



國立政治大學華語文教學中心
Chinese Language Center (CLC)
National Chengchi University (NCCU)

February 2024

學生手冊中英文版本如有歧義，
應以中文版本為準。

相關課程活動資訊與重大消息，皆公布於
中心網站、臉書，並寄發電子郵件，
請隨時留意以免錯過重要訊息。

In case of discrepancies between the Chinese and English version of this manual, the Chinese version shall prevail.

All information related to our course/activity and important events will be announced on the website and Facebook and be emailed to you. Please check them from time to time without missing important messages.

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1. 課程

1-1 正規班

本中心每年開設春夏秋冬四期華語課程，除冬季期授課 10 週(150 小時)外，其他三期每期授課 12 週(180 小時)。課程分初級、中級、中高級與高級四級，每級再分為三至四級程度。

為提高本中心學生學習品質，預計自 2024 年春季期開始，由初級第一級開始，逐期更換教材，並將各級課程使用教材列表於下：

程度	班級代號	使用教材
初級第一級	B1-1, B1-2...	精通華語第 1 冊
初級第二級	B2-1, B2-2...	視聽華語第 1 冊
初級第三級	B3-1, B3-2...	視聽華語第 2 冊第 1~11 課、精通華語第 2 冊
中級第一級	I1-1, I1-2...	視聽華語第 3 冊第 1~9 課
中級第二級	I2-1, I2-2...	視聽華語第 3 冊第 10~14 課 及 視聽華語第 4 冊第 1~4 課
中級第三級	I3-1, I3-2...	視聽華語第 4 冊第 5~14 課
中高級第一級	H1-1, H1-2...	迷你廣播劇 或 今日台灣 或 遠東生活華語第 3 冊
中高級第二級	H2-1, H2-2...	廣播劇選集 或 視聽華語第 5 冊 或 遠東生活華語第 3 冊
中高級第三級	H3-1, H3-2...	讀報學華語第 1、2 冊、其他自選教材
中高級第四級	H4-1, H4-2...	精選話題新聞、讀報學華語第 3 冊、其他自選教材
高級第一級	A1-1, A1-2...	老師 / 學生自選教材
高級第二級	A2-1, A2-2...	老師 / 學生自選教材
高級第三級	A3-1, A3-2...	老師 / 學生自選教材

※續讀舊生成績合格者一律升一級，新生則以分班測驗的成績編班。

第一週請務必依排好的班級名單上課，週一、二老師需測試班上所有學生的程度，若有程度不合適的學生，老師會寫「程度調整單」建議學生到適合的班級聽課。學生若有任何課程問題，請先與原上課的老師商量，一定要拿「建議聽課單」才可到別班聽課，沒有拿「建議聽課單」的學生，老師不會接受他聽課。週五華語文中心將召開會議，會議中調整每班的人數與程度，每班人數至少 6 人，然後決定最後的班級名單。

新班名單將於第二週週一公佈於一樓公佈欄內，名單公佈後學員不得再任意轉班。

公告：

為提高本中心學生學習品質，預計自 2024 年春季期開始，由初級第一級(B1)開始，逐期更換教材，詳情請見本中心官方網站-「教材與能力指標」區說明。

1. Courses

1-1 Regular Courses

Regular courses are offered all year round in four terms (Fall, Winter, Spring, and Summer) on a 12-week basis with a total of 180 hours for Fall, Spring and Summer terms. The Winter term runs for 10 weeks with a total of 150 hour. Full-time students are placed into four levels (Beginning, Low-Intermediate, Intermediate and Advanced) based on their language proficiency. See the table below for relevant information of regular courses.

Level	Class	Book
Basic Chinese Level 1	B1-1, B1-2...	Mastering Mandarin 1
Basic Chinese Level 2	B2-1, B2-2...	Practical Audio-Visual Chinese 1
Basic Chinese Level 3	B3-1, B3-2...	Practical Audio-Visual Chinese 2 (1-11), Mastering Mandarin 2
Intermediate Chinese Level 1	I1-1, I1-2...	Practical Audio-Visual Chinese 3 (1-9)
Intermediate Chinese Level 2	I2-1, I2-2...	Practical Audio-Visual Chinese 3 (10-14) ~ Practical Audio-Visual Chinese 4 (1-4)
Intermediate Chinese Level 3	I3-1, I3-2...	Practical Audio-Visual Chinese 4 (5-14)
High-Intermediate Chinese Level 1	H1-1, H1-2...	Mini Radio Plays, Taiwan Today, or Far East Everyday Chinese 3
High-Intermediate Chinese Level 2	H2-1, H2-2...	Radio Plays, Practical Audio-Visual Chinese 5, or Far East Everyday Chinese 3
High-Intermediate Chinese Level 3	H3-1, H3-2...	Learning Chinese with Newspaper 1-2, others
High-Intermediate Chinese Level 4	H4-1, H4-2...	Selected Current Issues 、 Learning Chinese with Newspaper 3, others
Advance Chinese Level 1	A1-1, A1-2...	To be announced
Advance Chinese Level 2	A2-1, A2-2...	To be announced
Advance Chinese Level 3	A3-1, A3-2...	To be announced

※Students who have studied the previous term at CLC will be automatically placed into the next consecutive class level. New Students will be placed into classes based on the results of their placement test.

On the first day of the term, students must attend their assigned class. Students should stay in the classes assigned to them from Monday to Tuesday so that the teacher can do various assessments. From Monday to Thursday of the first week of each term, teachers will assess their students' language level and will assign students to a different class if necessary. If the students have any problems, they may consult with their teacher. Students auditing classes should always have with them the suggestion list from their teachers, if not they may be rejected. The CLC faculty will hold a meeting on the first Friday to determine class compositions and levels. Each class will be comprised of at least 6 students.

The new schedule and class rosters will be posted on the bulletin board on the 1st floor on the second Monday of the new term. No changes are allowed after this day.

Announcement:

Starting with Basic Chinese Level 1 in the 2024 Spring Term, CLC plans to gradually change the teaching materials. A comparison chart is available on the CLC website under the "Level and Textbook Index" section.

1-2 上課須知

1. 上課須知：

- (1) 週一至週五每日三節課，每節課 50 分鐘，兩節課之間有 10 分鐘的休息時間。
- (2) 上課鈴響後 20 分鐘，若無一學生出席，該堂課取消且老師不需另外補課。反之，若老師遲到，則需負責補課。
- (3) 學生因個人因素無法前來上課者，不可要求老師個別補課或至別的班級補課。
- (4) 課程主要以中文教學，學生不可要求老師以中文以外的語言授課。

2. 出缺席：

- (1) 缺課時數過多將影響簽證及居留簽證是否得以延長，請密切注意。
- (2) 每次上課必須親自簽名。每一堂課遲到、早退合計超過 20 分鐘（含 20 分鐘），都以缺課 1 小時計算。
- (3) 出席時間應以教室時鐘為準，並自抵達教室開始計算。課程中如有遲到、早退等情況，應由學生自行在簽到表註記各段上課時間，並由教師確認。
- (4) 政治大學學籍生或交換生如有衝堂情況，請繳交一份由所屬單位/系所核章之『選課證明單』，始不計算衝堂時段之缺課時數；未繳交者視同缺課。
- (5) 疾病、手術及住院等出缺席認定規則：
 - a. 因重大疾病住院者，其住院期間可不計算缺課時數，但應提供公私立醫院或診所醫師診斷證明書備查。
 - b. 因疾病需動手術者，其手術期間可不計算缺課時數，但應提供公私立醫院或診所醫生診斷證明書備查。
 - c. 因急診就醫或手術後經醫師指示需在家休養以致無法到課者，其休養期間得不計缺課時數，但以 7 日為限(含例假日)，並應提供公私立醫院或診所醫師診斷證明書備查。
 - d. 請利用非上課時間去看醫生。非上述原因缺課者，一律列入缺席時數。
- (6) 代表政治大學校隊或系隊參加比賽者，視同公假，不計算缺課時數，但應提供相關證明文件備查。
- (7) 凡缺課超過上課總時數 1/4 以上，下期將不得於本中心繼續研習。本中心將同時依規定通報移民署。

3. 學習成績評量方式：

出席成績	10%
學習態度	10%
作業成績	20%
平時測驗	20%
期中考（含筆試口試）	20%
期末考（含筆試口試）	20%

1-2 Guidelines for Classes

1. General Guidelines

- (1) Regular classes are held three hours a day from Monday to Friday with a total of three sessions (50 minutes per session and a 10-minute break in between).
- (2) Students are given a 20-minute grace period to come to class. If not a single student has arrived 20 minutes after class begun, the teacher is at his/her own discretion whether to cancel the class with no make-up class. Should the teacher be late, he/she is required to make up for the time missed.
- (3) Students who miss class for personal reasons may not request an individual make up session with the teacher.
- (4) **Courses are conducted mainly in mandarin. Students' request of using any other languages will not be accepted.**

2. Attendance

- (1) Skipping classes may affect your visa extension result. We advise you to pay extra attention to your attendance!
- (2) **Students are required to sign the attendance sheet upon arrival of each class.** All unscheduled/unexcused tardiness and/or early departure by 20 or more minutes (combined) will be considered absent for one full hour of the entire class session.
- (3) **The arrival timestamp should be in accordance with the physical clock in the classroom, and students are required to adjust their timer clock accordingly. The arrival period is marked with the student's presence in the classroom.** Any unscheduled/unexcused tardiness or early departure is required to be reported on the attendance sheet by the students themselves under the instructor's supervision and confirmation.
- (4) For NCCU degree-seeking/exchange students, if a timetable clash between your university course and CLC language course is identified, please submit a copy of your official NCCU course selection form directly to the CLC office. If not, absence will be listed.
- (5) **Illness, Surgery, and Hospitalization Absence Guidelines:**
 - a. In case of serious illness or hospitalization, missed class hours will be considered sick leave as long as the student submits to the CLC office an official Certificate of Diagnosis issued by the public or private hospital or clinic.
 - b. If an operation is required, the class hours missed due to the operation will not be counted as absences as long as the student submits to the CLC office an official Certificate of Diagnosis issued by the public or private hospital or clinic.
 - c. **If the student is unavoidably absent from class due to urgent illness,** or the doctor directs the student to stay at home due to an illness or operation for a certain period of time, after 7 days (including weekends) the student's missed class will begin to be counted as absence. The student must submit to the CLC office an official Certificate of Diagnosis issued by a public or private hospital or clinic.
 - d. Please **go to hospital before/after class.** Missed classes due to any conditions other than those listed above will be counted as absences.
- (6) For students who participate in NCCU official contest or take part in off campus contests representing NCCU or CLC, a contest relative document must be submitted to the CLC office so their absence will not be listed, but considered as official leave.
- (7) **Students absent without leave exceeding one-fourth of the term will not be permitted to enroll in the following term.** By following the TW government regulation, the CLC will notify the immigration office.

3. Evaluation Criteria

Attendance	10%	Quizzes	20%
Participation	10%	Mid-term (written & oral)	20%
Assignment	20%	Final term (written & oral)	20%

4. 升級、留級、不予續讀、缺課示警及補考：

- (1) **升級**：總缺席時數不超過當期應上課總時數 1/4，且學期總成績 70 分(含)以上者，予以升一級。
- (2) **留級**：總缺席時數不超過當期應上課總時數 1/4，且學期成績未達 70 分者予以留級。
- (3) **不予續讀**：
缺課超過 45 小時（冬季期 37 小時）以上者無法續讀。
本中心也可依據學生學習狀況、課堂表現，視情況拒絕學生續讀申請
- (4) **缺課示警**：學期中（春、夏、秋三期第 8 週、冬季期第 7 週）如缺課時數已達當期應上課總時數 1/5 者，將考慮其續讀申請，並於課程結束前一週視出席狀況另行通知結果。
- (5) **補考**：補考資格、補考時間及分數計算方式，請見華語中心網站的法規辦法專區。

5. **退學**：學生如影響上課秩序及他人/校園安全、違反中華民國相關法令及本中心規定及其他特殊情形者，應立予退學處分，並通知移民署。凡經退學之學生不得要求退還學費，本中心日後亦不接受該員申請入學。

6. **其他注意事項**：

- (1) 因教室裡有貴重設備且基於安全考量，僅開放教室上課使用。其餘教室全天皆不開放。
- (2) 本中心依照政治大學行事曆於國定假日及本校規定之假日放假，不另行補課。
- (3) 若遇颱風、地震、或其他天然災害、空襲警報等人力無法控制之事件，本中心將依據校方指示停課，不須另行補課。
- (4) **請注意自身安全**，如有打架、喝酒鬧事、吸毒、非法打工等行為，將立即退學。

1-3 免費課程

1. 每期開設 5-8 班，課程內容每期不同、由本中心決定。課程講義費、材料費自付。
2. 申請時間：每期第三週週一至週二親自至中心辦公室申請，以報名先後順序錄取。
3. 上課期間為每期第 4 週至第 9 週（期中考週不上課）。
4. 缺課超過三次者下一期無法選課。

4. Repetition, Suspension, Make-up exam, and Expulsion

- (1) **Regular Promotion:** Students who fulfill the attendance requirement (no absent without leave exceeding one-fourth of the term) and receive term scores of 70 or above will be promoted to the next level.
- (2) **Repetition:** Students who fulfill the attendance requirement (no absent without leave exceeding one-fourth of the term), but receive term scores of 70 or below will be required to repeat the same term.
- (3) **Suspension:** Students' absence hours exceed 45 hours (37 hours for winter term), we will disqualified the students from enrollment and reject his/her application for the following terms.
- (4) **Absent alert:** Students absent without leave exceeding one-fifth of the term during the first eight weeks of class (seven weeks in winter term) may be rejected to apply for the following terms. The decision will be made according to the attendance and be disclosed a week by the end of the term.
- (5) **Make-up Examination:**
Make-up examination applications, schedules, and score counts can be found under "Regulations" on the CLC website.

5. Expulsion:

Students with conducts that are considered improper or violate the law or regulations of CLC, CLC office has the right to disqualify students' CLC identity, discontinue their studying here, inform the National Immigration Agency, as well as reject their application for the following term.

6. Other

- (1) Considering the safety of the students, and the security of valuable equipment, only classrooms in use will be available and the rest will be close.
Holidays are scheduled according to NCCU academic calendar. Class hours missed due to holidays will not be rescheduled.
- (2) In case of typhoon, earthquake, or other natural disasters that are a direct threat to the students' safety, CLC, on the basis of the decision made by NCCU, will cancel all classes and these classes will not be rescheduled.
- (3) No fights, alcohol, drug abuse, or illegal working is permitted. Students involved in any of the above should be expelled immediately.

1-3 Free Course



1. There might be 5-8 free courses available in each term. Different topics may occur from time to time and is up to CLC. Please note that extra fees may be required.
2. Applying period: The third Monday and Tuesday of each term. One must register at CLC office and has priority by early application.
3. Courses duration: The 4th-9th week of the term. (No class during Mid-term week.)
4. No free course available at the following term for students absent more than three times.

1-4 退費及更換課程

1. 申請退費者，需提出繳費收據正本、在臺開立之金融帳戶、統一證號及其他相關證件（如入學許可書、學生證、簽證證明文件及保險相關文件），才能退費。
2. 申請正規班退費者，依下列規定辦理：
 - (1) 註冊費一經繳納，不予退費
 - (2) 繳費後至當期開課日前最後一個工作日：退還 9 成學費與全額保險費。
 - (3) 開課首日至未逾全期上課總時數三分之一：退還 5 成學費，保險費不予退費。
 - (4) 已逾全期上課總時數三分之一：學費及保險費皆不予退費。
 - (5) **申請退費者，本中心將發文移民署取消已延長之簽證。**

**備註：申請退費約需二~三週。*
3. **學費一經繳納，不得以任何理由申請轉讓與他人或延期。**
4. 欲將正規班課程轉為個人班課程，必須於正規班**上課後第一週週五下班前**至辦公室辦理，由辦公室計算轉換之個人班時數並安排課程。**開學第二週起**，因故無法繼續課程者，依本退費辦法第 2 點辦理。

1-5 證明書類

1. **在學證明書：** 
 - (1) 內含就讀期別、出缺席時數。
 - (2) 請至中心辦公室辦理，需時一天。
 - (3) 免費。
2. **學業證明書：** 
 - (1) 內含就讀期別、語言程度、出缺席時數與總成績。
 - (2) 請至中心辦公室付費辦理，需時三天。
 - (3) 紙本每份 10/20 元，電子版免費。
3. **推薦信**
 - (1) 學生應自行向當期或前期授課老師提出請求。
 - (2) 至中心辦公室付費辦理。
 - (3) 紙本推薦信每份 20 元、電子版免費。



1-4 Tuition, Insurance Refund and Course Transfer

1. To apply for a refund, submit the tuition payment receipt and any other relevant documents such as Letter of Admission, student ID card, visa, ARC/government-issued ID number, a copy of your bank account book and insurance documents.
2. Full-time course refund policy:
 - (1) The registration fee is not refundable.
 - (2) Students who submit refund application by the last working day before class starts are entitled to a 90% refund of the tuition and full insurance fee.
 - (3) Students who submit refund application before passing one third of the term are entitled to a refund of 50% of the tuition but no refund of insurance fee.
 - (4) No refund after one third of the course.
 - (5) No refunded will be made to late applicants.

[Note]: Please allow 2-3 weeks for your refund application to be processed.

3. **Tuition submitted is not transferable to another individual or postponed to any other term at any point.**
4. To transfer the regular course to individual course, the request must be raised before 17:00, Friday, the first week of each term. The CLC office will calculate the class hours and arrange the course. No refunded and courses transferred once the student leaves the course earlier with any reasons **after the first week.**

1-5 Certificates and Recommendation letter

1. Certificate of Enrollment

- (1) Term duration and attendance will be listed.
- (2) Please apply at CLC office and it takes 1 business day to process.
- (3) Free of charge.



2. Record of Study

- (1) Term duration, level, attendance and grade will be listed.
- (2) Please apply at CLC office and it takes 3 business days to process.
- (3) Soft copy is free while each hard copy is 10/20TWD.



3. Recommendation letter

- (1) Students must have the approve from the lecturer in advance.
- (2) Please finish the process at CLC office.
- (3) Soft copy is free while each hard copy costs 20 TWD

1-6 中心行事曆

請自己注意行事曆中語言診療室、免費文化班、續讀下期申請、繳交下期學費、CLC 獎學金申請之日期，我們不會另外通知。

2023 秋季期		2023 冬季期	
日期	摘要	日期	摘要
9/4	開學	12/4	開學
9/13	免費班講義公佈	12/13	免費班講義公佈
9/18~29	免費班申請	12/18~19	免費班申請
9/20	CLC 獎學金獲獎公告	12/20	CLC 獎學金獲獎公告
9/23	補班	12/25	免費班開始上課
9/25	免費班開始上課	1/1	國定假日：元旦補假
9/29	國定假日：中秋節	1/4-5	期中考
10/9~10	國定假日：國慶日	1/22~1/26	舊生續讀春季期申請及繳交學費、CLC 獎學金申請
10/12~13	期中考	1/30	問卷調查
10/23~27	舊生續讀冬季期申請及繳交學費、CLC 獎學金申請	2/5~2/16	國定假日：春節假期
11/7	問卷調查	2/17	補班
11/23~24	期末考	2/22~23	期末考

2024 春季期		2024 夏季期	
日期	摘要	日期	摘要
3/4	開學	6/3	開學
3/13	免費班講義公佈	6/10	端午節
3/18~29	免費班申請	6/12	免費班講義公佈
3/20	CLC 獎學金獲獎公告	6/17~18	免費班申請
3/25	免費班開始上課	6/19	CLC 獎學金獲獎公告
4/4~5	國定假日：兒童節和清明節	6/24	免費班開始上課
4/11~12	期中考	7/11~12	期中考
4/22~26	舊生續讀夏季期申請及繳交學費、CLC 獎學金申請	7/22~26	舊生續讀秋季期申請及繳交學費、CLC 獎學金申請
5/7	問卷調查	8/6	問卷調查
5/23~24	期末考	8/22~23	期末考

1-6 CLC Calendar

Please carefully take note of all the dates marked on the Calendar, including the dates of Language Clinic, Free Cultural Workshops, Continuing Term Application, Tuition Payment, CLC Scholarship Application, and etc. The CLC office will NOT give further notice later during the term.

2023 FALL TERM		2023 WINTER TERM	
Date	Note	Date	Note
9/4	Classes Begin	12/4	Classes Begin
9/13	Free Course Handouts Announcement	12/13	Free Course Handouts Announcement
9/18~29	Free Courses Application	12/18~19	Free Courses Application
9/20	CLC Scholarship Recipients Announcement	12/20	CLC Scholarship Recipients Announcement
9/23	Make-up Class Day	12/25	Free Courses Begin
9/25	Free Courses begin	1/1	National Holiday: New Year
9/29	National Holiday: Moon Festival	1/4-5	Mid-term Exam
10/9~10	National Holiday & Bridge Holiday	1/22~1/26	2023 Spring Application, Tuition Payment & CLC Scholarship Application
10/12~13	Mid-term Exam		
10/23~27	2022 Winter Application, Tuition Payment & CLC Scholarship Application	1/30	Class Evaluation
11/7	Class Evaluation	2/5~2/16	Lunar New Year Holidays
11/23~24	Final Exam	2/17	Make-up Class Day
		2/22~23	Final Exam
2024 SPRING TERM		2024 SUMMER TERM	
Date	Note	Date	Note
3/4	Classes Begin	6/3	Classes Begin
3/13	Free Course Handouts Announcement	6/10	National Holiday: Dragon Boat Festival
3/18~29	Free Courses Application	6/12	Free Course Handouts Announcement
3/20	CLC Scholarship Recipients Announcement	6/17~18	Free Courses Application
3/25	Free Courses Begin	6/19	CLC Scholarship Recipients Announcement
4/4~5	National Holiday: Children's Day & Tomb Sweeping Day	6/24	Free Courses Begin
4/11~12	Mid-term Exam	7/11~12	Mid-term Exam
4/22~26	2023 Summer Application, Tuition Payment & CLC Scholarship Application	7/22~26	2023 Fall Application, Tuition Payment & CLC Scholarship Application
5/7	Class Evaluation	8/6	Class Evaluation
5/23~24	Final Exam	8/22~23	Final Exam

2-1 申請「停留簽證」

*取得入學許可並不表示一定可獲發入境台灣之停(居)留簽證，或於入境後一定可獲准改辦居留簽證。

[illegible]

- 1 簽證類別
 - 2 入境限期
 - 3 停留期限
 - 4 入境次數
 - 5 簽證號碼
 - 6 註記

2-1 Applying for a Visitor Visa

*** The Letter of Admission doesn't guarantee you in obtaining a visitor/resident visa or a resident visa changing from visitor visa.**

1 Visa Type **2 Enter Before**
3 Duration of Stay **4 Entries: Single or Multiple**
5 Visa Number **6 Remarks**

2-2 延長「停留簽證」之期限

憑本中心「入學許可」申請之「停留簽證」有效期限一般為 30 天、60 天或(自入境日起算 30 天、60 天或 90 天)，可延長 2-4 次，可在台停留總日數達 180 天。

***請勿將入境日期與簽證「②入境限期」弄錯。**

延長「停留簽證」期限，請於簽證到期 5-7 天前，依下列步驟辦理：

1. 本中心正規班學員，至華語文中心辦公室申請「在學證明書」(含「出缺席紀錄」)。
2. 攜帶「在學證明書」(含「出缺席紀錄」)、「護照正本及影本乙份」至台北市、新北市移民署服務站，辦理延長簽證期限之手續，可延長 30 天、60 天或 90 天。

※注意

1. 若簽證逾期，未辦理延長簽證手續，除被罰款外尚需於限期內出境。因此學員務必於所持簽證到期日前，辦妥延長簽證之手續。若持「居留簽證」入境者，應於入境後十五日內申請「外僑居留證」，否則將會受罰。
2. 政大一年期交換生及一年期之教育部或外交部台灣獎學金學生，可不必等研習四個月後才辦理「居留簽證」；政大交換生可持「政大開立之證明書」(請洽國際合作事務處)，教育部及外交部台灣獎學金學生可持「教育部或外交部受獎證明書」於抵台後，直接按辦理居留簽證之方式申請「居留許可」及「居留證」。
3. 學生需自行注意簽證到期日期，如對簽證有任何疑問，請帶著護照至中心辦公室詢問。

2-2 Extending a Visitor Visa

A Visitor Visa is valid for 30/60/90 days. Some Visitor Visas are not extendable, but with CLC's Letter of Admission, students will receive a visa that may be extended 2~4 times for a total of 180 days. **Note that the 30/60/90-day validity period starts from the day it is stamped and registered by customs at the airport—the day you arrive in Taiwan!** It is from this day that you should calculate the 30/60/90 days period.

*Try not to confuse this date with “🕒 Enter before” listed on your visa.

Students should begin preparing to apply for an extension 5 to 7 days before the visa expires.

Preparation will involve the following steps:

Step 1: Apply for a Certificate of Enrollment (including a Record of Attendance) at CLC.

Step 2: Go to National Immigration Agency Taipei City or New Taipei City Office and apply for a 30/60/90-day extension of the visa with your passport, one photocopy of your passport and Certificate of Enrollment (including a Record of Attendance).

※Note

1. If you stay beyond the expiration date without applying for an extension, you must pay a fine and exit the country within a designated time. **If you have a Resident Visa, you must apply within 15 days of arrival for an Alien Resident Certificate at the National Immigration Agency Taipei City or New Taipei City Office, otherwise you will be fined.**
2. National Chengchi University one-year exchange students and those students who have received 1 year scholarship from the Ministry of Education (MOE) or Ministry of Foreign Affairs (MOFA) can take the official proof/document/award certificate provided by the University (Office of International Cooperation, OIC), MOE or MOFA and apply for a resident visa as soon as the visitor visa is due for the initial extension. To apply simply follow the instructions in the next section.
3. Students need to pay attention to the expired date by themselves. If there's any doubts, please come to the CLC office with the passport.

2-3 「停留簽證」→「居留許可」→「居留證」

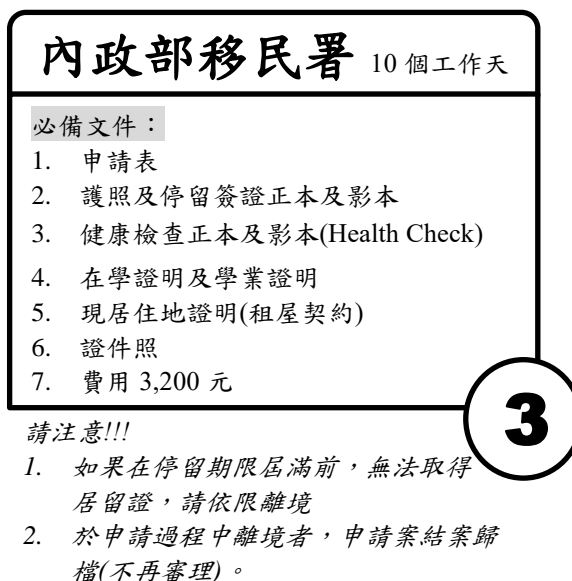
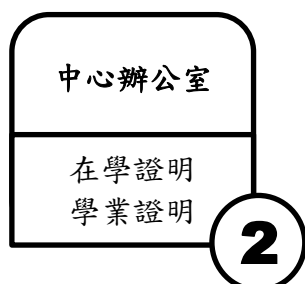
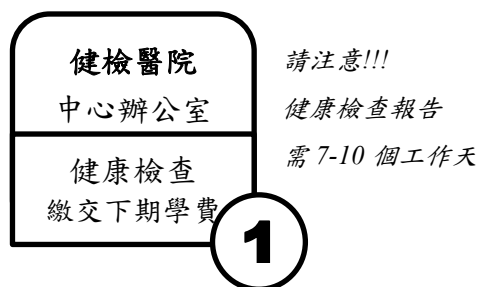
~依據: 113 年 1 月外交部領事事務局更新公告內容, 及移民署「外國人持停留簽證或以免簽證方式入國申請居留送件須知」辦理。~

持簽證目的為研習中文之停留簽證, 或是以免簽證方式來臺, 並已於同一所學校連續就讀滿 4 個月, 且繼續註冊 3 個月以上, 得於停留期限屆滿前逕申請居留簽證及居留證。申請時間需 10 個工作天, 請注意簽證有效日期, 並依下列步驟辦理:

1. 到公立醫院做「健康檢查」(檢查結果約需 10-14 天才可領取。健康檢查表可在醫院索取)。
2. 繳交下一期學費後, 至華語文中心辦公室申請「在學證明書(含「出缺席紀錄」)」及學業證明。
3. **在簽證到期 10 個工作天前**, 備齊以下文件後, 以紙本, 或是線上方式提出申請攜帶「護照」及「停留簽證」正本跟影本、「在學證明書」(含「出缺席紀錄」)、三個月內有效健康檢查證明正本、現居住地證明(租屋契約)、費用 3,200 元及六個月內近照, 至內政部移民署申請「居留許可」及「居留證」。
4. 紙本申請: 請親送至台北市、新北市移民署服務站。
線上申請: 請至「辦理外國與外僑學生居留證及展延或異動登記線上申辦系統」(<https://coa.immigration.gov.tw/coa-frontend/student/entry/foreign-student>)

※注意

1. 欲申請「居留許可」及「居留證」者, 持有之「護照」有效期限需達六個月以上, 且須有空白頁。
2. 持「外僑居留證」者, 變更居留住所時, 應向移民署辦理變更登記, 否則將被罰款 3,000~5,000 元。
3. 持居留簽證且在台連續住滿六個月或曾出境一次未超過 30 天, 其實際居住期間扣除出境日數後, 併計達 6 個月者, 須持「外僑居留證」向居留所在地之區(鄉、鎮、市)公所投保「全民健康保險」。若不依規定參加本保險, 將被罰款 3,000 ~ 15,000 元, 並追溯於投保條件之日起補辦投保。
4. 健康檢查合格證明需為最近 3 個月內由行政院衛生署指定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, 國外健檢證明須經中華民國駐外館處驗證。檢查項目應包括: X 光肺部檢查(大片攝影)、HIV 抗體檢查、腸內寄生蟲(含痢疾阿米巴等原蟲)糞便檢查、一般體格檢查(含精神狀態)、癩病檢查及女性年齡滿 15 歲以上未滿 50 歲者(含已婚及未婚)應檢具德國麻疹抗體陽性檢驗報告或提供德國麻疹預防接種證明。



2-3 Visitor Visa → Resident *Permit* → Alien Resident Certificate (ARC)

You may apply to change a Visitor Visa (single or multiple entry) to ARC after studying for 4 consecutive months at CLC, if you intend to continue studying for more than three months in Taiwan. This process involves the following steps:

Step 1: Take the health check at a public hospital. (Results take about 10-14 days to arrive. Health check form is available at CLC.)

Step 2: Pay the tuition for the upcoming term and obtain the following documents from CLC:
Certificate of Enrollment (including a Record of Attendance) and Record of Study.

Step 3: Submit application to the **National Immigration Agency** at least 10 working days before the current visa expires with your **passport & Visitor Visa, one Certificate of Enrollment & Record of Study, Health certificate issued within the last three months, Proof of current residence (lease agreement), NT\$3,200, and 1 ID photo.**

Step 4: Application can be done through:

Paper Application:

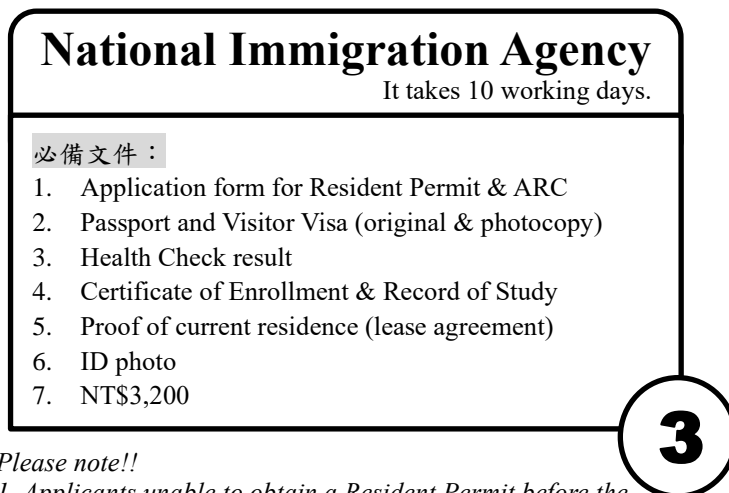
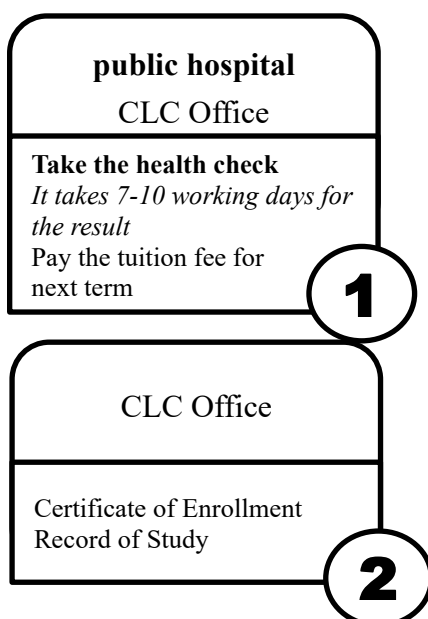
submit it in person to the National Immigration Agency Taipei City or New Taipei City Office.

Online Application: "Online Application System for Foreign Students"

(<https://coa.immigration.gov.tw/coa-frontend/student/entry/foreign-student>)

※ **Note**

1. A passport with at least a 6-month validation and containing at least one blank page.
2. Aliens who have changed their domiciles during their residence shall register the change with the National Immigration Agency Taipei City or New Taipei City Office. Otherwise, you will be fined NT\$3,000~5,000.
3. Aliens who hold a Resident Visa for more than six full months, and have not left Taiwan for more than once (no more than 30 days leave is allowed) should apply for National Health Insurance (NHI) with an Alien Resident Certificate (ARC) at the local District Office. Aliens who have left Taiwan when holding a Resident Visa should deduct the days of leave from your stay period, and apply for NHI only when the total period of stay reach six full months. Aliens who fulfill conditions above are required to apply for NHI. If not, a fine of NT\$3,000 ~ 15,000 and the insurance fees from the date aliens are qualified for application will be imposed.
4. The health certificate should include: an x-ray lung examination (large photo) ; an HIV check ; a stool examination for intestinal parasites (such as Entamoeba histolytic) ; a regular medical examination (including a psychological evaluation) ; and a leprosy check. Female students aged between 15 to 49 should also have a medical report showing immunity to rubella or proof of vaccination against rubella. (For more information or to find hospitals that perform health examinations, please refer to the website of the Department of Health's Center for Disease Control).



Please note!!

1. Applicants unable to obtain a Resident Permit before the expiry of the stay period should depart Taiwan within the prescribed period.
2. Applicants who leave Taiwan during the application process will have their applications closed and archived (no further processing).

2-4 延長「居留證」之期限

延長「居留證」期限，需於簽證到期 5-7 天前，依下列步驟辦理：

1. 至華語文中心辦公室申請「在學證明書」；如有需要，須預繳下一期學費。
2. 備妥「護照」、「在學證明書（含「出缺席紀錄」）」等相關文件，至移民署線上申辦系統（<https://coa.immigration.gov.tw/coa-frontend/student/entry>）申請，或至台北市、新北市移民署服務站，辦理延長「居留證」期限之手續。
3. 學生需自行注意簽證到期日期，如對簽證有任何疑問，請帶著護照至中心辦公室詢問。

研習中文的居留證最長只能延長到兩年，滿兩年者必須離境，若想繼續學中文，可持學校證明文件，重新申請中文研習的停留簽證，但核發與否由駐外大使館或辦事處決定。

2-5 申請「重入境許可證」

持「單次入境停留簽證」者，若欲出境後再回台灣，須在國外重新辦理簽證，請攜帶本中心之「在學證明書」（如已在本中心研習一期以上者需同時出示成績單）至最近之中華民國大使館、領事館或代表處申請；持「單次入境停留簽證」者，亦無法轉換為「多次入境停留簽證」。

若持「多次入境停留簽證」或「居留證」，只要在有效期限內則不需辦理。

2-6 出境

學員須在簽證到期日前出境。若逾期停留(居)留，除被罰款外尚需於限期內出境。在台停留超過 180 天，若未換為「居留簽證」，亦須於簽證到期日前出境。

2-4 Extending an Alien Resident Certificate (ARC)

You should begin preparing to apply for an extension 5 to 7 days before your Alien Resident Certificate expires. The preparations will involve the following steps:

Step 1: Apply for a Certificate of Enrollment (including a Record of Attendance). You may need to pay tuition for the upcoming term.

Step 2: Upload the pdf documents onto the **National Immigration Agency application system**, or (<https://coa.immigration.gov.tw/coa-frontend/student/entry?lang=en>) , or go to the **National Immigration Agency Taipei City or New Taipei City Office** with your passport, Alien Resident Certificate, and Certificate of Enrollment (including a Record of Attendance).

If you have already studied Mandarin in Taiwan for two years, you must leave Taiwan, and reapply for a VISA for studying Chinese purpose, but the decision of whether to issue or not is determined by the representative office or office of the Ministry of Foreign Affairs.

2-5 Applying for a Re-Entry Permit

Anyone holding a single-entry Visitor Visa and wishing to leave Taiwan for a short time must apply for a new visa for re-entering Taiwan. In order to apply for a Visitor Visa, you must present a Certificate of Enrollment (if already enrolled at the CLC for more than 1 semester, you must also take along a Record of Study) to an ROC representative office overseas. Please note that it is impossible to change a single-entry Visitor Visa into a multiple-entry Visitor Visa.

Anyone holding a multiple-entry Visitor Visa or an ARC doesn't need to apply for a re-entry permit.

2-6 Leaving the Country

You shall leave the country on or before the date the visa expires. If you overstay, you must pay a fine and leave the country within a designated time.

If your visa has reached the maximum of 180 days and you have not obtained a Resident Visa, it is required that you leave the country on or before the date the visa expires.

2-7 英國及加拿大籍人士免簽證入國後申請延期停留須知

華語文中心的英國籍與加拿大籍學生如果計劃在台灣停留超過3個月以上、6個月以內，應該在免簽證入境停留期限90天屆滿前30日內前往外交部領事事務局（地點：台北市濟南路一段2之2號3樓，電話：02-23432866 或 23432867）提出簽證申請，無須繳納任何費用。

應備文件：(1~3項為共同必備，其餘各項視延期理由備之)

1. 簽證申請表及最近6個月內2吋半身彩色照片2張。
2. 效期3個月以上之英國或加拿大護照。
3. 申請延期停留說明書。
4. 財力證明。
5. 親屬關係證明。
6. 醫療證明。
7. 在學證明（須包括出勤紀錄及學業成績）。
8. 其他佐證文件。

核發簽證類別：

1. 類別：停留簽證。
2. 停留期限：180天（自免簽證入境翌日起算），其後不得再申請延長或變更停留資格。

注意事項：

有下列情形之一者，外交部受理後得不予核准或核給少於180天之停留期限：

1. 申請人財力不足以維持生活者。
2. 有客觀事實足認在我國作目的不明之滯留者，例如最近12個月內累計在我國停留超過6個月。

2-7 Notice for British/Canadian Passport Holders Who Entered Taiwan

Visa-Free and Are Applying for an Extension of Stay

British and Canadian passport holders who are enrolled for the CLC and plan to stay in Taiwan for **no more than six months** should apply for an extension within 30 days prior to the expiration of their current 90-day free-visa at Bureau of Consular Affairs, Ministry of Foreign Affairs (Address: 3rd Fl., 2-2 Ji-nan Rd., Sec. 1, Taipei City, Tel: (02) 2343-2866; (02) 2343-2867). No fee will be assessed.

Required documents: (The documents listed in 1, 2 and 3 are mandatory for all applicants. The other documents may be required depending on the purpose of the applicant's stay.)

1. A completed visa application form and two 2"x2" color passport photos taken within the last six months;
2. A British / Canadian passport valid for at least three months;
3. Extension purpose statement;
4. Bank statement;
5. Documentation on the relations between the applicants and his/her relatives;
6. Medical documentation detailing the need for the extension;
7. Documentation from the applicant's school, including attendance records and transcripts;
8. Any other documentation requested by the Bureau of Consular Affairs.

Category of Visa Issued:

1. Category of Visa: Visitor Visa
2. Duration of Stay: 180 days (The first 90-day visa-free stay can be extended once for an additional 90 days starting from the day following the date of arrival). A second extension or a change in purpose of stay shall not be approved.

Please note: Under the following circumstances, the Ministry of Foreign Affairs may deny the extension or grant a stay of less than 180 days:

1. The applicant cannot cover his/her expenses for the duration of the stay.
2. The applicant's purpose of stay remains unclear from an objective standpoint. For instance, in the past year, the applicant has already stayed in Taiwan for more than 6 months.

2-8 簽證相關提醒:

1. 在台停留或居留期間，不可以做與申請停留、居留目的不一樣的活動或工作。如果有違法工作的情況，可以強制驅逐出國。
2. 在台停留或居留期間，須隨身攜帶護照或外僑居留證。主管機關或其他依法令賦予權責之公務員，可以在執行公務時，要求出示這些證件。若未依規定隨身攜帶護照或外僑居留證者，將被罰款 1,000 元。
3. 根據台灣內政部移民署規定，停留簽證或居留證逾期罰則如下：

逾期天數	罰款（台幣）
10 天以內	2,000
11-30 天內	4,000
超過 31-60 天	6,000
60-90 天	8,000
91 天以上	10,000

*逾期停留、居留 90 天以內者，一年不得以免簽證或落地簽入境。逾期 90 天以上者，一年內不得入境。

4. 若需更詳細與更新的資訊，請查詢以下相關網站：
「外交部領事事務局」：<http://www.boca.gov.tw/>
「內政部移民署」：<http://www.immigration.gov.tw/>

2-8 Notes:

1. Foreigners are not allowed to engage in commercial activities without applying for visa with purpose of work. One might be expelled from the country by working without legal permission.
2. Always have your passport or ARC with you or a 1,000 TWD fine might be imposed.

3. Overstay in Taiwan:

Overstay	Penalty (TWD)
Within 10 Days	2,000
11-30 Days	4,000
31-60 Days	6,000
60-90 Days	8,000
Over 91 Days	10,000

* Foreigners who overstay in Taiwan within 90 days, must apply for visa in advance for the next following year. Those who overstay more than 90 days will be refused to enter Taiwan for the next following year.

4. For further information or updates, please check the following websites :

* **Bureau of Consular Affairs Ministry of Foreign Affairs** : <http://www.boca.gov.tw/>

* **National Immigration Agency** : <http://www.immigration.gov.tw/>

3. 保險

依據中華民國教育部「外國學生來台留學辦法」第十一條規定：「來華學習中國語文者，...註冊時，應檢附醫療及傷害保險或全民健康保險證明文件。」

政大華語班學員自 2003 年夏季期起，須強制投保醫療保險及意外保險，否則將取消其入學資格。

3-1 醫療保險

本中心可協助學員代辦「國泰人壽醫療保險」，保險期間為三個月，每人費用 1,500~1,800 元。欲參加的學員須於每期註冊時繳費，逾期無法代辦。

1、保險給付範圍：限於在臺灣之醫療行為（不含健康檢查）。投保前之傷病及保險公司規定之特殊疾病及醫療行為不予給付。

2、一切權利與義務悉依保險公司相關規定為準。

3、門診：可就近到附近診所或醫院就醫，所有費用應由被保險人先行支付。

門診給付相同症狀每日以一次且每次給付日額以 1,000 元為限。

4、住院：

(1) 限到衛生署規定之合法醫院就醫，所有費用應由被保險人先行支付。

(2) 每日病房費上限為 1,000 元，每次之給付額以 12 萬元為限，且兩次住院須間隔 14 日。

5、急診可至衛生署規定之合法醫院就診，出院後檢具您在臺灣開立的金融帳戶資料與統一證號、「收據正本」、「中文診斷書」至華語文中心辦理理賠。

6、上述各項診療看診後請攜帶下述資料，到華語文中心辦理理賠。

(1) 您在臺灣開立的金融帳戶資料

(2) 統一證號（外僑居留證號）

(3) 繳費收據正本

(4) 中文診斷證明書

診療給付項目及費用係由保險公司依診斷證明書內容逕行認定。如有相關未盡事宜，以國泰人壽保險公司簽訂之保單條款為準。

※ 依承保公司規定，70 歲以上恕不提供保險服務。

※ 本項保險屬代辦性質，若有任何醫療糾紛，請投保學員自行與保險公司協商解決，本中心概不負責。

※ 保險理賠申請將由華語文中心代寄，但郵資由學生自付。

※ 依據台灣法律規定，理賠金僅可退回給被保人，故無法使用他人之銀行帳戶申請理賠金退款作業。

3. Insurance

R.O.C. Ministry of Education Regulation governing International Students stipulates that students coming to Taiwan to study Mandarin should present documentary proof of medical and accident insurance when they register for the course.

For students at CLC NCCU, this regulation takes effect at the beginning of the summer term of 2003. Students must take out medical and accident insurance; otherwise their application will be invalid.

3-1 Medical Insurance

CLC can assist students applying for medical insurance from Cathay Life Insurance. A three-month policy costs NT\$1,500~1,800. Students who would like to apply for this medical insurance must finish full payment during the registration period. Application is impossible at any other time.

1. Policy Coverage: Insurance covers accidents or sickness occurring in Taiwan only (health check NOT included). Accidents or sickness requiring specialized medical care or occurred before the insurance policy was taken out will not be covered.
2. The obligations of the insured are subject to the terms and conditions of Cathay Life Insurance.
3. Outpatient Treatment : Visit the nearby hospital or clinic. All fees must be paid by the insured up front. Please note that the insurance policy covers only one visit per day for the same symptom, and the maximum indemnity per visit is NT\$1,000.
4. Hospitalization:
 - (1) Go to a legal hospital specified by the Department of Health, Executive Yuan, R.O.C. All fees must be paid by the insured up front.
 - (2) The maximum indemnity for hospital expenses per day is NT\$1,000, and NT\$ 12,000 per time. Please note that there should be at least 14 days between first and second admission.
5. For emergency, please go to a legal hospital specified by the Department of Health, Executive Yuan, R.O.C. After being discharged from the hospital, please collect required documents and go to CLC office for indemnity application.
6. Please collect all the required documents listed below and go to CLC office for indemnity application:
 - (1) **Your Taiwanese bank account information**
 - (2) **Taiwanese ID/ARC number**
 - (3) **An original copy of payment receipt**
 - (4) **Certificate of diagnosis (Chinese version).**

Insured items and amount of indemnity payments are subject to Cathay Life Insurance policy. Please refer to your medical insurance policy with Cathay Life Insurance for further indemnity details.

NOTICE:

- ✖ **According to the regulation of insurance company, for the age 70 and above cannot join the above insurance.**
- ✖ **Students are responsible for dealing with any disputes that might arise with the insurance company. We regret that we cannot help students handle such disputes.**
- ✖ CLC offers delivery services. **Notice: Postage of insurance claims should be paid by students themselves.**
- **Due to the Law of Taiwan, the compensation can only be issued to the policyholder, so you can't use other's bank account to apply for the compensation.**

3-2 學生團體意外保險

本中心華語班外籍學員團體意外保險自 2003 年夏季期起由國泰人壽保險股份有限公司承保，每期三個月，每人保險費為 325 元。外籍學員團體意外保險契約保障內容如下：

- 一、意外身故給付：被保險人在保險期間內，因遭遇意外傷害事故，以致身故者，保險公司給付身故保險金新台幣 100 萬元。
- 二、意外殘廢給付：被保險人在保險期間內，因遭遇意外傷害事故，以致殘廢者，依不同殘廢等級給付，最高為新台幣 100 萬元。
- 三、意外傷害醫療限額給付：
被保險人因遭遇意外傷害經登記合格之醫院或診所治療，於「每次傷害醫療給付限額」3 萬元內，就所需且合理之醫療費用，實支補償金。申請時須檢附醫療費用收據正本及診斷書。
- 四、除外責任：自殺、犯罪行為、酒後駕(騎)車及其他依本國政府規定之事項。

注意：

1. 依承保公司規定，70 歲以上恕不提供保險服務。
2. 以上各項給付，申請時皆須檢附相關之中文證明書或診斷書。
3. 如有相關未盡事宜，以國泰人壽保險公司簽訂之保單條款為準。
4. 保險理賠申請應由學生自行郵寄。

3-2 Student Group Accident Insurance

Beginning the Summer Term of 2003, a student group accident insurance policy is available for students registered at the NCCU Chinese Language Center. The policy is underwritten by the Cathay Life Insurance Company Limited.

A three month policy costs NT\$300 per person. Please note that the policy guarantees the following:

1. Death payment: for accidental death of the insured party during the period covered by the policy, NT\$ 1,000,000.
2. Disability payment: for accidental injury causing disability of the insured party during the period covered by the policy, up to NT\$ 1,000,000 depending on the degree of disability.
3. Hospital fees: for injuries requiring hospitalization, payment of up to NT\$1,000 per day for up to a maximum 90 days in each case.
4. Medication: payment for medication and treatment of accidental injuries of the insured party at an approved hospital, up to NT\$ 30,000 in each case. Full indemnification will be paid for reasonable medical expenses. Original copies of medical bills and doctor's certificate must be presented when applying for reimbursement.
5. Not covered: This policy does not cover suicide, crime, drinking and driving, and others situations as defined by government statutes regulating insurance.

Note: 1. **According to the regulation of insurance company, for the age 70 and above cannot join the above insurance.**

2. When applying for reimbursement proof of payment, doctor's certificate and diagnosis (in Chinese) must be presented.
3. If further clarification is needed, please refer to the clauses of this Cathay Life insurance policy.
4. **Notice: Students should post the insurance claim documents themselves.**

3-3 全民健康保險

依全民健康保險法第9條規定，在臺灣地區領有居留證明文件，並在臺居留滿六個月，應參加本保險。因此，本中心學生持居留簽證滿六個月或曾出境一次未超過30天，其實際居住期間扣除出境日數後，併計達6個月者，須持「外僑居留證」向居留所在地之區（鄉、鎮、市）公所投保「全民健康保險」。若不依規定參加本保險，將被罰款3,000~15,000元，並追溯於投保條件之日起補辦投保。

應帶文件：護照正本/影本、居留證正本/影本、2吋照片1張。

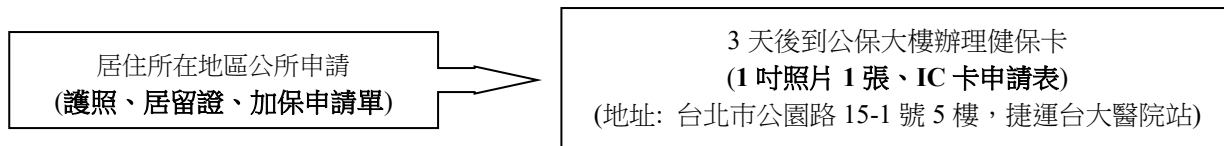
投保地點：居住地之鄉（鎮、市、區）公所

***文山區公所：**辦公時間：星期一~五 上午8:30~下午5:30

地址：文山區木柵路三段220號8樓

電話：(02)29365522 ext. 361~365 傳真：(02)29363575

辦理步驟：



※請準時繳納保險費，並在你離開台灣前二~三天（不再繼續學中文），請記得再回原來的投保地點「取消」全民健保，以免影響日後申請來台之簽證核發。

***在文山區公所加保的同學不需要自己辦理取消。**

其他區公所：

區公所	電話	傳真	地址
松山	8787-8787 分機 731	2756-3790	八德路四段 692 號七樓
信義	2723-9777 分機 675-678	2723-0492	信義路五段 15 號六樓
大安	2351-1711 分機 860	2341-9715	新生南路二段 86 號八樓
中山	2503-1369 分機 591	2505-2230	松江路 367 號一樓
中正	2341-6721 分機 321	2396-9233	羅斯福路一段 8 號六樓
大同	2597-5323 分機 361	2597-5136	昌吉街 57 號四樓
萬華	2306-4468 分機 200	2304-9207	和平西路三段 120 號十一樓
南港	2783-1343 分機 850	2786-8005	南港路一段 360 號八樓
內湖	2792-5828 分機 299	2794-6464	民權東路六段 99 號四樓
士林	2882-6200 分機 6400-6402	2883-7582	中正路 439 號九樓
北投	2891-2105 分機 251	2893-0636	新市街 30 號四樓
新北市新店	2891-2105 分機 1209		231 新北市新店區北新路一段 86 號 8 樓

3-3 National Health Insurance

Aliens who hold a Resident Visa for more than six full months, and have not left Taiwan for more than once (no more than 30 days leave is allowed) should apply for National Health Insurance (NHI) with an Alien Resident Certificate (ARC) at the local District Office. Aliens who have left Taiwan when holding a Resident Visa should deduct the days of leave from your stay period, and apply for NHI only when the total period of stay reach six full months. Aliens who fulfill conditions above are required to apply for NHI. If not, a fine of NT\$3,000 ~ 15,000 and the insurance fees from the date aliens are qualified for application will be imposed.

What to bring: Passport, ARC & 1 two-inch photos

Where to apply : local district office

***Wenshan District Office:**

Office Hours: Monday to Friday 8:30am ~ 5:30pm

Address: 8FL, No.220 Section 3 Muzha Road

Tel: 02-29365522 ext. 361~365 Fax: 02-29363575

Steps:

Apply NHI at Local District
Office
(Passport, ARC & Application

**Apply NHI IC Card at Gong-bao Building
(one 1-inch photo & NHI IC card application form)**

(Address: 5F, No. 15-1, Gong-yuan Rd,
MRT Taiwan Univ. Hospital Station.)

※ Please pay the insurance fee on time. Remember to cancel your NHI at the same Local District Office 2~3 days before leaving Taiwan (won't continue you mandarin class). Otherwise it may jeopardize your application for entering Taiwan again.

***If you apply NHI at Wenshan Office, NO need to cancel it yourself.**

Other Local District Offices of Taipei City :

District	Tel	Fax	Address
Songshan	8787-8787 ext. 731	2756-3790	No. 692, Sec. 4, Bade Rd.
Xinyi	2723-9777 ext. 675-678	2723-0492	6FL, No 15, Sec. 5, Xinyi Rd.
Daan	2351-1711 ext. 860	2341-9715	8/9F., No. 86, Sec.2, Xinsheng S. Rd.
Zhongshan	2503-1369 ext. 591	2505-2230	367, Songjiang Rd
Zhongzheng	2341-6721 ext. 321	2396-9233	6F, No.8, Sec.1, Roosevelt Rd.
Tatong	2597-5323 ext. 361	2597-5136	4F., No.57, Changji St.
Wanhua	2306-4468 ext. 200	2304-9207	10-12F, No. 120, Heping W. Rd., Sec. 3,
Nangang	2783-1343 ext. 850	2786-8005	6Fl.No. 360, Sec. 1, Nangang Rd.,
Neihu	2792-5828 ext. 299	2794-6464	4-5F, NO.99, Sec.6, Minquan E. Rd.
Shilin	2882-6200 ext. 6400-6402	2883-7582	8F., No. 439, Zhongzheng Rd.
Beitou	2891-2105 ext. 251	2893-0636	4Fl., No.30, Xinshi St., Beitou District
Xindia, New Taipei	2891-2105 ext.1209		8FL, No. 86, Sec. 1, Bexin Rd., Xindian Dist

4. 「中心獎學金」申請辦法

一、於春、夏、秋、各四期提供，每期每名獎學金為新台幣 20,000 元。

二、申請資格：

1. 申請人須為本中心正規班學生且確定續讀下一期。
2. 申請人如每月受領我政府機關、本校或他校設置之其他獎學金，則無法申請本獎學金。
3. 申請人學期總成績需達 80 分以上（舊生當期及前期之總成績需各達 80 分以上，新生則當期成績須達 80 分以上）。
4. 申請人缺課總時數不得超過 15 小時（舊生當期及前期之缺課總時數皆不得超過 15 小時，新生則當期缺課時數不得超過 15 小時）。

三、申請時間：每期第 8 週申請下一期的獎學金

四、評分標準：

1. 學期成績佔 50 %（舊生以當期和前期之平均計算，新生只計算當期）
2. 出席分數佔 30 %（舊生以當期和前期之平均計算，新生只計算當期）。

出席分數詳列如下：

缺席 時數	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
分數	30	29.5	29	28.5	28	27.5	27	26.5	26	25.5	25	24.5	24	23.5	23	22.5

3. 其他分數佔 20 %（上限為 100 分），包含項目如下：

- (1) 授課教師推薦分數：0-30 分
- (2) 競賽加分：凡是參加校內外各項與華語相關之競賽（如演講及歌唱比賽等）及中心舉辦之各項活動（如成果發表會、歌唱比賽等）者，每一項 10 分。
- (3) 得獎加分：凡參加上述競賽榮獲前五名者及優秀、佳作等特別獎，另給予獎勵分數：第 1 名 50 分、第 2 名 40 分、第 3 名 30 分、第 4、5 名、優秀、佳作等特別獎 20 分。

五、其他相關規定：

1. 獲獎者須隔一期才能再申請。
2. 同國籍獲獎生不得超過當期獲獎總人數三分之一。
3. 獲獎者於受獎期間每個月缺課時數不可超過 12 小時，否則取消其受獎資格。
4. 申請者須於每學期第 8 週（週一至週五）親自到中心辦公室登記申請，逾期恕不受理。
5. 此辦法自 2010 年冬季期開始實施。

4. CLC Scholarship Regulations

1. The CLC scholarship application shall be processed four terms a year, that is Spring, Summer, Fall, Winter term. An NTD 20,000 scholarship is available for the recipients each term.
2. **Eligibility**
 - a. Applicant must be a student who has been enrolled at the CLC Regular Program and will continue to study for a consecutive term.
 - b. Applicant shall not receive scholarship stipend from any of the governmental organizations or universities in Taiwan.
 - c. Applicant must achieve an average score of 80 or above each term. (Average of two-term scores for old students; one for new students)
 - d. Applicant shall not miss more than 15 hours of class in total each term. (Both attendance records of the previous term and the current term will be reviewed for old students; current term for new student)
3. Application time: 8th week of every term to apply for the scholarship of next term.

4. Standard of Review

The CLC Scholarship Committee shall review all applications based on all of the following criteria. TOTAL SCORE: -100 points

- a. Average Academic Score 50%
(average of two-term scores for old students; one for new students)
- b. Attendance Score 30%
(average of two-term scores for old students; one for new students)

Attendance Score List:

Absence (Hour)	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
Score	30	29.5	29	28.5	28	27.5	27	26.5	26	25.5	25	24.5	24	23.5	23	22.5

- c. Other Scores 20% (with 100 points being the maximum)
 - i. Teacher's Recommendation Score (on a scale of 0 to 30 with 30 points being the maximum)
 - ii. Extracurricular Score for National or CLC Mandarin-related Contests, including National Mandarin Speech Contest, National or CLC Mandarin Singing Contest, CLC Spring Talent Show, ect. (10 points for each contest)
 - iii. Outstanding Performance Score for National or CLC Mandarin-related Contests, including National Mandarin Speech Contest, National or CLC Mandarin Singing Contest, CLC Spring Talent Show, ect. (on a scale of 20 to 50 with 50 points being the maximum, top prize-50 points/ second prize-40 points/ third prize-30 points/ four prize, fifth prize or other special recognition-20 points)

5. Notice:

- a. The number of recipients of the same nationality shall not exceed one-third of the total number of scholarship recipients each term.
- b. The CLC Scholarship recipients of the previous term may not apply for the scholarship in subsequent term, but may re-apply for the scholarship in the next consecutive term.
- c. The scholarship recipients should not miss more than 12 hours of class each month; otherwise the scholarship will be cancelled.
- d. Applicant may sign up for the CLC Scholarship application at the CLC office on the 8th week of each term. No late application is accepted.
- e. This directive shall take effect in Winter Term 2010.

5. 工作許可之申請

依現有法令規定，在臺灣研習中文或學位滿半年以上，可依相關規定辦理工作許可。

本中心學生研習連續滿 6 個月，就學期間各期成績皆高於 80 分、缺課時數不多於 20 小時且符合以下條件者可提出申請：

1. 財力無法繼續維持其學業及生活，並能提出具體證明者。
2. 就讀學校之教學研究單位須外國留學生協助參與工作者。
3. 與本身修習課程有關，須從事校外實習者。

申請時請提供以下文件電子檔(.pdf)以供審核：

1. 線上申請書 <https://ezwp.wda.gov.tw/wcfonline/wSite/Control?function=StdIndexPage>
2. 繳費收據
3. 語言課程近兩期成績單（各期成績皆高於 80 分）
4. 在學證明書（各期缺課時數不得高於 20 小時）
5. 有效期間之護照影本、居留證正反面影本

* 審核時間：3 天

本中心學生取得工作許可後，其學期總成績仍應達 80 分、每期缺課總時數不得超過 20 小時，違反上述規定者，本中心將通報行政院勞工委員會取消其工作許可資格。

5. Work Permit

According to the regulations of Bureau of Employment and Vocational Training R.O.C., Foreign students who have studied in school for two semesters (degree-seeking) or a language program for 6 months, with an excellent scholastic record (For CLC students: average grade above 80 and absent hour no more than 20 hours per term), can apply for a work permit in Taiwan when one of the following circumstances applies:

1. Events of a serious nature have affected their financial ability to support themselves or continue their education, and the student must provide evidence of such circumstances.
2. An academic research institution at the student's school requires a foreign student to provide assistance in its work.
3. The student needs to take part in an off-campus internship related to his or her field of study.

Required Documents (pdf file) for Application :

1. On-line application <https://ezwp.wda.gov.tw/wcfonline/wSite/Control?function=StdIndexPage>
2. A Copy of NTD100 payment
3. The most recent past two terms of Record of Study (Average grade must be above 80 each term)
4. Certificate of Enrollment (Absent hour must be lower than 20 hours each term)
5. A Copy of Valid Passport and Alien Resident Certificate (ARC)

*Document Review and Evaluation: Three Days

After obtaining the work permit, CLC students should maintain their average grade above 80 and absent hour no more than 20 hours per term. If not, notification will be sent to Bureau of Employment and Vocational Training R.O.C., and thereby their work permit should soon be cancelled.

6. 您不可不知的

6-1 中華民國(台灣)

當葡萄牙人在十六世紀發現台灣時，讚嘆她的美麗，稱她為”Ilha Formosa”，亦即「美麗之島」。而在四百年內，台灣由一個亞熱帶島嶼成為目前由兩千三百萬人組成的先進國家。二十世紀的發展，使台灣由一個自給自足的農業經濟轉變成一個充滿活力的多元經濟。2019 年台灣的每人國民生產毛額達到 586,104 美元。雖然台灣在十七世紀與二十世紀遭受到殖民統治以及二次世界大戰後四十年的軍政府統治，台灣和平的追求其民主化的過程仍被讚譽為”溫和的改革”。這些台灣歷史上的奇蹟均使台灣人民感到無比的驕傲並感動人心。

面積：3 萬 6 千平方公里

人口：2,300 萬人

電壓：110 伏特

貨幣：中華民國的貨幣名稱為新台幣。在紙鈔及硬幣各有 5 種不同的面額。

紙鈔有 2,000 元、1,000 元、500 元、200 元、100 元。

硬幣有 50 元、10 元、5 元、1 元。

時差：台灣時間是格林威治標準時間(GMT)加 8 小時。

台灣不採用日光節約時間。

語言：國語/台語/客家語/原住民語言

宗教：佛教/儒教/道教/基督教

6-2 台北市

身為中華民國的首都，台北市是一個充滿活力，文化多元的城市。台北是台灣政治，經濟，教育以及育樂的中心，提供到訪者各種不同的文化景觀。

台北市四週環山，位於台灣北部的台北盆地。在城市裡可以看見台北成三百年來的城市發展，新舊交融，蔚為景觀。

摩天大樓，寬廣的街道以及世界貿易中心在近年來伴隨著台北市蓬勃發展。另外，台北的文化生活豐富，您可以在這個城市找到多樣的劇院，購物中心，酒吧，舞廳，各種形式的演唱會，以及具有特色的餐廳與旅館。

這個具有多采多姿的友善城市將會提供所有參訪者難以忘懷的回憶。

6. Get to Know Us

6-1 Taiwan, Republic of China (ROC)

The Portuguese recognized the beauty of Taiwan in the mid-16th century, when they called it Ilha Formosa, or "beautiful island." In less than four hundred years, the island has developed into one of the most modern countries in the world, with a population of nearly 23 million. The self-sufficient agrarian economy of Taiwan was transformed in the second half of the 20th century into a vigorous and advanced economy, with per capita GNP reaching US\$586,104 in 2019. Despite being ruled by colonial regimes in the 17th and 20th centuries and martial law for 40 years after World War II, Taiwan's peaceful democratization has been acclaimed as a "quiet revolution." All these miracles unique in the history of Taiwan are why we are so proud of our nation and reach out to all so that Taiwan may "touch your heart" as well.

Area: 36,000 square kilometers

Population: 23 million

Voltage Requirements: 110 volts

Currency: The Republic of China's unit of currency is the New Taiwan Dollar (NT\$), which has five denominations in paper and five in coins. Paper money comes in NT\$2000, NT\$1000, NT\$500, NT\$200, and NT\$100 denominations. Coins come in NT\$50, NT\$20, NT\$10, NT\$5 and NT\$1 denominations.

Time Zone: 8 hours ahead of Greenwich Mean Time (+8:00 GMT). Daylight Saving Time is not observed.

Languages: Mandarin / Taiwanese / Hakka / Aboriginal Dialects

Religions: Buddhism / Confucianism / Taoism / Christianity

6-2 Taipei City

As the capital of the Republic of China, Taipei is a vibrant blend of traditional culture and cosmopolitan life. Taipei is the political, economic, educational and recreational center of the country, offering an array of significant cultural sights.

The city is surrounded by mountains and situated in a basin in northern Taiwan. There is an excellent balance of both old and new as the city has evolved over its 300 year history.

Taipei also boasts of many modern glass and steel skyscrapers, wide boulevards, and a World Trade Center. There are dozens of world-class performance venues where you can enjoy theater, concerts, shopping malls, nightclubs, live-music bars, quality hotels, and exotic restaurants.

With the wealth of interesting and fun activities available in Taipei, and its warm hospitality, all are certain to have an unforgettable experience in our remarkable city.

7. 國立政治大學

國立政治大學自 1927 年創立，其間雖經改制、遷校，但始終秉持和諧、自主、均衡、卓越之創校宗旨，不斷精進教學及學術研究，配合國家建設、社會發展的需要，培育優秀人才。

我們目前擁有 10 個學院，分別為文、理、社會科學、法、商、外國語文、傳播、國際事務、教育學院及創新國際學院，34 個學系、4 個學士學位學程、1 個院大一大二不分系、43 個碩士班、12 個碩士學位學程、34 個博士班、4 個博士學位學程及 1 個院設博士班，另設有 12 個碩士在職專班及 7 個全英語學位學程。

政治大學也另設有 10 個研究中心，分別為國際關係研究、選舉研究、第三部門研究、創新與創造力研究、中國大陸研究、台灣研究、人文研究、心智大腦與學習研究、原住民族研究、華人宗教等中心。

政大自建校以來，一直致力傳承人文社會科學優良傳統，以打造國際一流人文社會學術殿堂為願景，更以培養具有「人文關懷、專業創新、國際視野」的新世紀領導人為重要使命。

***政治大學為非吸煙校園！**

***配合綠色校園政策，校內用餐請自備環保餐具。**

8. 華語文教學中心

華語文教學中心前身為政大國際教育交流中心教育服務諮詢組，於 2008 年 2 月已正式改制為一級中心。自 1989 年成立迄今，致力於推展華語教學及中華文化。本中心以提供更精緻及更富彈性的華語文課程，並將教育理念落實於日常教學訓練中為教學目標。

8-1 華語閱覽室

1. 限本中心學生使用。
2. 開放時間：週一至週五 8:30-17:00，週末及國定假日不開放，寒暑假開放時間另行公布。
3. 閱覽室內不能飲食，請保持安靜。

8-2 置物櫃

1. 位於本中心國際大樓 4 樓。
2. 置物櫃限本中心學生使用。因置物櫃數量有限，僅供臨時借用。
3. 置物櫃內之物品請自行妥為保管，如有遺失，本中心概不負責。
4. 借用期間有如下情形，經警告後未改善者，本中心得要求其打開置物櫃檢查。
 - (1) 放置危險物品、違禁品、贓物或依法律管制之物品者。
 - (2) 利用置物櫃從事違法交易或犯罪行為者。
 - (3) 存放物品不當致影響公共衛生者。

7. National Chengchi University (NCCU)

Since its foundation in Mainland China in 1927, our university has steadily built a tradition of academic excellence for many decades. After the conclusion of the Sino-Japanese War in the 1950's the University relocated to Taiwan-ROC and re-opened with only the graduate institutes of administration, civics education and journalism. Since then, the university has grown tremendously to become an all-purpose academic institution consisting of 10 colleges, 34 departments and 38 graduate institutes, with 27 of the graduate institutes also offering doctoral programs. Through these programs, we facilitate the educational endeavors of over 14,000 students with a strong supportive faculty base of 800+ full-time and part time professors.

Through our long history, academic prowess and steady development, our university is pursuing excellence in all we do for all our stakeholders. National Chengchi University is aimed at transforming itself into a research-oriented, world-class academic institution.

***The National Chengchi University campus is a smoke-free campus.**

***In accordance with the Green Campus Policy, please bring your own eco-friendly tableware for on-campus dining.**

8. Chinese Language Center (CLC)

Beginning as a small Mandarin Studies Program in the Center of International Education and Exchange, Chinese Language Center (CLC) has officially become a university level unit at NCCU in February 2008. CLC aims to provide better and more flexible Mandarin courses to all students who are interested in and committed to learning Chinese language and culture. Since its establishment in 1989, CLC has gradually grown into a full-fledged institution whose mission is to promote Chinese language, culture and values and serve the international community.

8-1 CLC Library

1. For CLC students only.
2. Opening Hours : Mon-Fri 8:30-17:00. Close on weekends and holidays.
Opening Hours during summer/winter vacation are to be announced.
3. Please keep quiet and note that no foods or drink are allowed in the library.

8-2 CLC Lockers

1. Located on the 4th floor of International building.
2. Lockers are available for use by students currently studying at the CLC. Due to limited availability, only temporary locker use is available.
3. Users are responsible for all items stored in the locker. CLC is not responsible for any missing items.
4. Should the following circumstances occur and are not attended to in time, CLC reserves the right to check out the lockers.
 - (1) Storing hazardous, stolen, or illegal items.
 - (2) Using the locker to commit unlawful acts.
 - (3) Improperly storing items and causing a public health hazard.

9. 政大校內設施與服務

9-1 宿舍

華語文中心每期提供 20 個住宿名額（男性 10 名，女性 10 名，皆為雙人房），住宿期間僅有三個月，住宿費（含保證金新台幣 1,000 元）請見申請表。退宿時如無發生毀損公物或置留垃圾廢棄物等於寢室內之情事者，該保證金無息退還。

宿舍男女分居。房間內配置基本傢俱，床單、床墊、被子需自備。宿舍有洗衣設備和交誼廳。宿舍內禁止烹調食物。

9-2 國際學人會館學生區

國際學人會館學生區每期提供 16 個住宿名額（單人房 4 床、雙人房共計 12 床），住宿期以一期（三個月）為單位，房型及住宿費請見網站：<https://mandarin.nccu.edu.tw/stu5.php?1>。

國際學人會館學生區房間內配置基本傢俱，提供床單、床墊、被子，也設有洗衣設備及交誼廳。

9-3 校外租屋資訊

1. 政大學生事務辦公室有提供學生校外租屋資訊。您可以上網依照房租，樓層、性別偏好等資訊查詢。請利用本中心所提供的免費信箱，登入以下網站 <http://www.osa.nccu.edu.tw/dorm2/> 查詢細節。

本中心網頁也提供相關租屋基金會及免費仲介，詳情請見本中心網頁「住宿」部分。

每年秋季期因新生人數較多，華語文中心於 8 月中可安排政治大學學生租屋義工，提供租屋協助。

2. 校外租屋注意事項

可參看本校住宿輔導組-租屋須知手冊：

<http://www.osa.nccu.edu.tw/dorm2/images/8666788175d1cd4c6b36f8.pdf>

9. NCCU Facilities & Services

9-1 Dormitory

The CLC offers 20 dormitory spots (male 10, female 10) for three months at a time; new students have priority. For dormitory details and rent rates (NTD1,000 deposit included) please consult the admissions application. If no damage has been done to school property and no trash or other discarded objects are found in the room, the deposit will be returned.

There are no coed dormitories at NCCU. Rooms are furnished, although you will have to supply your own bedding. Dormitories are equipped with laundry facilities and television rooms. Cooking is prohibited in all NCCU dormitories.

9-2 NCCU International House

The International House provide 16 beds (4 beds / single room, 12 beds / double room) for three months at a time. For the details and rent rates, please check:

<https://mandarin.nccu.edu.tw/stu5.php?1>

Rooms are furnished with bedding. IHouse are equipped with laundry facilities and common area.

9-3 Off Campus Housing Information

1. Students wishing to find alternative housing off campus may utilize the resources of the Office of Student Affairs. Apartment information can be searched based on some rent criteria, such as gender preference, price, etc. For more details, please log into the website with CLC email free account.

<http://www.osa.nccu.edu.tw/dorm2/>

Students could also find rental foundation and free agency information on CLC website.

CLC offers “OFF-CAMPUS RENTAL ASSISTANCE” in mid August. With NCCU student volunteers’ assistance, CLC helps you find a desirable rental residence off campus during your study in Taiwan.

2. Notes for off campus rental residence:

Please refer to the following link:

<http://www.osa.nccu.edu.tw/dorm2/images/8666788175d1cd4c6b36f8.pdf>

9-4 圖書館/Libraries

本中心學生可攜帶「學生證」、照片二張並繳交「保證金」新台幣 3,000 元(退回借書證後發還)及「圖書費」一年新台幣 1,000 元(不滿一年以一年計，不退還)，至本校圖書館辦理借書證。

華語文中心學生辦妥借書證後，請遵守以下借書規則：

1. 借書證限本人使用，不可轉借或交換。
2. 借書之總冊數為 5 冊，借期 3 週，借書到期仍需閱讀時，可辦理續借一次，若所借之書籍借期已滿仍不歸還，圖書館得課以滯還金每日新台幣 5 元。
3. 所借之書籍如有損壞或遺失，應負賠償之責。
4. 其他規則依圖書館規定辦理。若有重大違規行為，不得繼續在本中心研習。

※ 圖書館服務時間：https://www.lib.nccu.edu.tw/zh_tw/service/201

9-5 電子計算機中心(電算中心)

本中心學生可持「學生證」進入本校之電算中心，使用電腦及印表機。

※ 國定假日及寒暑假依公佈時間開放，詳細服務項目及時間請參考網站
<http://www.cc.nccu.edu.tw/>

宿網 IP 註冊

住宿學生須向學校登記住宿，才可以申請註冊 IP。每人只可登記一個 IP。為避免不肖使用者盜用他人學號及選課密碼註冊 IP，請同學妥善保管個人密碼，勿將個人密碼借與他人。目前所有「學生宿舍」均已更換網路設備，並且嚴格執行 IP 與網路卡號對應上網。為避免發生網路不通的情形，請確實登錄網路卡號。詳細資訊請參閱網站：<https://reg.nccu.edu.tw/>

無線上網

政大校園內皆已架設無線上網基地台，以政大提供的電子郵件信箱及密碼登錄即可使用。(學號@nccu.edu.tw，準時報到的新生將於開學第一週發給，請自行到華語文中心辦公室領取；晚報到的新生最晚於第二週發給)

9-4 Libraries

Students may apply for a library card at Chungcheng Library with a current student I.D., two recent 1-inch photos, a refundable deposit of NT\$3,000, and a non-refundable library fee of NT\$1,000. The library card is valid for a whole academic year; even if you are only staying for a term it is still necessary to pay for a full year. The following rules and regulations should be observed at Chungcheng Library.

1. The library card is for personal use only – it is non-transferable and non-exchangeable.
2. Library card holders can borrow a total of five books for three weeks. Each person is permitted to renew once for books on loan. Any other requests for extensions will not be granted, and there is a NT\$5 charge per day for each overdue book.
3. If a student should damages or displaces any book from the library, the student in question must compensate in full.
4. Other policies that are not stated in this notice are based on the official rules and regulations of Chungcheng Library. If you commit a serious offense at the Library, study at the Center will be terminated.

※ Library service hours: http://www.lib.nccu.edu.tw/zh_tw/2/201

9-5 Computer Center

Students may go to the Computer Center to use the computers, and printers with a valid student I.D.

※ The hours for holidays, summer and winter vacation will be posted at

<https://cc.nccu.edu.tw/en/index.html>

Internet Services

Every registered dormitory resident can apply for a permanent IP address for their personal computer. There is a restriction of one IP address per person. All dormitories have upgraded their LAN equipment to facilitate user authentication through matching IP address and machine address (MAC - Media Access Control address). For more details, please visit: <https://reg.nccu.edu.tw/>

Wireless Network

You can use wireless network service at NCCU campus. Simply log in with your NCCU email account (Registered_Number@nccu.edu.tw). Incoming students who register on time should receive their account and password on week one, while later registers will have the information on week 2.

9-6 藝文中心

本校藝文中心開放全校教師及學生使用，可免費欣賞電影、音樂、及舞蹈等文化表演及活動。每月出版之「藝文中心活動節目表」中有每月節目的詳細介紹。學生社團並可上網登記藝文中心場地及活動室的借用。

※詳細藝文活動請參考網站 <http://artist.nccu.edu.tw/>

9-7 台北市立聯合醫院附設政大門診部

自 98 年 6 月 23 日起台北市立聯合醫院於政治大學設立門診部，方便同學就診。您若有參加華語文中心辦理的醫療保險，就診時請別忘了向醫生索取「收據正本」及「診斷證明書」(中文就可以)，並先支付所有的費用；如果你已經有「全民健康保險(全民健保)」，則只要拿健保卡去掛號就可以了。

政大門診部目前有「家醫科」、「皮膚科」、「婦產科」、「耳鼻喉科」、「眼科」、「精神科」、「內兒科」及「心理諮商」(需先預約)等，每一個科別並不是每天都有門診，請您務必先查一下本月份的門診時刻表再前往就診。

台北市聯合院區政大門診部提供心理諮商服務，協助鄰近市民與學生解決有關交友、家庭、人際關係、情緒等問題，增進生活調適和人際溝通能力，並協助處理心理危機。

門診時間表請見 <http://www.tpech.gov.taipei/ct.asp?xItem=134871&CtNode=25212&mp=109151>

地址：臺北市文山區指南路二段 117 號 1 樓（郵局隔壁）

電話：02-8237-7441, 02-8237-7444

9-8 運動設施

本中心學生可持「學生證」向體育室（位於體育館內）借用籃球、排球…等運動用品。

※各場館費用請見本校體育室網站：<https://sports.nccu.edu.tw/web/index/index.jsp>

*本中心學生申請本校游泳證、網球證、重訓證之費用比照教職員眷屬身份繳納。請攜帶「學生證」及「照片一張」至各場館辦公室辦理。

9-6 Art and Culture Center

The Art & Culture Center is open to students and faculty for enjoying free movies, music, dance, and other performing art events. You can find descriptions of programs scheduled for each month on the monthly publication of the “Art & Culture Center Program Schedule”. Student organizations can place on-line reservations for space or activity rooms.

For more information please visit : <http://artist.nccu.edu.tw/>

9-7 Taipei City Hospital Chengchi Clinic

Since June 23, 2009, Taipei City Hospital has offered a clinic at NCCU. If you choose to accept the CLC's medical insurance and get sick, you must pay the medical fees up front, but may ask for a diagnostic certificate from the doctor (Chinese is fine) to apply for reimbursement at the CLC (don't forget!). If you have the Taiwanese National Health Insurance, you can simply take your card when you go see the doctor.

Thus far the clinic's services include: Family Medicine/General Practitioner, Dermatology, ENT, OBS-GYN, Pediatric, Ophthalmology, General Surgery, Psychiatrist (appointment required), etc. Please check the monthly clinic schedules for hours of operation.

Health Clinic Specialty Schedules:

<http://www.tpech.gov.taipei/ct.asp?xItem=134871&CtNode=25212&mp=109151>

Address: Floor 1, (next to Post Office) 117 ZhiNan Road Section 2

Tel: 02-8237-7441, 02-8237-7444

9-8 Sporting Facilities

Basketballs, volleyballs and other sports facilities are available to anyone with a valid Student ID with no charge.

※Please refer to the Physical Education Office for the latest fees.

<https://sports.nccu.edu.tw/web/index/index.jsp?lang=en>

*For CLC students to apply for entry pass in the office of swimming pool, tennis court, weight training room, student card and a photo will be necessary. The price of entry pass will be as same as the fee of spouse and dependent children of full-time NCCU faculty and staff.

棒球場

24 小時皆可進入，位於河堤外

籃球場&排球場

24 小時皆可進入，位於河堤外。

體育館

於開放時間內具備學生證即可進入。學生若需要其他運動設備也可進入租借。

開放時間：請見體育室網站公告

跑道與球場 24 小時皆可進入。可進行慢跑、足球、橄欖球等活動。

網球場

1.) 四維網球場

開放時間與收費標準請見

https://sports.nccu.edu.tw/web/venue/venue_in.jsp?np_no=NP1591947022832

游泳館

開放時間內持有游泳證學生可以進入。游泳池靠近生活服務中心(預定地)。

開放時間與收費標準請見

https://sports.nccu.edu.tw/web/venue/venue_in.jsp?np_no=NP1591950718832

辦理游泳證請洽泳池服務人員。

健身房

開放時間內持有重訓證的學生可以進入。位於游泳館二樓與體育館地下一樓。

開放時間與收費標準請見

https://sports.nccu.edu.tw/web/venue/venue_in.jsp?np_no=NP1597128183818

辦理重訓證請洽體育館地下一樓健身房櫃台。

Baseball Field

Free access and open 24 hours a day. Located just outside of campus grounds, along river bank.

Basketball and Volleyball Court

Free access and open 24 hours a day. Located just outside of campus grounds, along river bank.

Gymnasium

Open to students with valid ID (Equipment rentals are also available to students).

Please refer to the Gymnasium website for the open hours.

Located near the General Building of Colleges.

Track and Field

Free access and open 24 hours a day for running, soccer, rugby, etc. Located near the College of Social Sciences.

Tennis Court

Selective access based on scheduled class use; please visit website for details.

SihWei Court

Open hours and fees is available at

https://sports.nccu.edu.tw/web/venue/venue_in.jsp?np_no=NP1591947022832

Swimming Pool

Open access to students with Swimming Pool Access Card. Located near the Life Service Center(Designated site).

Open hours and fees is available at

https://sports.nccu.edu.tw/web/venue/venue_in.jsp?np_no=NP1591950718832

For application, please consult swimming pool staff.

Weight Training Center

Open access to students with Weight Training Card. Located at 2nd floor of swimming pool and B1 floor of the gym.

Open hours and fees is available at

https://sports.nccu.edu.tw/web/venue/venue_in.jsp?np_no=NP1597128183818

For application, please consult with the counter of B1 floor of the gym.

9-9 學生社團

本校設有多個學生社團，包括自治性、聯誼性、學術性、藝術性、服務性、體適能等各類功能之社團。歡迎各位同學課餘踴躍參加，可促進與本地同學之友誼與對台灣的瞭解。

詳細資訊請參考網站(僅有中文) <http://bit.ly/2yoYPBZ>

9-10 校內公車

政治大學在山上以及山下校區之間提供校內公車服務。每趟車資為 2 元（可刷悠遊卡）。

校內公車服務時刻表(寒暑假期間另行公布)

週一至週五 07:30 - 23:00 每 5 - 15 分鐘一班

週六、週日 08:00 - 22:00 每 20 分鐘一班(11:20, 11:40, 17:20, 17:40 之班次均停駛)

詳細資訊請參考網站(僅有中文) <https://aff.nccu.edu.tw/PageDoc?fid=8612>

9-9 Student Clubs

There are many student clubs operating in various areas of interest, including Independent Clubs, Social Clubs, Academic Clubs, Arts Clubs, Service Clubs, Physical Fitness Clubs, etc. Students are encouraged to join any that interest them. These clubs provide a good medium for developing friendships with local students and gaining understanding of Taiwan's culture.

For more details, please visit (Chinese ONLY) <http://bit.ly/2yoYPBZ>

9-10 Campus Bus Service

NCCU offers regular campus shuttle service from the lower to upper campus for students at the charge of NT\$2 per trip. Please see upper and lower campus map for shuttle bus route.

Limited shuttle services during Summer Vacation and Winter Break. (Time: to be announced)

Shuttle Bus Service Schedules (Summer Vacation/Winter Break Schedule TBA)

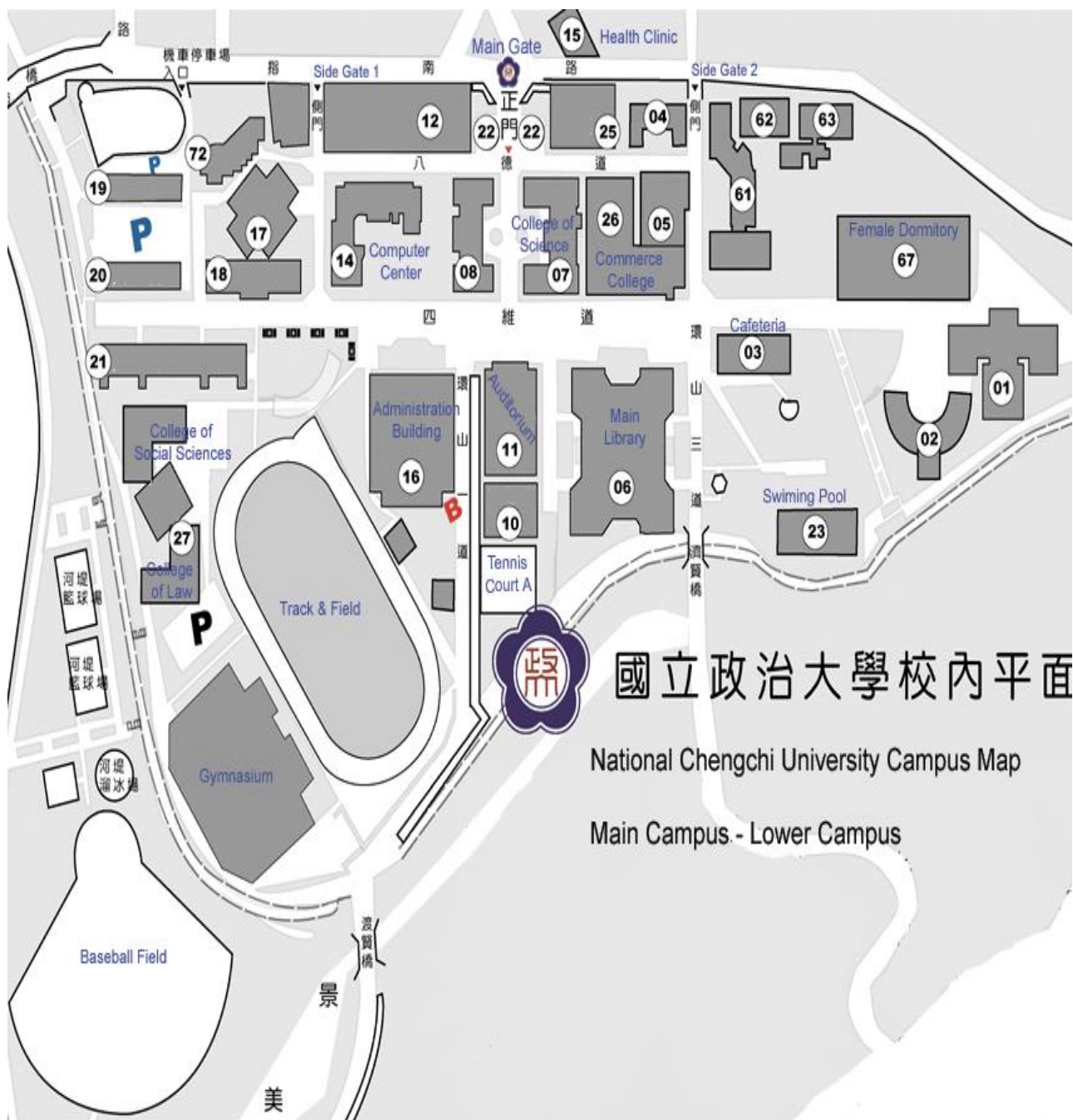
Monday to Friday 07:30 a.m. - 11:00 p.m. 5 – 15 minutes per service

Saturday & Sunday 08:00 a.m. - 10:00 p.m. 20 minutes per service (Shuttle service not available
at 11:20 a.m., 11:40 a.m., 05:20 p.m., 05:40 p.m.)

For more details, please visit (Chinese ONLY) <https://aff.nccu.edu.tw/PageDoc?fid=8612>

10. 校園地圖/Campus Maps

10-1 山下校區/Lower Campus



14. 電算中心/Computer Center

16. 行政大樓/Administration Building

23. 游泳池及重訓室/Swimming Pool and weight training center

10-2 山上校區/Upper Campus



34. 季陶樓/Ji-Tao Building

36. 國際大樓/International Building

37. 藝文中心/Art and Culture Center

68, 69, 71. 宿舍/ Dormitories

11. 大眾捷運系統

11-1 台北捷運系統

捷運系統是台北市內最方便的大眾運輸系統。多條路線涵蓋台北市、新北市主要地區。長達 18 小時的服務提供乘客經濟方便的運輸服務。

請注意，在捷運列車上以及車站中不可抽菸、飲食、嚼食檳榔或口香糖。

單程券：票價依距離決定，最低付款額為 20 元。

一日券：

- 新台幣 200 元(含 50 元押金)。
- 本票卡限啟用當日有效，有效期間內可不限次數搭乘臺北捷運系統(不含貓空纜車)，每次搭乘限一人使用。
- 本票卡不具加值功能，啟用後 3 日內，可至各車站詢問處辦理退還押金 50 元，人為折損恕不退費。

基北北桃都會通：

- 由基隆市、臺北市、新北市及桃園市政府共同推出基北北桃 1200 定期票。
- 票價：新台幣 1,200 元。
- 使用範圍：捷運與輕軌、市區公車、臺灣鐵路(基隆站至桃園市新富站，宜蘭線八堵站至福隆站，以及支線深澳線及平溪線各車站間)、部份公路及國道客運、雙北市 YouBike 借車前 30 分鐘免費。
- 首次使用時，將票卡輕觸捷運車站自動收費進站閘門，及公車、國道客運、公路客運或輕軌驗票機上之感應區即可自動啟用，有效期限為自啟用當日(含)起算【連續 30 日】截止。

最靠近政大的捷運站：文湖線台北動物園站

可於學校側門(靠近電算中心)的全家便利商店前公車站牌搭乘 236，237，282，綠 1，棕 3 抵達台北動物園站。

相關訊息請見 <https://www.metro.taipei/cp.aspx?n=91974F2B13D997F1>

11. Public Transportation

11-1 Mass Rapid Transit System (MRT)

The best way to get around easily in Taipei is to utilize its Mass Rapid Transit (MRT) service. The MRT has train lines covering Taipei city, which also reach as far as the northern most areas of Taipei County. Its 18-hour per day services (6:00AM to 12:00AM) offer you the best way to save time and money on transportation.

Food, drink, smoking, gum, and/or betel nut chewing are prohibited on public transportation vehicles and MRT stations.

Quick-Route Pass (Minimum 20NTD, depending on distance to destination)

One-day Pass:

- NT\$200, NT\$50 deposit included.
- This One-Day Pass is valid for unlimited Taipei Metro rides from first use until the end of service in a single day (Not including Maokong Gondola). It is valid for one passenger each time.
- This One-Day Pass cannot be value-added.
- The price of a One-Day Pass includes a refundable deposit of NT\$50. Note that one can claim the deposit with the returning of the card within three days after the first use. Damage to the card forfeits the deposit.

T-Pass:

- It's a commuter monthly pass promoted by the Taiwan Ministry of Transportation and Communications.
- Price: NT\$1,200.
- Available public transportation: MRT(Include Taoyuan Airport MRT), Light rail transit(LRT), Railway(Keelung Station to Xinfu Station, Yilan Line, PingXi Line, Shenao Line), Bus(Urban areas of each city), Long-distance bus, YouBike (Free of charge within 30 minutes in Taipei)
- The use period will be 30 consecutive days from the date of first use (all public transportation except YouBike can be activated) and must be activated within 30 days from the date of purchase.)

The nearest MRT station to NCCU : Taipei Zoo Station (Wenhu Line)

To get there, take bus 236, 237, 282, MRT shuttle bus Green-1, Brown-3, etc. from the public bus stop located just in front of the side entrance of the campus.

For more details, please see: <https://english.metro.taipei/>

<台北捷運路線圖/Metro Route Map(MRT)>



11-2 悠遊卡

悠遊卡，或稱大眾運輸預付卡。預付卡可以在所有便利超商購得，而且適用於捷運、台北市聯營巴士、捷運轉乘巴士及鐵路，台北市立停車場。



如何使用悠遊卡

當你看到大眾運輸工具上/商店裡具有悠遊卡標示的讀卡機時，請將卡片貼近讀卡區域，該趟車資將會被自動扣除。

悠遊卡充值

當您的加值卡儲值金額過少時，讀卡機會發出較低的響聲，提醒您應該加值。在所有捷運站中都備有加值機，請依照英文或中文的指示引導加值。最低加值金額為 NT\$100，可享轉乘優惠。您也可以在所有便利商店進行加值服務。

11-2 Easy Card

The Easy Card or the Taipei Smart Card can be purchased at any convenience store, MRT station, or Taipei city bus station. It can be used on all buses, MRT trains, Metro Shuttle Buses and Taipei Public Parking lots.



Using the Easy Card:

When you see a symbol for the Easy Card, just swipe the card over and the correct fare will automatically be deducted from your account.

Recharging the Easy Card:

When your card is low on funds, it will usually give a low buzzing sound when you swipe it at an Easy Card pay terminal. To add more money on your card, go to any MRT station where there will be automatic value adding machine to assist you in English and Chinese. Minimum recharge value is 100NTD. You may also add value at any convenience store with a minimum recharge value of 500NTD.

11-3 台北市公車

大部分的台北市公車系統由早上六點營運到晚上十一點半。

公車費用：在投幣箱中投入適當金額，或者使用悠遊卡。每區的公車價格為台幣 15 元。每增加一區便額外再付 15 元。羅斯福路幹線(原 236), 237, 282, 530, 611 以及棕 3, 棕 6, 棕 18 以及綠 1 是可以回到政大的主要公車路線。

***學生優惠票僅限學位生申請。**

相關訊息請見 <https://www.metro.taipei/>

11-4 計程車

計程車在台北市相當普遍，然而，大多數的計程車司機並不說英文，因此，用紙筆寫下目的地會是最好的溝通方式。

車行名稱	叫車專線
台灣大車隊	(02)2192-6688, 55688(手機)
義交大隊	(02)2343-5101
大愛	(02)8787-3002
大豐	(02)2918-3000

所有在台北的 7-11 便利商店都提供叫車服務，他會幫您記下車牌，保證您夜間乘車的安全。

一般車資收費標準	夜間加成收費標準
早上 6 點至晚上 11 點	晚上 11 點至隔天清晨 6 點
起跳價 NT\$75	起跳價 NT\$95
每 200 公尺加收 NT\$5	每 200 公尺加收 NT\$5
每分鐘暫停 NT\$5	每分鐘暫停 NT\$5
使用後車箱 NT\$10	使用後車箱 NT\$10

11-3 Taipei City Bus

Most Taipei city buses operate from 6:00 a.m. to 11:30 p.m.

Bus fare: pay by depositing exact fare into a fare box on the bus or using the Easy Card.

City busses use a fare zone system of 15NTD per zone. Traveling two or more zones will cost an additional 15NTD per zone.

Locate any city bus numbered 236, 237, 282, 530, 611, Brown-3, Brown-6, Brown-18, or Green-1 and they will take you to or from the main campus of NCCU.

***The student discount is available for degree-seeking students only.**

For more detailed information: <https://english.metro.taipei/>

11-4 Taxi

Taxis are prevalent throughout Taipei city 24 hours a day. Taxi drivers do not always speak English so please be ready to explain where you are going in as best way possible.

Taxi Company	Reservation Phone No.
Taiwan Taxi(台灣大車隊)	(02)2192-6688, 55688(mobile)
Yi-jiao Taxi(義交大隊)	(02)2343-5101
Da-ai Taxi(大愛)	(02)8787-3002
Da-feng Taxi(大豐)	(02)2918-3000

All 7-11 convenience stores in Taipei have call-a-cab services that can provide you with a safety-assured pick-up service at night.

Standard Taxi Rates	Late Night Rates
6:00 AM to 11:00 PM	11:00 PM to 06:00 AM
Initial Charge to Board NT\$75	Initial Charge to Board NT\$95
Charge per 200M NT\$5	Charge per 200M NT\$5
Charge per 1min Waiting NT\$5	Charge per 1min Waiting NT\$5
Charge for trunk usage NT\$10	Charge for trunk usage NT\$10

12. 緊急聯絡資訊

12-1 警察以及其他緊急事件聯絡資訊

校內緊急聯絡電話	66119、66110
總值日室	(02)2938-7132, 0932-340-146(手機)
駐警衛室	(02)2938-7129
警察局	110
消防隊	119
外事服務站	(02)2556-6007, (02)2555-4275
外國人在台生活服務	1990
市內中文查號台	104
長途中文查號台	105
英文查號台	106

12. Emergency Information

12-1 Police, Security, Disaster Information

Campus Emergency ext.	66119 、 66110
On-duty Officer	(02)2938-7132, 0932-340-146(Mobile)
Campus Security	(02)2938-7129
Police	110
Fire, Ambulance	119
Foreign Affairs	(02)2556-6007, (02)2555-4275
Information for Foreigners 24 Hours Service Hotline (English-speaking agent available)	1990
Local Telephone Directory (Service in Chinese)	104
Long-distance Telephone Directory (Service in Chinese)	105
Telephone Directory (Service in English)	106

12-2 鄰近醫院

<p>台北市立聯合醫院政大門診部 台北市指南路二段117號1樓 TEL: 8237-7441 在政大校門口郵局旁邊</p>	<p>萬芳醫院 台北市興隆路三段111號 TEL：2930-7930 公車：236、530 捷運：木柵線萬芳醫院站</p>
<p>台北馬偕醫院 台北市中山北路二段92號 TEL：2543-3535 捷運：淡水線雙連站</p>	<p>三軍民診處 台北市內湖區成功路二段325號 TEL：87923311 捷運：板南線昆陽站4號出口搭乘接駁車</p>
<p>台北長庚紀念醫院 台北市敦化北路199號 TEL：2717-3466, 2713-5211 公車：282過莊敬隧道後「黎和里」下車，換285路 站名：台北長庚</p>	<p>榮民總醫院 台北市石牌路二段201號 TEL:2871-2121, 2875-7208 捷運：淡水線石牌站</p>
<p>台大醫學院附設醫院 台北市中山南路七號 TEL：2312-3456, 2397-0800 公車：236 捷運：新店線台大醫院站（沿「常德街」走到「中山南路」）</p>	<p>耕莘醫院 新店市中正路362號 TEL：2219-3391 計程車：車費約250元（自政大出發） 站名：耕莘醫院</p>
<p>台安醫院 台北市八德路二段424號 TEL：2771-8151 公車：236到「公館」換52路 站名：台安醫院</p>	<p>臺北醫學大學附設醫院 台北市吳興街252號 TEL：2737-2181 公車：綠1到「信義行政中心」下車後步行10分鐘</p>
<p>慈濟醫院 新北市新店區建國路289號 TEL：6628-9779 公車：251/棕6到「景美國小（景文）」下車後步行10分鐘</p>	

12-2 Nearby Hospitals

Taipei City Hospital Chengchi Clinic 1F, 117, Sec. 2, Zhinan RD, Taipei TEL: 8237-7441 Next to the Post Office across from the NCCU main gate	Wan-Fang Hospital 111, Sec. 3, Hsing-Long RD., Taipei TEL : 2930-7930 Bus : 236、530 MRT : Muzha Line, Wanfang Hospital Station
Taipei Mackey Memorial Hospital(Main Branch) 92, Sec. 2, Chungshan North Road, Taipei TEL : 2543-3535 MRT : Danshui Line, Shuanglian Station	Tri-Service General Hospital 325, Sec. 2, Chenggond Rd., Neihu, Taipei TEL : 87923311 MRT : BanNan (Blue) Line, Kun-Yang Station Shuttle bus at Exit 4
Chang Gung Memorial 199, Tun Hwa N., Rd., Taipei TEL : 2717-3466, 2713-5211 Bus : 282 to 「Li-Ho-Li(黎和里)」 station and change 285 Stop : Taipei Chang-gung	Verterans General(VACRS) 201, Sec. 2, Shih Pai Rd., Taipei TEL:2871-2121 , 2875-7208 MRT : Danshui Line, Shipai Station
National Taiwan University Hospital 7, Chung Shan S. RD.,Taipei TEL : 2312-3456, 2397-0800 Bus : 236 MRT : Hsin-Tien Line, NTU Hospital Station	Tien Medical Center 362, Chung Cheng Rd., Hsintien TEL : 2219-3391 Taxi : approx. NT\$250 (From NCCU to hospital)
Adventist 424, Sec. 2, Pateh Rd, Taipei TEL : 2771-8151 Bus : 236 to Kong-guan (公館) and then take 52 Stop : Adventist (台安醫院)	Taipei Medical University Hospital No. 252, Wuxing St, Xinyi District, Taipei TEL : 2737-2181 Bus : Green 1 to Xinyin Administrative Center(信義行政中心) and walk for 10 mins.
Taipei Tzu Chi Hospital No. 289, Jianguo Rd., Xindian Dist, New Taipei City TEL : 6628-9779 Bus : Brown 6 /251 to Jingmei Elementary school (景美國小) and walk for 10 mins.	

13. 其他聯絡資訊與服務

13-1 簽證辦理單位地址

內政部入出國及移民署臺北市服務站 台北市中正區廣州街15號 Tel: (02)2389-9983 捷運：小南門線 站名：小南門站2號出口	外交部領事事務局 台北市濟南路一段2之2號4樓 (中央聯合辦公大樓北棟) TEL: (02)2343-2895, (02)2343-2885 http://www.boca.gov.tw/
內政部入出國及移民署新北市服務站 新北市中和區民安街135號(1樓) Tel: (02)8228-2090 *交通資訊請至華語文中心拿取	公車:237 站名：「台北商專」，沿「杭州南路」走到「濟南路」 公車：236或捷運淡水/信義線(紅線) 站名：「台大醫院」

13-2 郵局與銀行服務

1. 郵局開戶

外國學生可攜帶統一證號基資表/學生證和護照於郵局開設帳戶。開戶基本存款為新台幣100~1,000元。開戶必須完成開戶表格，並會取得一本存摺。

※郵局營業時間至 17:00。

2. 銀行開戶

請攜帶外僑居留證/學生證和護照於銀行開設帳戶。開戶基本存款為新台幣100~1,000元。開戶必須完成開戶表格，並會取得一本存摺。

※銀行營業時間至 15:30。

3. 郵政服務

在校園附近有兩間郵局。一間位於大門對面，心理諮商中心旁。另一間位於藝文中心。一般郵件費用為新台幣8元，國內限時郵件為15元。航空、包裹、快遞郵件必須秤重計費。另外，在大部份的便利商店也收受快捷郵件業務。

12-3 外國人士 24 小時免付費服務專線(中文、英文、日文)：1990

13. Additional Contacts & Services

13-1 Offices of Visa Application/Extension

National Immigration Agency, Taipei City Office No. 15, Guangzhou St., Zhongzheng District, Taipei City Tel: (02)-2388-9393 Metro: MRT Xiaonanmen Line, Xiaonanmen Station, Exit 2	Visa Section, Bureau of Consular Affairs, Ministry of Foreign Affairs 4FL, No. 2/2, Section 1, Chinan Rd., Taipei (North Wing of Joint Central Government Office Building) TEL: 2343-2895, 2343-2885 http://www.boca.gov.tw/ Bus No: 237 Bus Stop: National Taipei College of Business. Walk along Hang-Zhou S. Rd. to Ji-Nan Rd. Bus No: 236 Metro: MRT Danshui/Xinyi Line (RED LINE) Bus Stop or MRT Station: NTU Hospital Station
National Immigration Agency, Taipei County Office No.135, Min-An St, Jung-He Dist, New Taipei City Tel: (02)-8228-2090 * Traffic information available in CLC office	

13-2 Banking Services

1. Post Office Account

International students can open an account in any Post Office by providing a Taiwan ID number/Student ID card and passport. Initial deposit of \$100~1,000NT, along with completed New Account Application Form in duplicate and one deposit slip.

*Monday to Friday, 9:00~17:00.

2. Bank Account

International students can open an account in any bank branch by providing an Alien Residence Certificate (ARC)/Student ID Card and passport. Initial deposit of \$100~1,000NT, along with completed New Account Application Form in duplicate and one deposit slip.

* Monday to Friday, 9:00~15:30.

3. Service

The Post Office is located across the street from NCCU's main entrance. There is also a Post Office inside the Art & Culture Center. Postage for first-class, local-delivery mail is generally NT\$5, and NT\$15 for priority mail. Postage for airmail, packages, or express mails is calculated based on weight and destination. Most convenience stores accept drop-offs for express mail services.

12-3 Information for Foreigners (24-Hour service in Chinese, English,

Japanese) : 1990



國立政治大學華語文教學中心

Chinese Language Center, NCCU

11605 臺灣臺北市文山區指南路 2 段 64 號（國際大樓一樓 360101 室）

Room 360101, International Building,

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