>

※From APRIL.09.2012, ROC visa applicants are required to access the website of Bureau of Consular affairs, Ministry of Foreign affairs, filling out and printing out the online application, then submit to the nearest Taiwan Embassy to apply for visa. <https://visawebapp.boca.gov.tw>

延長簽證 Visa Extension

一、申請地點 Place of Application

內政部移民署 National Immigration Agency

二、簽證類別及申請時間 Type of Visa & Extension Time

「停留期限為 60 天或 90 天且無「不得延期」字樣註記者，抵台後尚須作超過原停留期限之停留，得於期限屆滿前，檢具有關文件向停留地內政部移民署各縣（市）服務站申請延長停留，最長得延期至 180 天為限。」

※註：在本校就讀華語課程滿 4 個月並繼續註冊 3 個月以上，且符合居留簽證之要件者，得於所持停留簽證之停留期限屆滿至少 10 個工作天前，向領事事務局或外交部中、南、東部、雲嘉南辦事處申請改換居留簽證。

For ROC visa holder that is valid for 60 or 90 days, with no LIMITED STAY or NO-EXTENSION stamp, is allowed to apply for Visa Extension before the expiry date, maximum extension is up to 180 days.

※For those who have studied in TKUCLC over 4 months and have enrolled the next semester for length at least three months, also meet all requirements of Resident Visa, are allowed to apply for Resident Visa (at least 10 business days before expiry date) at Ministry of Foreign Affairs.

三、應備文件 Required documents

- 1.申請表一份+兩張兩吋彩色大頭照片。
 - 2.護照正本(效期六個月以上且須有空白頁)；「護照基本資料頁」及「入境章戳頁」影本各一份。
 - 3.語言中心之(1)註冊證明及(2)出缺席紀錄。
1. A duly completed and signed application form along with 2 passport-size photos in color taken within 6 months.
 2. A passport valid at least 6 months with blank pages left, along with one photocopy of passport including the bio-page and entry stamp record.
 3. A (1)registration certificate and (2)attendance record issued by TKUCLC.

四、注意事項 Notice

1. 停留期間均自入國翌日起算。
2. 持落地簽證或以免簽證方式入國者，不得申請延期。
3. 依據《入出國及移民法》第二十八條規定：「十四歲以上之外國人，入國停留、居留或永久居留，應隨身攜帶護照、外僑居留證或外僑永久居留證。」，未攜帶證件的罰金為新台幣 1000 元。
4. 依據《入出國及移民法》第三十一條規定：「外國人於居留期間，變更居留住址或服務處所時，應向入出國及移民署申請辦理變更登記。」(依規定應於事實發生十五日內)，每次搬家後，未向移民署服務處登記新地址，將裁罰新台幣 2,000~10,000 元。

1. The duration of stay starts from the day following arrival.
2. Those who hold landing visa or visa-exempt to enter Taiwan may not apply for extension.
3. All foreigners must carry and present their passports or ARCs to any police officer upon request. Students should always carry their student ID cards with them. The penalty for not carrying identification is NT\$1000.
4. ARC holders must notify National Immigration Agency and re-register the new resident and/or place of employment address(within 15 days). The penalty for not re-registering is NT\$2000-10000.

申請研習中文居留簽證

Apply Resident Visa for Studying Chinese

一、申請地點 Place of Application

外交部領事事務局

Bureau of Consular Affairs, Ministry of Foreign Affairs

二、應備文件 Required Documents

- 1.護照正本及影本，應有六個月以上效期及空白頁。
- 2.教育部認可之大學附設國(華)語文中心核發之在學證明正本及影本。(在學證明之內容須證明學生已在該中心就讀滿4個月並已註冊下一期3個月以上。每週至少上課15小時。)
- 3.上課出缺席紀錄證明正本及影本，缺課(含請假時數)不得超過上課總時數之四分之一。
- 4.成績單正本及影本、研習期間之測驗成績。
- 5.研習計畫書正本及影本。(內容應包含來台研習中文之動機及研習計畫。)
- 6.財力證明正本及影本。(如銀行存款證明、國外匯款證明)。
- 7.健康檢查合格證明正本及影本。(健康檢查應繳驗最近3個月內由行政院衛生署指定之外籍人士體檢國內醫院或國外醫院出具之健康檢查合格證明，國外健檢證明則須經中華民國駐外館處驗證。)

※健檢項目詳見外交部領事事務局網站 <https://www.cdc.gov.tw/>

8.簽證申請表一份，申請人須親自簽名確認，表單上請黏貼6個月內2吋彩色大頭照2張，照片背景須為白色。

9.其他視個案要求提供之文件。

10.費用：居留簽證規費請參照外交部領事事務局公告。

網址：<https://www.boca.gov.tw/>

1. The original and a photocopy of passport valid at least 6 months with blank pages left.

2. The original and one photocopy of the registration certificate, issued by a Chinese language center affiliated to one of the universities accredited by Ministry of Education. (The content of the registration certificate has to indicate that one has completed 4 months of study and has enrolled the next semester for length at least three months, and weekly hours of attendance to lectures must be at least 15 hours.)

3. The original and one photocopy of attendance record. The student must not been absent for more than 1/4 of the term.

4. The original and one photocopy of transcript from the period of study.

5. The original and one photocopy of a study plan. (The content should clearly state one's purpose of staying in Taiwan, including the motivation of learning Chinese and the future plan of study.)

6. The original and one photocopy of financial statement.(ex: bank statement, overseas remittance)

7. The original and one photocopy of health certificate which should be issued within 3 months by one of the local hospitals designated by the Centers for Disease Control of Ministry of Health and Welfare of the R.O.C. (Taiwan) or a foreign hospital. Health certificates issued by foreign hospitals must be authenticated by an R.O.C. (Taiwan) overseas mission.

※The required items in detail for health certificate are provided in the website of Bureau of Consular Affairs, Ministry of Foreign Affairs. <https://www.cdc.gov.tw/>

8. A duly completed visa application form printed out and signed by the applicant. Please paste two color passport-size photos with a white background taken within 6 months.

9. Other additional documents may be required during processing and to be decided on a case-by-case basis.

10. Application fee varies from nationalities, for more detail please look up at the website of Bureau of Consular Affairs, Ministry of Foreign Affairs. <https://www.boca.gov.tw/>

申請外僑居留證 Apply ARC (Alien Resident Certificate)

一、申請地點 Place of Application

內政部移民署 National Immigration Agency

二、應繳文件 Required Documents

1.申請書一份+兩張兩吋彩色大頭照片。

2.護照及居留簽證正本、影本各一份。

3.學生證正本、影本各一份。

4.在學證明及出缺席紀錄證明。

5.證件規費費用：(a)每件每一年效期新臺幣 1000 元。(b)但持停留簽證入國申請者，新臺幣 3200 元。※費用依移民署官網為準。

1. A duly completed and signed application form along with 2 passport-size photos in color taken within 6 months.

2. The original and one photocopy of passport and resident visa.

3. The original and one photocopy of the student ID.

4. The original and one photocopy of registration certificate and attendance record.

5. Application fee: (a) one-year term: NT\$1,000 ; (b) Visitor Visa holder: NT\$3,200.

※ The accurate fee is subjected to the official website of National Immigration Agency.

重入國許可 Re-Entry Permit

一、申請地點 Place of Application

內政部移民署各縣市服務站 National Immigration Agency

二、應繳文件 Required Documents

1.申請書一份。

2.護照及外僑居留證正本、影本各一份。

3.學生證或在學證明書。

1. A duly completed and signed application form.

2. The original and one photocopy of passport and ARC.

3. A student ID card or a registration certificate issued by the school.

簽證處相關資訊 Offices Information

- 外交部領事事務局 Bureau of Consular Affairs, Ministry of Foreign Affairs, ROC (Taiwan)

<https://www.boca.gov.tw/mp-1.html>

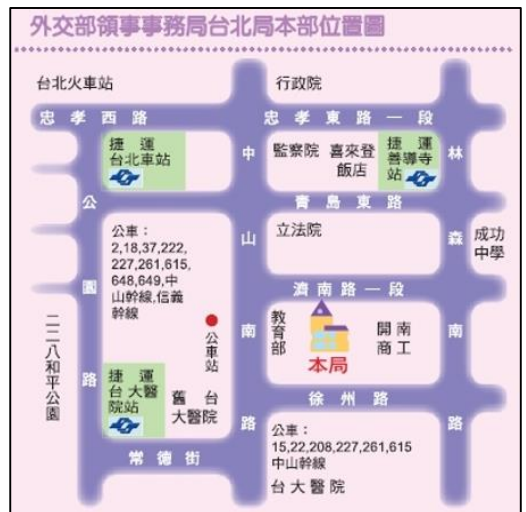
地址：台北市濟南路一段2-2號中央聯合辦公大樓北棟3~5樓
3~5F, North Building, No.2-2, Sec.1, Jinan Rd., Taipei, Taiwan

電話：(02) 2343-2888

交通 Transportation

捷運台大醫院站2號出口，或善導寺1號出口，步行約10分鐘。

Take the MRT to National Taiwan University Hospital Station, going out from Exit 2, or Shandao Temple station Exit 1, the Bureau is at a walking distance within 10mins.



- 內政部移民署 National Immigration Agency
<https://www.immigration.gov.tw/>

台北市服務站 Taipei City

地址:台北市廣州街15號

電話:(02)2388-9393#3122、3123

交通:捷運小南門站2號出口

MRT Xioanmen Station,
Exit 2.



新北市服務站 New Taipei City

地址:新北市中和區民安街135號1樓

電話:(02)8228-2090

交通:公車 307, 57, 1080,
1073,至積穗國中站下車，
步行約 15 分鐘。

Bus 307, 57, 1080, 1073,
get off at Ji-Sui Junior High
School Station, 15 mins
walk.



外國留學生工作許可申請 Applying for Work Permit

一、申請流程 Application Procedure

※勞動部公告：108年5月1日開始，工作許可只能上網申請，不能繳交紙本文件！

Ministry of Labor Announcement: Starting from May 1st, 2019, work permits only can be applied online, and paper documents cannot be submitted.

線上申辦操作相關問題，請參照淡江大學華語中心LINE@首頁說明，或於上班時間（週一至週五上午8:00-12:00；下午13:00-17:00）至學務組辦公室（一樓櫃台）洽詢。

Please follow the guidelines on Line@, for further questions please inquire at Office of Student Affairs(1F front desk). Office Hour: Mon-Fri 08:00-12:00, 13:00-17:00

※注意事項 Notice

-許可期間最長為六個月

Period of Validity provided maximum 6 months.

-工作時數，每星期最長為 20 小時。

Maximum working hour is 20 hours per week.

工作證 說明網址



二、申請資料 Required documents

1.填寫線上申請表。

Fill out the online application form.

<https://ezwp.wda.gov.tw/>

2.有效護照掃描檔(PDF)。

A scan of the passport (PDF).

3.如非在本中心就讀滿一年，請出示其他學校之成績單。

If you have not studied at TKUCLC for a whole year, please submit the academic transcript from other language center.

4.審查費新台幣 100 元，繳費方式如下：

The administration fee costs NT\$100, payment methods are as follows:

(1)郵局劃撥。Transfer at Post Office

-劃撥戶名 (Transfer account name) :

「勞動部勞動力發展署聘僱許可收費專戶」

-劃撥帳號 (Transfer account) : **19058848**

(2)現場繳交。Pay at the counter

地址：臺北市中正區中華路一段 39 號 10 樓勞動部收費櫃台。

生活資訊 Living Information

緊急電話資訊 Emergency Call

警察局大安分局 DaAn Police Station	(02) 2325-9850
報警 Call for police	110
救護車、火警、消防隊	119
Call for ambulance/ fire brigade	
手機緊急救難專線	112
Emergency call by cell phone	
台北市市民熱線(中/日/英文服務)	1999
Taipei citizen services in Chinese, Japanese, English	
外籍人士緊急電話	(+886) 0800-024-111
Emergency call used by foreigners	

※外籍人士撥打 110 或 119，若語言無法溝通時，可撥打外籍人士緊急電話尋求援助。

電信電話 Telecom and Telephones

一、申請手機 mobile service

1. 中華電信：0800-080-090 (Chunghwa Telecom)

網址：<http://www.cht.com.tw/>

2. 台灣大哥大：0809-000-852 (Taiwan Mobile)

網址：<http://www.taiwanmobile.com/index.html>

3. 遠傳電信：0800-058-885 (Far EastTone)

網址：<http://www.fetnet.net/Home/index.html>

4.台灣之星：0800-661-234 (T-Star)

網址：https://www.tstartel.com/CWS/

5.亞太電信：0809-050-982 (Gt)

網址：https://www.aptg.com.tw/my/

二、撥打國際電話 international call

1.台灣碼(Taiwan country code:002)+該國國碼(Country code)+區碼(Area code)+電話號碼(phone number)

例：撥打至美國紐約(212)345-6789

(ex: call to New York→002-1-212-35456789)

2.國際電話服務電話(International Service-phone) 0800-080-100

3.查詢中華電信或中華黃頁網路電話簿(The Official Yellow Phone Book of Taiwan)

http://www.cht.com.tw/、http://www.eyp.com.tw/

三、其他各項服務(Telephone Service Numbers)

※電話障礙台(Telephone Information & Repairing)：123

※英文查號台(Directory Assistance)：106

※國際電話服務台(International Operator Assistance)：100

住宿資訊 Accommodation

1. International House of Taipei

地址：新北市新店區新坡一街 102 號

電話：(+886) 2-29103117

網址：http://emmm.tw/L3_content.php?L3_id=1962

2. World Scholar House

地址：台北市松江路 38 巷 2 號 8 樓

電話：(+886) 2-25418113

網址：<http://www.worldscholarhouse.com/rooms.html>

3. Mongo Pudding (Japanese)

地址：台北市羅斯福路三段 128 巷 31 號 2 樓

電話：(+886) 931-102473

網址：<http://www.taiwan-link.com/mango/>

4. 崔媽媽基金會租屋服務

<http://www.tmm.org.tw/tindex.html>

5. 外籍專業國際交流網

<http://www.tealit.com/>

郵局和銀行 Post Office & Banking Services

一、郵政業務

台灣的郵政業務包含銀行服務。外籍人士到任何郵局開戶，需要準備外僑居留證(ARC)或中華民國統一證號基本資料表(可向移民局洽詢)、有效護照、首次存放金額。※新帳戶申請表上可勾選是否需要簽帳功能之金融卡。開戶完成後，申請者可取得提款卡及存摺。

Open an account in the post office:

Present a valid residency permit, passport and initial deposit. Applicants without a valid permit are required to present a "Record of ID Number in the Republic of China"(available upon request from the branch offices of National Immigration Agency; inquiry hotline: 02-2388-9393; 0800-024-111).

All post offices in Taiwan are available for applying with the above documents and more than NT\$10 dollars. Otherwise, two application forms and one deposit order are required to be filled in when applying. ※Visa Debit Card is available upon request on application form.

二、銀行開戶

外籍人士到銀行開戶需準備外僑居留證(ARC)或中華民國統一證號基本資料表(可向移民局洽詢)、有效護照、首次存放金額。※新帳戶申請表上可勾選是否需要簽帳功能之金融卡。開戶完成後，申請者可取得金融提款卡及存摺。

Open an account in the bank:

Present a valid residency permit, passport and initial deposit. Applicants without a valid permit are required to present a "Record of ID Number in the Republic of China"(available upon request from the branch offices of National Immigration Agency; inquiry hotline: 02-2388-9393; 0800-024-111). ※Visa Debit Card is available upon request on application form.

健康保險 National Health Insurance

一、投保資格：在台灣領有外僑居留證之外籍人士，應自領有居留證明文件後，在台灣居留滿 6 個月之日起加保。(※居留滿 6 個月：指進入台灣地區居留後，連續居住達 6 個月，或曾出境 1 次且未達 30 日，其實際居住期間扣除出境日後，併計達 6 個月。)

International students who hold an ARC and have stayed in Taiwan for six months should enroll for National Health Insurance.

二、保險費用：每月 749 元。※費用依健康保險署官網為準。
Insurance Premium: NT\$ 749 per month.

※The accurate fee is subjected to the official website.

三、申請辦法：填寫申請表後，黏貼二吋相片一張及 ARC 之正反面影本、攜帶護照至中央健康保險署辦理投保。

To enroll the health insurance, please complete the application form attached with a 2-inch color photo, one photocopy of ARC (front and back) and passport, submitting to the office of National Health Insurance Administration, Ministry of Health and Welfare.

四、其他詳細相關規定請洽「衛生福利部中央健康保險署」。

For more details and regulations, please contact the office of National Health Insurance Administration, Ministry of Health and Welfare. <https://www.nhi.gov.tw>

健保諮詢專線：0800-030-598

服務時間：週一至週五 8:30 AM~12:30 PM, 1:30 ~5:30 PM

周邊之醫療院所 Nearby Hospitals

1. 台大醫院 National Taiwan University Hospital

地址：台北市中山南路 7 號(東址大樓住院急診服務)

台北市常德街 1 號 (西址大樓門診住院服務)

電話：(02) 2312-3456

網址：http://www.ntuh.gov.tw/

2. 三軍總醫院(汀州院區)

Tri-Service General Hospital (Tingjhou Branch)

地址：台北市汀州路三段 40 號

電話：(02) 2365-9055

網址：http://www.tsgh.ndmctsg.edu.tw/index.asp

3. 萬芳醫院 Wan-Fang Hospital

地址：台北市興隆路三段 111 號

電話：(02) 2930-7930

網址：http://www.wanfang.gov.tw/

台北捷運圖 Taipei Metro Map (轉載自台北捷運公司)



淡江台北校園周圍地圖 Taipei Campus Surroundings



捷運站	<ul style="list-style-type: none"> ●東門站 5 號出口迴轉走麗水街(步行約 5 分鐘)。 ●古亭站 5 號出口走和平東路至師大校門對面轉麗水街(步行約 15 分鐘)。
公車站	<ul style="list-style-type: none"> ●信義金山路口站(214、237、671、248、606、670、0南)

- 信義永康街口站(0 南、38、22、204、20、0 東、1503、88、588)。
- 捷運東門站(金山)(0 南、214、214 直、237、248、606、670、671)
- 信義新生路口站(668、675、680、72、676、311、109、254、290、211、280、505、642、643、280、280 直、1501、1505、1728、672、1550)
- 搭火車者可自台北車站捷運站 8 號出口前行 50 尺到青島西路轉搭 88

重要公告 Important Announcements

1.本校全面禁菸，敬請配合！

Smoking is prohibited on the school premises.

2.尊重及保護智慧財產權，請勿重製或下載他人創作

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3.資料之蒐集、處理及利用，應遵循「個人資料保護法」之規範

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<http://www.clc.tku.edu.tw/>



淡江大學華語中心

TKU Chinese Language Center



淡江大學華語中心 *TKUCLC*



淡江大學華語中心 *TKUCLC*

Taipei Campus

10650 台北市大安區金華街 199 巷 5 號

No.5, Lane.199, Jinhua St. Daan Dist.,

Taipei City 10650, Taiwan (R.O.C.)

TEL:+886 (02) 2321-6320 #8851-8854

FAX:+886 (02) 2321-4036

Email:clc@clc.tku.edu.tw



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