



國立臺東大學
NATIONAL TAITUNG UNIVERSITY

臺東大學外國學生手冊

2019~2020

INTERNATIONAL STUDENT HANDBOOK



2019/20

研究發展處國際事務中心

Center Of International Affairs , NTTU



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~2019 外國學生 - 新生入學須知~

~ 2019 Foreign students - New Student Admissions Notice ~

入學三步驟

步驟一 Step 1

登入外國學生專區報名系統

Login to the foreign student area registration system and fill out all required information.

步驟二 Step 2

繳驗畢業證書、成績單並申請居留簽證

Submit the diploma, transcript, and apply for a residence visa.

步驟三 Step 3

入學臺東大學，展開人生新旅程

Enter Taitung University to start a journey in new life.

重要訊息

IMPORTANT INFORMATION

- 歡迎加入國立臺東大學。提醒您，一旦註冊成為本校學生，您必須遵守校規及校內外相關法規。如果您有任何問題，歡迎洽詢研發處國際事務中心或學生事務處（行政大樓一樓）。
- Welcome to NTTU! Once you register and become a student at National Taitung University (NTTU), you must comply with relevant laws, regulations, and school rules. If you have any questions, please contact the [Center of International Affairs](https://coianttu.wixsite.com/coia-nttu/about) or [Office of Student Affairs](https://wdsa.nttu.edu.tw/) (all at 1F Administrative Building).
- **簽證注意事項：** 學生應自行負責了解本身之簽證條件，並留意於台灣停留期間移民法規與簽證有效期限。
- **Important Visa Notice:** It is student's own responsibility to be aware of their own visa conditions and to keep up to date with any changes to immigration status during their stay in Taiwan.

國際事務中心 Center of International Affairs: <https://rd.nttu.edu.tw/> ; <https://coianttu.wixsite.com/coia-nttu/about>;

學生事務處 Office of Student Affairs: <https://wdsa.nttu.edu.tw/>

交通與其他重要資訊

Traffic & Other Important Information

交通類別 Transportation	網站 Web Address	電話 Tel
航空 Flight	<p>桃園機場交通指南 Taoyuan International Airport (TPE) https://www.taoyuan-airport.com/english</p> <p>Airport transportation: https://www.taoyuan-airport.com/english/public_transportation</p> <p>松山機場交通指南 Taipei Songshan Airport (TSA) https://www.tsa.gov.tw/tsa/en/home.aspx</p> <p>Airport transportation: https://www.tsa.gov.tw/tsa/en/page.aspx?id=1059</p> <p>國內航班 Domestic Flight to Taitung Airport (TTT) 台北(TPE)↔臺東(Taitung) Flight schedule: https://www.tta.gov.tw/en/en2.asp</p> <p>Mandarin Airlines: https://b2c.mda.com.tw/DomesticTrip.html?lang=en_US</p> <p>UniAir: https://www.uniair.com.tw/uniweb/b2c/cfresav01.aspx?Language=en-US</p> <p>Taitung Travel: https://www.discovertaitung.com/en/</p>	089-361111
鐵路 Railway	<p>Taitung travel information: https://tour.taitung.gov.tw/zh-tw/traffic/taitung</p> <p>Timetable and reservation: https://tip.railway.gov.tw/tra-tip-web/tip?lang=EN_US</p>	089-229687
公車 Bus	<p>https://taitung.biz/ http://bus.taitung.gov.tw/driving-map</p>	山線 089-328269 海線 089-333443
特約計程車 Contract taxi	<p>https://nttu517119.weebly.com/2930532004353363124336554.html</p>	089-318855 ext.1240~1248
停留簽證→居留簽證 Visitor visa → Resident visa	<p>外交部領事事務局 Bureau of Consular Affairs, Ministry of Foreign Affairs, Republic of TAIWAN https://www.boca.gov.tw/mp-1.html</p> <p>內政部移民署臺東縣服務站 Ministry of the interior National Immigration Agency Republic of TAIWAN https://servicestation.immigration.gov.tw/25645</p>	089-361631
外國學生專區 International Student Area	<p>https://rd.nttu.edu.tw/p/412-1007-9048.php?Lang=zh-tw https://coianttu.wixsite.com/coia-nttu/about</p>	

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1. 108 學年度第 1 學期 行事曆

2019 First Semester Calendar

月份	星期 週次	日 S	一 M	二 T	三 W	四 R	五 F	六 S	每 週 大 事 記	
108 年 8 月 AUG	暑 假					1	2	3	➤ 1~9/2 日-就學貸款開放對保收件	➤ 28~30 日-完成填問卷舊生提前三天加退選
		4	5	6	7	8	9	10	➤ 1~9 th -Student loan open to	➤ 28~30 th -Course add/drop three days in
		11	12	13	14	15	16	17	➤ 1~9 日-校友畢業流向上網填答	➤ advance for old students
		18	19	20	21	22	23	24	➤ 1~9 th -Alumni questionnaire	➤ 31 日-新生家長座談會
									➤ 12~19 日-108 學年度第 1 學期學生網路初選課程	➤ 31 th -Freshman Parents Meeting
									➤ 12~19 th -First-stage online course selection for the 1st semester of 2019 school year	➤ 23 日-學生網路初選課程結果公告
									➤ 23 日-學生網路初選課程結果公告	➤ 23 th -Result of first-stage online course selection
		25	26	27	28	29	30	31	➤ 16 日-進修學士班招生考試	➤ 26~29 日-轉學(系)生上網申請學分抵免作業
									➤ 16 th -Continuing bachelor's admissions exam	➤ 26~29 th -Transfer (department) students apply for credits waiving online
									➤ 23 日-學生網路初選課程結果公告	➤ 23 th -Result of first-stage online course selection
9 月 SEP	一	1	2	3	4	5	6	7	➤ 1 日-大一新生施測	➤ 9~10 日-赴國外交換暨出國進修獎助學金申請
	二	8	9	10	11	12	13	14	➤ 1 st -Freshman test	
	三	15	16	17	18	19	20	21	➤ 1 日-新生入學輔導	➤ 9~10 th -Application for overseas exchange student scholarship
	四	22	23	24	25	26	27	28	➤ 1 st -Freshmen initiation	
	五								➤ 1 日-社團動靜態展	➤ 9~13 日-線上餘額加選、上修人工加選及特殊個案加退選
									➤ 1st-Student society dynamic and static exhibition	
									➤ 2~30 日-弱勢助學金申請及收件	➤ 9~13 th -Online add selection, manual add-on, and special cases add/drop
									➤ 2-30 th -Disadvantaged student scholarship application	
									➤ 1~29 日-外國學生申請入學(春季班)	➤ 12 日-港澳僑獨招簡章公告
									➤ 1~29 th -International student admission application (spring class)	➤ 12 th -Hong Kong and Macao overseas Chinese students admissions announcement
									➤ 2~20 日-優秀陸生及港澳僑生獎金申請	➤ 12~16 日-第二次選課清單核對線上確認
									➤ 2~20 th - Excellent Chinese and Hong Kong student scholarship applications	➤ 12~16 th -Second selection course result confirmation online
									➤ 2 日-開學註冊日	➤ 13 日-中秋節
									➤ 2 nd -School registration day	➤ 13 th -Mid-Autumn Festival
									➤ 2 日-期初學習預警名單上網登錄	➤ 16 日-校務座談會(13:10)
									➤ 2 nd -Semester learning and prewarning list online	➤ 16 th -School Affairs Forum
									➤ 2~6 日-學生網路加退選	➤ 16 日-傑出教學獎頒獎典禮(13:10)
									➤ 2~6 th - Course add/drop online	➤ 16 th -Outstanding teacher awards ceremony
									➤ 2~20 日-國內交換生甄選申請	➤ 19 日-第 1 次校教評會(12:10)
									➤ 2~20 th -Domestic exchange student application	➤ 19 th -The first School Teaching Review Meeting
									➤ 2~20 日-學生成績優異提前畢業申請	➤ 26 日-期初校務會議(15:10)
									➤ 2~20 th -The students with excellent grades and in advance graduation application	➤ 26 th -First School Affairs Meeting
									➤ 5 日-第 1 次行政會議(14:00)	➤ 30 日-第 1 次班代會議(13:00~15:00)
									➤ 5 th -The first meeting of the Administrative Council	➤ 30 th -The first time of the class delegate meeting

										<div>➤ 7~8 日-第一次選課清單核對線上確認</div> <div>➤ 7~8th-The first choice course checklist confirmation</div> <div>➤ 7~8 日-新生健康檢查暨體適能檢測</div> <div>➤ 7~8th-Health and physical fitness test for freshmen</div>
10 月 OCT				1	2	3	4	5	<div>➤ 3 日-教務會議(15:10)</div> <div>➤ 17~18 日-大五實習學生第一次返校座談</div>	<div>➤ 3rd-Academic Affairs Meeting</div> <div>➤ 17~18th-The fifth grade student-interns first</div>
	六	6	7	8	9	10	11	12	<div>➤ 5 日-補(10/11)上班上課日</div> <div>➤ back to school forum</div>	
	七	13	14	15	16	17	18	19	<div>➤ 5th-Backup working day (10/11)</div> <div>➤ 18 日-第 1 學期圖書資訊發展委員會</div>	
	八	20	21	22	23	24	25	26	<div>➤ 4~11 日-港澳僑獨招報名</div> <div>➤ 18th-1st semester the Library Information</div>	
	九	27	28	29	30	31			<div>➤ 4~11th-Hong Kong and Macao overseas Chinese student Application</div> <div>➤ 21 日-D14 校園路跑挑戰賽</div>	<div>➤ Development Committee</div> <div>➤ 21th-D14 Campus road run challenge</div>
									<div>➤ 7 日-全校導師會議(12:50-15:00)</div> <div>➤ 24 日-研究發展委員會</div>	<div>➤ 7th-College tutor meeting</div> <div>➤ 24th-Research and Development Committee</div>
									<div>➤ 7 日-109 級應屆(非應屆)畢業生自覓實習說明會</div> <div>➤ 24 日-第 1 次師資培育委員會</div>	<div>➤ 7th-109 Graduates self-study internship briefing session</div> <div>➤ 24th-1st Teacher Training Committee</div>
									<div>➤ 10 日-國慶日</div> <div>➤ 28 日-校歌比賽</div>	<div>➤ 10th-The National Day</div> <div>➤ 28th-School song competition</div>
									<div>➤ 11 日-國慶日連假，並於 10/5 補行上班上課</div> <div>➤ 31 日-課程會議(14:10)、教務會議(15:10)</div>	<div>➤ 11th-National Day holiday, on duty and on class (10/5)</div> <div>➤ 31th-Course Meeting , Academic Meeting</div>
									<div>➤ 14~25 日-樂活新生盃球類競賽</div> <div>➤ 17 日-特殊教育推行委員會諮詢會議</div>	<div>➤ 14~25th-Lohas cup ball sports contests</div> <div>➤ 17th-Special Education Promotion Committee Meeting</div>
						1	2	<div>➤ 1~12/30 日-學雜費減免申請</div> <div>➤ 11~29 日-教學實習課三週集中實習(師培學系、教育學程班)</div>	<div>➤ 1~30th-Tuition and miscellaneous fees exemption application</div> <div>➤ 11~29th-Three-week concentrated internship</div>	
十	3	4	5	6	7	8	9	<div>➤ 7 日-第 2 次行政會議(14:00)</div> <div>➤ 7th-The second meeting of the Administrative Council</div> <div>➤ 14 日-第 2 次校教評會(12:10)</div>	<div>➤ for teaching (department of teacher training, education diploma classes)</div> <div>➤ 14th-The second School teacher Review Meeting</div>	
十一	10	11	12	13	14	15	16	<div>➤ 4~10 日-全校期中考試週</div> <div>➤ 14th-The second School teacher Review Meeting</div> <div>➤ 16 日-碩博士班招生考試</div>	<div>➤ 4~10th-The school mid-term exam week</div> <div>➤ 16th-Master / doctorate admit test</div>	
十二	17	18	19	20	21	22	23	<div>➤ 9~22 日-期中終止修習申請</div> <div>➤ 11 日-總務會議(12:10)</div> <div>➤ 22 日-學習預警上網登錄截止</div>	<div>➤ 9~22th-Mid-term learning terminate application</div> <div>➤ 11th-General affairs meeting</div> <div>➤ 22th-Learning prewarning online login</div>	
11 月 NOV	十三	24	25	26	27	28	29	30	<div>➤ 11~22 日-108 學年度第 2 學期修讀輔系、雙主修申請</div> <div>➤ 30 日-社團評鑑</div>	<div>➤ 11~22th-108-2 semester minor study, double major application</div> <div>➤ 30th- Student society evaluation</div>
12 月 DEC	十四	1	2	3	4	5	6	7	<div>➤ 1~13 日-延畢生、已通過成績優異提前畢業學生及</div> <div>➤ 9 日-校園暨交通安全會議</div>	<div>➤ 修業滿 8 學期學生，上網申請本學期(109.1 月)畢業</div> <div>➤ 9th-Campus and Traffic Safety Meeting</div>
	十五	8	9	10	11	12	13	14	<div>➤ 1~13th-Delayed graduates, graduated students who</div> <div>➤ 12~23 日-學生上網填答教學意見</div>	
	十六	15	16	17	18	19	20	21	<div>➤ have passed the excellent grades and completed 8</div>	
	十七	22	23	24	25	26	27	28		

108 學年度第 2 學期 行事曆

2019 Second Semester Calendar

月份	星期 週次	日	一	二	三	四	五	六	每 週 大 事 記										
		S	M	T	W	R	F	S											
109 年 2 月 FEB	寒假							1	➤ 3~14 日-轉學(系)生上網申請學分抵免作業 ➤ 10~27 日-學生成績優異提前畢業申請										
		2	3	4	5	6	7	8		➤ 3~14 th -Transfer (Department) students apply for credits waiving online ➤ 10~27 th the students with excellent grades and in advance graduation application									
	一	9	10	11	12	13	14	15	➤ 5~7 日-完成填問卷舊生提前三天課程加退選 ➤ 15~16 日-第一次選課清單核對線上確認										
	二	16	17	18	19	20	21	22		➤ 5~7 th - Course add/drop three days in advance for old students ➤ 15~16 th the first choice course checklist confirmation online									
	三								➤ 8 日學生宿舍開放入住(12:00) ➤ 17~21 日-線上餘額加選、上修人工加選及特 殊個案人工加退選 ➤ 8 th -Student Dormitory open (12:00) ➤ 10 日-開學註冊日 ➤ 17~21 th - Online add selection, manual add-on, and special cases add/drop ➤ 10 th -school registration day ➤ 10 日-期初學習預警名單上網登錄 ➤ 13 日-第 1 次行政會議(14:00) ➤ 10 th Semester beginning learning and prewarning list online login ➤ 13 th -The first meeting of the Administrative Council ➤ 10~14 日-學生網路加退選 ➤ 15 日-補(1/23)上班上課 ➤ 10~14 th -Course add/drop in the network by Student ➤ 15 th -On duty and on class and compensatory time off (1/23) ➤ 10~27 日-國內交換生甄選申請 ➤ 20~24 日-第二次選課清單核對線上確認 ➤ 20~24 th -Second selection course list result confirmation online ➤ 24 日-校務座談會(13:10) ➤ 24 th -School Affairs Forum ➤ 28 日-和平紀念日 ➤ 28 th -Peace Memorial Day										
										23	24	25	26	27	28	29			
										3 月 MAR	四	1	2	3	4	5	6	7	➤ 1~31 日-學生證照補助申請 ➤ 19 日-第 1 次校教評會
											五	8	9	10	11	12	13	14	
											六	15	16	17	18	19	20	21	➤ 2 日-第 1 次班代會議 ➤ 26 日-體育運動與健康發展委員會
											七	22	23	24	25	26	27	28	
											八								➤ 12 日-期初校務會議(15:10) ➤ 27 日-72 週年校慶陸上運動會暨傑出校友表揚活動 ➤ 12 th -Beginning School Affairs Meeting ➤ 27 th -72th Anniversary celebration land sports games and outstanding alumni commend activities ➤ 14 日-碩博士班招生考試 ➤ 28 日-72 週年校慶水上運動會 ➤ 14 th -The Master / Doctorate admit exam ➤ 28 th -72th Anniversary celebration water sports ➤ 16 日-全校導師會議(12:50-15:00) ➤ 18 日-第 2 學期圖書資訊發展委員會 ➤ 18 th -2 nd -Semester the Library information Development Committee
4				1	2	3	4	➤ 1~6/30 日-應屆畢業生流向上網填答 ➤ 13~19 日-全校期中考試週											

月	九	5	6	7	8	9	10	11	➤	1~6/30 th -Alumni graduation flow to the Internet to	➤	13~19 th -The school mid-term exam week
APR	十	12	13	14	15	16	17	18		answer	➤	16 日-第 2 次行政會議(14:00)
	十一	19	20	21	22	23	24	25	➤	2 日-校慶	➤	16 th -The second meeting of the Administrative Council
	十二	26	27	28	29	30			➤	2 nd -The school Celebration	➤	16 日-研究發展委員會
									➤	2-3 日-兒童節及民族掃墓節補假	➤	16 th -Research and Development Committee
									➤	2-3 rd -Children's Day and National Tomb Sweeping Day compensatory time off	➤	18 日-教育學程甄選考試
									➤	4 日-兒童節、民族掃墓節	➤	18 th -Education Program Selection Exam
									➤	4 th -Children's Day and National Tomb Sweeping Day	➤	18-5/1 日-期中終止修習申請
									➤	6~10 日-系際盃球類競賽	➤	18~1 st May Mid-term learning terminate application
									➤	6~10 th -Department cup ball sports contests	➤	20 日-總務會議(12:10)
									➤	6~17 日-109 學年度轉系申請	➤	20 th -General Affairs Meeting (12:10)
									➤	6~17 th -109 school year department transfer application	➤	23 日-特殊教育推行委員會諮詢會議
									➤	6~17 日-109 學年度第 1 學期修讀輔系、雙主修及碩班先修生申請	➤	23 th -Special Education Promotion Committee Advisory Meeting
									➤	16~17 th -109-1 st semester minor study, double major, and master's degree class application	➤	25 日-碩士在職專班(夜間假日班)招生考試
									➤	9 日-課程會議(14:10)、教務會議(15:10)	➤	25 th -Master's in-service professional class (night holiday class) admission exam
									➤	9 th -Course Meeting, Academic Affairs Meeting	➤	25 日-二年制在職專班招生考試
									➤	9 日-第 1 次師資培育委員會(12:10)	➤	25 th -two-year in-service professional class admission exam
									➤	9 th -1st Teacher training Committee	➤	25 日-原住民專班招生考試
											➤	25 th - Aboriginal professional class admission exam
5 月							1	2	➤	1 日-學習預警上網登錄截止	➤	18 日學生事務會議(12:10)
MAY	十三	3	4	5	6	7	8	9	➤	1st - Learning prewarning online login deadline	➤	18 th -Student Affairs Meeting
	十四	10	11	12	13	14	15	16	➤	1~6/30 日-學雜費減免申請	➤	18 日校園暨交通安全會議(14:00)
	十五	17	18	19	20	21	22	23	➤	1~6 th -Tuition and miscellaneous fees exemption application begins	➤	18 th -Campus and Traffic Safety Meeting
	十六	24	25	26	27	28	29	30	➤	4 日-第 2 次班代會(13:00~15:00)	➤	21 日-課程會議(14:10)、教務會議(15:10)
	十七	31							➤	4 th -2nd time of Class Delegate Meeting	➤	21 th -Course Meeting , Academic Affairs Meeting
									➤	9 日-碩士在職專班(暑期班)招生考試	➤	25~29 日-學生上網填答教學意見
									➤	9 th -Master's in-service class (summer class) admission exam	➤	25~29 th -students to fill the online teaching opinions
									➤	11~22 日-大四生延畢上網申請	➤	30 日畢業典禮
									➤	11~22 th -Senior students delaying graduation application online	➤	30 th -Graduation Ceremony
									➤	14 日-第 2 次校教評會(12:10)		
									➤	14 th -The third School Teaching review meeting		
6 月			1	2	3	4	5	6	➤	1~12 日-外國學生獎助學金申請(秋季班)	➤	15 日-暑假開始
	十八	7	8	9	10	11	12	13			➤	15 th -Summer vacation begins

JUN		14	15	16	17	18	19	20	➤	1~12 th -Foreign Student Scholarship Applicate	➤	20 日--補(6/26)上班上課日
		21	22	23	24	25	26	27		(Autumn class)		20 th -On duty and on class and compensatory time off (6/26)
暑假									➤	1~19 日-大四生畢業學分檢核送審	➤	21 日-教師繳交大四畢業生學期成績截止日(應屆畢業師資生成績提前至 14 日繳交)
										1~19 th -Senior students Graduation credits Check and review		21 th -teacher to submit senior students semester grades deadline (The grades of the teacher training graduates will be submitted on the 14th)
										4 日-期末校務會議(15:10)		23 日-第 3 次校教評會(12:10)
										4 th -End-of-term School Affairs Meeting (15:10)		23 th -The third School Teacher Review Meeting
										8 日-109 級教育實習學生行前說明會		25 日-端午節
										8 th -109 grade education internship student predeparture briefing		25 th -Dragon Boat Festival
										8~14 日-全校期末考試週		26 日-端午節補假
										8~14 th - Whole school mid-term exam week		26 th -Dragon Boat Festival compensatory time off
										11 日-第 3 次行政會議(14:00)		30 日-教師繳交大一-大三學期成績截止日
										11 th -The third meeting of the Administrative Council		30 th -Teacher submits 1st~3rd grade semester results deadline
										11 日-研究發展委員會		
										11 th -Research and Development Committee		
										14 日學生宿舍預備關閉(18:00)		
										14 th -Student Dormitory is ready to close (18:00)		
										15 日學生宿舍正式關閉(12:00)		
										15 th -Student Dormitory close (12:00)		
7 月 JUL					1	2	3	4	➤	1-9 日-校友畢業流向上網填答	➤	11 日-暑假轉學考
		5	6	7	8	9	10	11		1~9 th - Alumni questionnaire		11 th -Summer vacation transfer exam
		12	13	14	15	16	17	18		6~8 日-暑期碩班上課		27~31-暑期碩班學生上網填答教學意見
		19	20	21	22	23	24	25		6~8 th -Master's degree summer class		27~31 th -Summer master class students to fill the online teaching questionnaire
		26	27	28	29	30	31					

More about school calendar: <https://www.nttu.edu.tw/p/426-1000-1.php?Lang=zh-tw>

2. 各項設施及單位

Facilities and Units

一、各項設施 <https://www.nttu.edu.tw/>

I. Facilities

1. 圖書資訊館 <http://www.lic.nttu.edu.tw/mp.asp?mp=1>

臺東大學圖書資訊館整合圖書服務和資訊服務，建置許多亮點空間：校史室、東大藝廊、湖畔講堂（192 人）、推廣教室（80 人）、人體工學電腦教室（60 人）、互動光牆、多媒體聆賞區（2 人席 12 座、單人席 7 座）、多功能展演室、學習共享區（電腦使用 40 席、衝浪板討論桌 3 張 15 席、可移動式討論桌 9 張 22 席）、討論室（4 間）、語言學習小間（4 間）、N 次方空間、研究小間（長期 7 間、短期 2 間）、自習室（靜讀 44 席、悅讀 42 席）、閱報桌 4 席、閱覽席位 180 席、及休憩席位 58 席等，值得大家善加使用。

A. Library and Information Center

The award-winning integrated library and information services of Library and Information Center have built many great public spaces: school history room, art gallery, lakeside lecture hall (192 people), extension education classroom (80 people), ergonomics computer classroom (60 people), interactive light wall, multimedia area (12 twin seats, 7 single seats), show room, learning commons (40 computers available, 3 surfboard style discussion tables which seats 15 people, 9 movable discussion tables which seats 22 people, 4 discussion rooms, 4 language learning carrels, Nth power space, research carrels (7 long-term, 2 short-term), study room (44 seats in self-study area, 42 seats in reading area), 4 seats in newspapers reading area, 180 seats in reading area, and 58 seats in resting area, for faculties and students to make good use of the resources.

2. 運動與健康中心 <https://wdpo.nttu.edu.tw/>

館內配置有運動與健康中心辦公室、綜合球場（籃球、羽球、排球、合球）、室內游泳池、體操房、攀岩場地、室內 PU 跑道、柔道室、桌球室、韻律教室（舞蹈教室）、體適能中心（重量訓練、心肺訓練、體適能訓練），館外設有田徑場（田徑、足球、高爾夫）及室外球場（籃球、排球、網球）。

B. Sports and Health Centre

The center is equipped with offices, sports courts and fields (basketball, badminton, volleyball, korfbal), indoor swimming pool, calisthenics room, rock climbing area, indoor PU runway, judo room, table tennis room, aerobics classroom (dance studio), fitness center (weight training, cardio training, fitness training), outer track and field stadium (track and field, football, golf), and outdoor courts (basketball, volleyball, tennis).

3. 健康事務組

提供健康服務、健康教育等服務。

地點：各院及行政大樓、學生活動中心、第二學生宿舍

電話：(089) 318855 分機 1220, 1957

C. Health Services Section

The section provides health services and health education services.

Location: College administration buildings, student activity center, student dormitory No.2.

Tel: (089) 318 855 ext. 1220, 1957

二、行政單位

II. Administrative units

1. 教務處 <https://aa.nttu.edu.tw/>

A. Office of Academic Affairs

(1) 註冊組：學生學籍、保留入學、休學、註冊。

地 點：行政大樓一樓

電 話：(089) 318855 分機 1120~1123

(a) Registrar Section: Student school roll, status retention, suspension and registration

Location: Administration building

Tel: (089) 318855 ext. 1120~1123

(2)課務組：學生選課。

地 點： 行政大樓一樓

電 話：(089) 318855 分機 1110~1113

(b) Curriculum Section: Student course selection

Location: Administration building

Tel: (089) 318855 ext. 1110~1113

(3)綜合業務組：海內外招生、外國學生獎助學金申請、交換生徵選等。

地 點： 行政大樓一樓

電 話：(089) 318855 分機 1130~1133

(c) Comprehensive Business Section: Domestic and international student recruitment, scholarship/ financial aid application of international students, exchange students regulations

Location: Administration building 1F

Tel: (089) 318855 ext. 1130~1133

(4)教學發展中心：學習預警管理、網路學園使用推動管理、英語自學系統推動管理等。

地 點： 行政大樓一樓

電 話：(089) 318855 分機 1141~1146

(d) Teaching and Learning Development Center: Early warning management, promotion and management of e-learning platform, promotion and management of self-paced English learning system

Location: Administration building 1F

Tel: (089) 318855 ext. 1140~1146

2. 學生事務處 <https://wdsa.nttu.edu.tw/>

B. Office of Student Affairs

(1) 生活輔導組：新生到校、新生入學指導、住宿申請。

地 點： 行政大樓一樓

電 話：(089) 318855 分機 1231~1237

知本學苑（宿舍）電話：(089) 318855 分機 7000，(089) 518255 轉 9，(089) 518263~5

(a) Discipline Section: Freshman arrival, freshman guide, dormitory application

Location: Administration building 1F

Tel: (089) 318855 ext. 1231~1237

Jhihben Academy (Dormitory) Tel: (089) 318855 Ext. 7000. (089) 518255 Ext. 9. (089) 518263~5

(2) 軍訓暨校園安全中心：學生兵役。

地 點： 行政大樓一樓

電 話：(089) 318855 分機 1241~1248

(b) Military Training and Campus Safety Center: Student military service

Location: Administration building 1F

Tel: (089) 318855 ext. 1241~1248

(3) 課外活動組：學雜費減免、就學貸款、弱勢學生助學計畫申請。

地 點： 行政大樓

電 話：(089) 318855 分機 1210~1213

(c) Extracurricular Activity Section: Tuition and miscellaneous fees exemption, student loans, disadvantaged student grant application Location: Administration building

Tel: (089) 318855 ext. 1210~1213

(4) 心理輔導組：個別晤談、班級輔導。

地 點： 行政大樓

電 話：(089) 318855 分機 1250~1258

(d) Counseling Section: Student counseling, classes counseling

Location: Administration building

Tel: (089) 318855 ext. 1250~1258

(5) 學生職涯發展中心：職涯相關講座、職涯興趣探索及施測。

地點：行政大樓

電話：(089) 318855 分機 1260~1263

(e) Career Development Center: Career-related seminars, career interest in exploration and survey

Location: Administration building

Tel: (089) 318855 ext.1260~1263

3. 總務處 <https://dga.nttu.edu.tw/>

C. Office of General Affairs

總務處主要負責校園整體規劃及管理行政相關事務。其中重要單位之一為出納組，國際學生如果需要辦理補(退)繳學費或獎學金領取等，可至出納組辦理。

出納組：繳費單。

地點：行政大樓

電話：(089) 318855 分機 1320~1323

Office of General Affairs is mainly responsible for campus overall planning and management related administrative matters. One of its most important sections is Cashier Section, which handles tuition fee supplementary payment/refund or scholarship for international students.

Cashier Section : Bills for tuition and related fees

Location: Administration building

Tel: (089) 318855 ext.1320~1324

4. 研究發展處 <https://rd.nttu.edu.tw/>

D. Office of Research and Development

(1) 綜合企劃組：評鑑及產學合作等。

地點：行政大樓三樓

電話：(089) 318855 分機 1511~1513

(a) Planning Section : Evaluation and industry-university cooperation

Location: Administration building 3F

Tel: (089) 318855 ext.1511~1513

(2) 國際事務中心：教師交換與學生交換、辦理陸生簽證等。

地點：行政大樓一樓

電話：(089) 318855 分機 1531~1533

(b) **Center of International Affairs:** Teachers and students exchange, Mainland China Students' visa

Location: Administration building 1F

Tel: (089) 318855 ext.1531~1533

3. 學習相關

Course Related Information

一、上課時間

I. Course Hours

每節課 50 分鐘，以下為上課時間表：

Each lesson takes 50 minutes, a timetable is provided below:

節次	上課時間		Lesson	Hour
0	7:10 ~ 8:00		0	7:10~8:00
1	8:10 ~ 9:00		A	8:10~9:00
2	9:10~10:00		B	9:10~10:00
3	10:10~11:00		C	10:10~11:00
4	11:10~12:00		D	11:10~12:00
5	12:10~13:00		E	12:10~13:00
6	13:10~14:00		F	13:10~14:00
7	14:10~15:00		G	14:10~15:00
8	15:10~16:00		H	15:10~16:00
9	16:10~17:00		I	16:10~17:00
10	17:10~18:00		J	17:10~18:00
11	18:10~19:00		K	18:10~19:00
12	19:10~20:00		L	19:10~20:00
13	20:10~21:00		M	20:10~21:00
14	21:10~22:00		N	21:10~22:00

二、學生 E-mail 帳號

II. Student email account

1. 新生電子信箱帳號

大學部學生：學號前加 u (例：u10301001)

研究所學生：學號前加 g (例：g10301001)

進修部學生：學號前加 b (例：b10301001)

2. 主機名稱：依學號開頭之年分

例:103xxxxx ms103.nttu.edu.tw

3. 完整信箱範例：g10301001@ms103.nttu.edu.tw

4. 預設密碼：身份證後 4 碼加上生日之月日 4 碼

例：1234(後四碼) + 0101(1 月 1 日生) --> 12340101

A. E-mail account for freshmen

Undergraduate students: Put a "u" in front of the student ID (for example: u10301001)

Graduate students: Put a "g" in front of the student ID (for example: g10301001)

Continue education program students: Put a "b" in front of the student ID (for example: b10301001)

B. Host Name: According to the school year consisted in student ID

For example: 103xxxxx ms103.nttu.edu.tw

C. A complete mailbox example: g10301001@ms103.nttu.edu.tw

D. Default password: Last 4 digits of ID number plus 4 digits consisted of month and day of birth

For example: 1234 (last four digits) + 0101 (born January 1) -> 12340101

三、修習學分、選課

III. Degree program, course selection

1. 凡屬大學部本班之必修科目均由課務組代選，其餘科目，同學於初選及加退選時上網選課；每學期選課公告時間請上課務組網頁查詢。

➤ 本學期加退選時間：

- (1) 第一階段網路初選：2019 年 8 月 12 日（一）08：00 起至 8 月 19 日（一）24：00 止，共 8 天。
- (2) 第二階段網路加退選：2019 年 9 月 02 日（一）08：00 起至 9 月 06 日（五）24：00 止，共 5 天。
- (3) 第一次選課清單核對：2019 年 9 月 07 日（六）08：00 起至 9 月 08 日（日）24：00 止，共 2 天。
- (4) 第二次選課清單核對：2019 年 9 月 12 日（四）08：00 起至 9 月 16 日（一）24：00 止，共 5 天。
- (5) 線上餘額加選：2019 年 9 月 09 日（一）08：00 至 9 月 13 日（五）24：00 止，共 5 天。
- (6) 上修人工加選：2019 年 9 月 09 日（一）08：00 至 9 月 13 日（五）23：59 止，共 5 天。
- (7) 特殊個案人工加退選：2019 年 9 月 09 日（一）08：00 至 9 月 13 日（五）17：00 止，共 5 天。
- (8) 期中終止修習申請：2019 年 11 月 09 日（六）至 11 月 22 日（五）止，共 15 天。

A. All the compulsory subjects for undergraduate students should be preselected by curriculum section, while the remaining subjects should be selected by students during first-stage online course selection and course add/drop period; students may go to Curriculum Section's webpage for online course selection period announcements each semester.

➤ Course add/drop period:

- (a) The first phase of the network primary election: August 12, 2019 (Monday) from 08:00 to August 19 (Monday) 24:00, a total of 8 days.
- (b) The second phase of the network plus withdrawal: from 08:00 on Monday, September 2, 20, to 24:00 on September 6 (Friday), for a total of 5 days.
- (c) Check the first class list: from 08:00 on Saturday, September 7, 20, to 24:00 on Sunday, September 8, for 2 days.
- (d) Check the second class list: 8:00 on September 12, 2019 (Thursday) and 24:00 on September 16 (Monday) for 5 days.
- (e) Online balance plus: 5:00 on September 9, 2019 (Monday) from 08:00 to September 13 (Friday) for 5 days.
- (f) Manual repair: 8:00 on September 9, 2019 (Monday) from 08:00 to September 13 (Friday) for a total of 5 days.
- (g) Special case manual plus withdrawal: Monday, September 9, 20:00 to Friday, September 13 (Friday), 17:00, for 5 days.
- (h) Application for termination of mid-term period: November 9 (Saturday) to November 22 (Friday) for a total of 15 days.

2. 每學期修習學分數之規定(學位生):

第一學年每學期不得少於十四學分，不得多於二十八學分。第二、三學年，每學期不得少於十四學分，不得多於二十五學分。第四學年每學期不得少於九學分，不得多於二十五學分。

交換生或研修生每學期至少須修習一門課(二學分)。

B. Regulation of credit hours per semester (for degree students):

Students must meet the lower limit of fourteen credit hours, and the upper limit of twenty-eight credit hours per semester for the first school year. Students must meet the lower limit of fourteen credit hours, and the upper limit of twenty-five credit hours per semester for the second and third school year. Students must meet the lower limit of nine credit hours, and the upper limit of twenty-five credit hours per semester for the fourth school year.

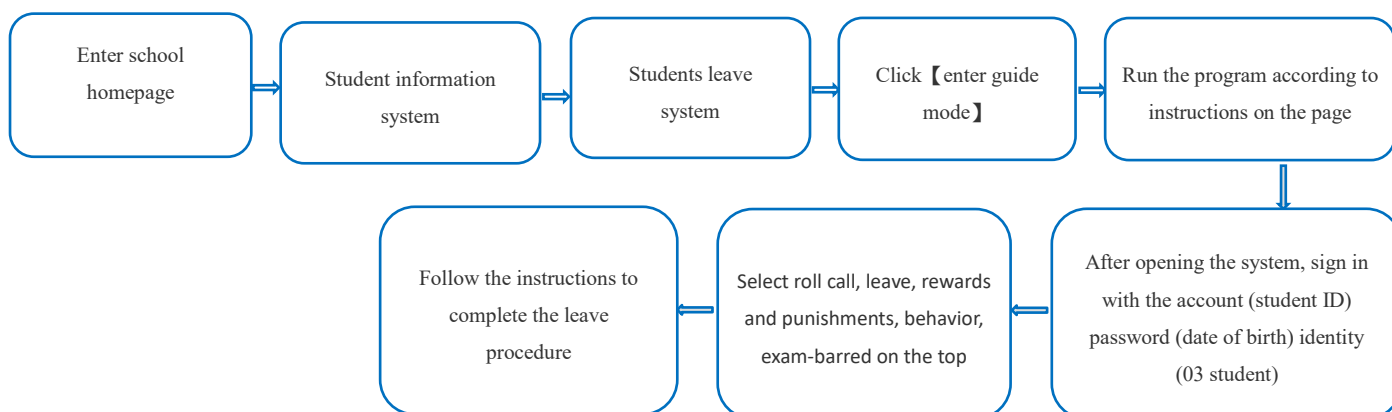
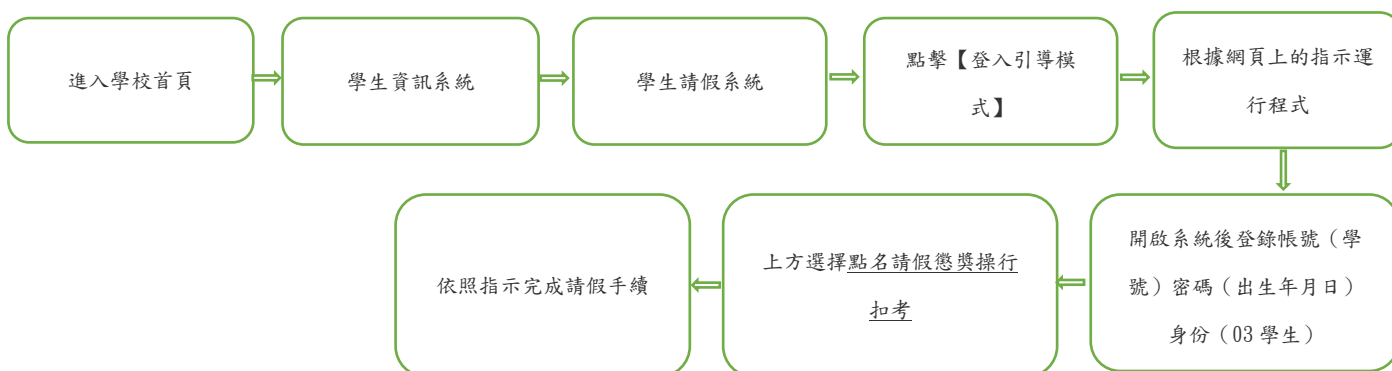
For exchange students, at least one course (two credits) per semester.

四、請假手續

IV. Application for leave of absence

1、如何請假？

A. How to take a leave?



4. 簽證及居留權

Visas and the Right of Residence

一、更換簽證：停留簽證→居留簽證 <https://www.boca.gov.tw/mp-1.html>

I. Change your visa status: Visitor visa → Resident visa

A. 如果你是持停留簽證入境，且需在台就學超過 180 天者，請至內政部移民署臺東縣服務站辦理。

申請人如已持符合改換就學資格之停留簽證入境，得於停留期限屆滿至少 7 個工作天前檢具上列各項文件及簽證規費，提出申請改

辦居留簽證。

A. If you entered Taiwan on a visitor visa and intended to study for more than 180 days, please go to National Immigration Agency Taitung County Service Station and apply for extension. Applicants who enter Taiwan on a visitor visa which qualifies the applicants for resident visa application for the purpose of undertaking studies must apply for a resident visa 7 work days before the duration of stay expires.

應繳文件及說明：Documents and note to be submitted:

應繳文件 Submitted Documents	說明 NOTE
簽證申請表 Visa Application Form	須至「 簽證線上填表 」填寫，列印產出具有條碼之簽證申請表，並親自簽名確認。 You must complete the "Visa Online Filling Form" and print out the visa application form with barcode, and confirm it by yourself.
照片 2 張 Two photos	須繳交最近 6 個月內拍攝之 2 吋彩色照片，背景須以白色為底色。並黏貼於簽證申請書上。 2-inch color photo taken in the last 6 months, Background must be white and affixed to the visa application form
護照正本及影本 Original and photocopy of the passport	護照效期須為六個月以上且有空白頁。 Passport valid for at least 6 months with blank pages.
大專校院核准函或各級主管教育行政機關之核准函正本及影本 The original letter of approval of the college or the letter of approval of the competent educational administration at all levels	申請人來臺交換就讀期間在 6 個月以內且符合「 外國學生來臺就學辦法 」 https://law.moj.gov.tw/LawClass/LawAll.aspx?pcode=H0110001 之規定辦理。 The applicant is in exchange for the period of 6 months and is in compliance with the "the rules for Foreign Students to Study in Taiwan".
健康檢查合格證明正本及影本 Original and photocopy of health certificate	需為三個月內之證明(如在國外檢查，請到其本國所屬的駐外使領館或代表辦事處，辦理認證，或入臺後至指定醫院辦理。檢查項目及體檢醫院須符合該署「健康檢查證明應檢查項目表(乙表)」之規定，請參照 衛生福利部疾病管制署網站 https://www.cdc.gov.tw/)。 Issued in the last three months (If you take the medical tests before coming to Taiwan, the certificate must be stamped and verified by a Taiwan Representative Office in your home country; or, if in Taiwan, you must take the medical examination at a designated hospital. Please refer to Centers for Disease Control's website for items required for health certificate and designated hospitals)
入學許可/通知書或在學暨註冊證明、成績單正本及影本。 Letter of admission or registration proof from	已在學學生持停留簽證入境後欲申請改辦就學事由居留簽證，須繳交在學證明、已註冊證明及成績單。 student who came to Taiwan on a visitor visa wants to apply for resident visa for studying

NTTU, original and photocopy of Transcript	in Taiwan is required enrollment certificate, registration proof, and transcript)
最高學歷證件(畢業證書及成績單正本及影本) Original and photocopy of highest academic certificate (including diploma and transcript)	中英文以外之語文應附中文或英文譯本，連同原持學歷證件併經駐外館處驗證。 Languages other than Chinese or English should be accompanied by a Chinese or English translation, together with the original academic credentials and verified by the resident office.
財力證明正本及影本 Original and photocopy proof of financial proof from	國外文件須翻譯為中文或英文，並經駐外館處驗證。 foreign documents Foreign documents must be translated into Chinese or English and verified by the resident office.
申請費用 Application fee	新台幣 2,200 元，核發時間需 7-10 個工作天。 \$2,200 NT, 7-10 working days for approve time
視個案要求提供之文件 Documents provided on a case-by-case	例如：來臺目的證明、父母同意書、在臺關係人保證書、在臺監護人同意書、無犯罪紀錄證明、交換學校簽訂之教育合作或姊妹校協定證明...等審核所需之文件。 For exa:proof of purpose of coming to Taiwan, parental consent, letter of intent of the Taiwanese relationship, consent of the guardian in Taiwan, proof of no criminal record, educational cooperation signed by the exchange school, or proof of sister school agreement... Required documents.

2.內政部移民署臺東縣服務站 <https://servicestation.immigration.gov.tw/25645>

B. National Immigration Agency Taitung Service Station

地址：[臺東縣臺東市長沙街 59 號](#)

櫃檯受理服務時間：星期一至星期五 08:00-17:00 中午不休息

電話：089-361631

Address: No.59, Changsha St., Taitung City, Taitung County 950, Taiwan (R.O.C.)

Counter service hours: Monday to Friday 08: 00-17: 00 without lunch break

Tel: 089-361631

二、居留簽證→外僑居留證

II. Resident visa→Alien Resident Certificate (ARC)

如果你是持居留簽證入境或已經換發居留簽證者，應於入境次日或居留簽證簽發日起 15 日內，儘速向居留地之內政部移民署各縣市服務站申請外僑居留證及重入國許可。居留期限依所持外僑居留證所載效期；已逾停(居)留效期者，須依規定離境重新申請簽證。

- (1) 申請表（如委託他人辦理，需附委託書）。
- (2) 一張 2 吋半身脫帽白色背景彩色正面相片。
- (3) 護照及入境簽證（正本、影本各一份）。
- (4) 學生證或在學證明書（正本及正反面影本各一份）。
- (5) 申請費用：一年期新台幣 1,000 元。
- (6) 核發時間需 10 個工作天。

If you entered Taiwan on a resident visa or are already issued a resident visa, please apply for an ARC and re-entry permit at the National Immigration Agency Service Station within 15 days after entry into Taiwan. Required documents and fees:

- (a) Application form (In the case of authorizing a representative, applicant should attach a letter of authorization)
- (b) One 2-inch, half-length color photo with white background, the applicant must not be wearing a hat

- (c) Passport and visa (original and photocopy)
- (d) Student ID card or proof of enrollment certificate (original and photocopy of both front side and back side)
- (e) Application fee: NT \$1,000 (one year)
- (f) Processing time: 7-10 working days

三、注意事項：

III. NOTE

- 1、居留證期限到期前1個月內需至移民屬辦理延長，如遇7、8、9月（暑假期間）到期者，且需離境臺灣者，可提前至6月1日起辦理；請攜帶來回機票及相關文件至移民署辦理。
 - 2、若更改住宿地址，需提供相關資料(租賃契約等)更改居留證地址資料。
 - 3、未於期限內辦理延期者，主管機關得依規定罰鍰及註銷其居留資格，並勒令出國。
 - 4、持居留簽證查驗入國之外國人，應於入國後十五日內，申請外僑居留證。
 - 5、外國人有繼續居留之必要時，應於居留期限屆滿前三十日內申請延期居留。
 - 6、外國人於居留期間，變更居留住址或服務處所時，應於事實發生十五日內辦理變更登記。
 - 7、申請居留原因變更者，得自居留效期屆滿前三十日內提出申請。
 - 8、文件於國外製作者，須附中文譯本，並經我國駐外館處之驗證，如果當地我國館處僅驗該文件，未驗證中文譯本，則須將中文譯本經我國法院（或公證人）公證。
 - 9、居住臺灣地區設有戶籍國民，持外國護照入國者，申請居留或居留延期，應先至戶政事務所辦理戶籍遷出登記。
 - 10、申請人於原居留期限屆滿前，無法辦理居留事由變更重新取得外僑居留證者，請依限離境。
 - 11、申請居留事欲變更為其他居留事由（如就學、傳教等）者，應先洽外交部領事事務局辦理相關事宜，俟取得相關居留簽證後，再重新申請外僑居留證。
 - 12、變更居留原因者，重新繳費發證並重新核定其居留效期。
 - 13、外國人持居留簽證入國或於國內獲發居留簽證者，應於入國或取得居留簽證後十五日內申辦居留證，逾時申辦，處新臺幣2,000-10,000元罰鍰；外國人變更居留地址或服務處所時，應於十五日內備妥文件辦理資料異動，違規者，處新臺幣2,000-10,000元罰鍰。
- A. The residence permit must be extended to the immigrant within one month before the expiration of the residence permit. If it expires in July, August and September (summer vacation period) and needs to leave Taiwan, it can be processed as early as June 1st. Please bring your return ticket and related documents to the Immigration Department.
 - B. If you change your accommodation address, you need to provide relevant information (lease contract, etc.) to change the residence permit address information.
 - C. If the extension is not processed within the time limit, the competent authority may punish and cancel the residence status according to the regulations, and order the person to go abroad.
 - D. With a residence visa to check the country outside the country, you should apply for an alien residence permit within 15 days after entering the country.
 - E. If a foreigner has the need to continue to reside, he/she should apply for extension of stay within 30 days before the expiration of the period of stay.
 - F. When a foreigner changes his or her residential address or service space during his or her stay, he/she should register for change within 15 days of the fact.
 - G. If you apply for a change of residence reason, you can apply within 30 days before the expiration of the residence period.
 - H. The foreign producer of the document must be accompanied by a Chinese translation and verified by the Chinese Foreign Affairs Office. If the local Chinese library only verifies the document and does not verify the Chinese translation, the Chinese translation must be translated by our court (or notarized). Notarized.
 - I. If there is a national of residence in Taiwan, and if you are a foreign passport holder, you should apply for residence or residence

extension. You should go to the household office to register your household registration.

- J. Before the expiration of the original period of residence, the applicant cannot re-acquire the alien residence permit if the residence is changed. Please leave the country in accordance with the restrictions.
- K. If you want to change your residence requirements to other residence reasons (such as schooling, missionary, etc.), you should first contact the Consular Affairs Bureau of the Ministry of Foreign Affairs to handle the relevant matters, and then apply for the alien residence permit after renewing the relevant residence visa.
- L. Change the reason for the residence, re-pay the license and re-approve the validity period of the residence.
- M. If a foreigner has a residence visa to enter the country or is issued a residence visa in China, he/she should apply for a residence permit within 15 days after entering the country or obtaining a residence visa. If the visa is overdue, he will be fined NT\$2,000-10,000. When a person changes his or her residence address or service space, he/she should prepare a document for change of information within 15 days. If the offender is in violation of the rules, he will be fined NT\$2,000-10,000.

5. 獎助學金 Scholarships

Q&A
Q：如何申請獎助學金？
Q：How to apply for scholarships?
<p>A. 請依據「國立臺東大學外國學生獎助學金施行要點」辦理，秋季班入學之在校學生於每年九月底前提出申請；春季班入學之在校學生於每年三月底前提出申請(申請月份依網頁公告為主)。新生提出入學申請時，可一併提出申請獎助學金之需求。前項申請於期限內向本校研發處國際事務中心提出申請，送「外國學生獎助學金審核委員會」審核。</p> <p>A. Please refer to "Regulations for NTTU International Student Scholarships". International students who enrolled in fall semester classes should submit an application before the end of September each year; international students who enrolled in Spring semester classes should submit an application before the end of March each year (please follow the latest announcements on the related websites). International students may submit a scholarship application along with the admission application. Submission of the application mentioned in the previous paragraph should be made via Center of International Affairs, Office of Research and Development to "International Student Scholarships review Committee" for review.</p>

一、獎學金種類（外國學生） <http://coianttu.wixsite.com/coia-nttu/regulation>

I. Types of scholarships (International Student)

- 1、外國學生生活助學金：在學期間每月五千元。
 - 2、外國學生新生獎助學金：具華語文能力測驗 (TOCFL)B1 進階級(或以上)語言能力，入學當學 年免全額學雜費。
 - 3、外國學生成績優良獎助學金：
 - (1)前一學年學業成績平均達班上前百分之二十者：次學年免全額學雜費。
 - (2)前一學年學業成績平均達班上前百分之五十者：次學年免二分之一學雜費。
 - 4、服務型獎助學金：依學生每月語言服務學習時數核發獎助學金，每人每月最高上限為二十小時，每小時鐘點費二百五十元。
 - 5、交換生獎助學金：依兩校協議之平等互惠原則辦理。
- A. International Student Living Allowance Scholarship: NT\$ 5,000 per month for the duration of study.
- B. Scholarships for Newly-Admitted International Students: Students with Chinese language proficiency TOCFL B1 (or above) receive full tuition and miscellaneous fee waivers for the academic year of the admission.
- C. International Student Scholarship for Outstanding Academic Performance:
- (a) Student's average grades of the previous academic year reach top 20%: Full tuition and miscellaneous fee waivers.
 - (b) Student's average grades of the previous academic year reach top 50%: Half tuition and miscellaneous fee waivers.
- D. Volunteer Scholarship: Issue according to student's monthly language-learning volunteer work, each student's maximum volunteer work cannot exceed 30 hours per month; NTD250 per hours.
- (5) Exchange Student Scholarship: Offer will be subject to negotiation with partner university on equal and mutually beneficial terms. The scholarship will be issued for 10 months each year, but no more than the student's actual months of study in Taiwan.

二、申請資格（外國學生）

II. Eligibility requirements (International Student)

- 1、外國學生生活助學金：具外國籍身分並具有本校正式學籍之學生（不含僑生、在職生及同時持有中華民國國籍之學生）。
- 2、外國學生新生獎助學金：具外國籍身分並具有本校正式學籍之學生（不含僑生、在職生及同時持有中華民國國籍之學生）。

- 3、外國學生成績優良獎助學金：具外國籍身分並具有本校正式學籍之學生（不含僑生、在職生及同時持有中華民國國籍之學生）。
- 4、服務型獎助學金：具外國籍身分並具有本校正式學籍之學生或外國姊妹校之交換生（不含僑生、在職生及同時持有中華民國國籍之學生）。

5、交換生獎助學金：與本校簽訂有學術合作協議之國外大學，或有關學術機構推薦至本校研修之外國籍交換學生。

- A. International Student Living Allowance Scholarship: All international students officially admitted by NTTU. This Scholarship is not available to overseas Chinese students, on-job students, or those with dual or multiple citizenships.
- B. Scholarships for Newly-Admitted International Students: All international students newly admitted by NTTU. This Scholarship is not available to overseas Chinese students, on-job students, or those with dual or multiple citizenships.
- C. International Student Scholarship for Outstanding Academic Performance: All international students officially admitted by NTTU. This Scholarship is not available to overseas Chinese students, on-job students, or those with dual or multiple citizenships.
- D. Volunteer Scholarship: All international students or exchange students of partner university officially admitted by NTTU. This Scholarship is not available to overseas Chinese students, on-job students, or those with dual or multiple citizenships.
- E. Exchange Student Scholarship: All exchange students from overseas partner universities or organizations that have signed academic exchange agreements with NTTU.

三、申請及審核流程（外國學生）

III. Application and review procedure (International Student)

- 1.秋季班入學之在校生成於每年九月底前提出申請；春季班入學之在校生成於每年三月底前提出申請。前項申請於期限內向本校研究發展處國際事務中心提出申請，送「外國學生獎助學金審核委員會」審核。生活助學金在學期間不需申請。
- 2.本校設「外國學生獎助學金審核委員會」，由教務處、學務處、研發處、與各學院推派代表組成之，研發長為召集人，負責本獎助學金申請案與相關事務之審核。
- 3.本獎助學金每次核定一年。大學部學生核發上限四年；碩士生核發上限二年；博士生核發上限四年。支領本獎助學金期間遇有下列情形之一者，停止本獎助學金發給：
 - (1)休學、退學、轉學、畢業者。
 - (2)受獎期間學科遭扣考或受學校小過以上之處分者，自處分確定後之次月起，註銷其該學年受獎資格。
 - (3)申請本獎助學金之資格有偽造或不實之情事，應由「外國學生獎助學金審核委員會」審核撤銷其獲獎資格，已領取之獎助學金應予繳回。
- A. Students who enroll in the fall semester must apply by September 30 each year; those who enroll in the spring semester must apply by March 31 each year. Upon application for admission, new students can also apply for the Scholarships. Applications for Scholarship must be forwarded to the Center of International Affairs, the Office of Research and Development. Applications will subsequently be sent to International Student Scholarships Review Committee. Living Allowance Scholarship needs not to be applied during the duration of study.
- B. The International Student Scholarships Review Committee consists of representatives from the Office of Research and Development, Office of Academic Affairs, Office of Student Affairs, and NTTU's three Colleges. The convener of the Committee is the Dean of Research and Development, who is responsible for the review of the scholarship application and other related matters.
- C. The Program's scholarships are issued annually. Undergraduate students may receive the Scholarship for a maximum of 4 years. Graduate students who study for master's degree may receive the Scholarship for the maximum of 2 years. Graduate students who study for doctoral degree may receive the Scholarship for the maximum of 4 years. NTTU has the right to terminate the Scholarship if one of the following occurs:
 - (a) Recipient who is suspended from study, expelled from school, transfer to other schools, or graduate.

- (b) Recipient who is banned from examinations or receives disciplinary action from minor demerits upwards. After the date when the disciplinary action is confirmed, the Scholarship will be cancelled the following month.
- (c) Recipient who gives false information or receive other scholarships. If the allegation proved true, the International Student Scholarships Review Committee will disqualify the recipient, who is obliged to repay the total amount of the received Scholarship.

四、如何申請獎學金（陸生）？ <https://rd.nttu.edu.tw/p/404-1007-88354.php?Lang=zh-tw>

IV. How to apply for a scholarship? (Mainland Chinese students)

1. 申請資格：

凡經大學校院招收大陸地區學生聯合招生委員會分發至本校之學士班、碩士及博士班入學正式錄取之陸生。

A. Application requirements:

Students from Mainland China recruited by universities and colleges in conjunction with the Recruitment Committee and admitted to bachelors, master's or PhD Programs.

2. 獎學金額度：

B. Scholarship amount:

1、第一學年：

(1)學士班：以當年度參加大陸地區普通高等學校招生統一考試(高考)成績為審核標準，每名每學期新臺幣 2 萬元，名額 5 名。

(2)碩博士班：以當年度申請人之歷年學業成績及其他有利於審查之資料為審核標準，獎勵碩士班及博士班提供各一名，每名每學期新臺幣二萬元。

2、第二學年起：

(1)學士班：前一學年學業成績為全班前 8%者，以及修課須達學則第十五條最低學分規定，每人每年頒給獎學金新臺幣 1 萬元及獎狀各乙紙。

(2)碩博士班：前一學年學業成績達九十分(含)以上，且修課須達學則第十五條最低學分規定，每人每年頒給獎學金為新臺幣 1 萬 2 千元。

A. The First Semester

a. Bachelor class : Students admitted to bachelors program applying for a scholarship in the first school year should be evaluated based on National Higher Education Entrance Examination results. The scholarship is offered to 5 students, each student is awarded NT \$20,000 each semester.

b. Master/doctoral class : Students admitted to Master's and PhD Program applying for a scholarship in the first school year should be evaluated based on their average academic score of all years and any other supporting documents. The scholarship is offered to each of the master's and doctoral programs student is awarded NT\$20,000 per semester.

B. The Second Semester

a. Bachelor class : Undergraduate students from Mainland China applying for a scholarship after the second school year must rank in the top 8% of their class based on their final grade in the previous academic year, and must meet minimum credit hours according to Article 15 of NTTU Academic Regulations. Each student is awarded NT \$10,000 and certificate of merit each year.

b. Master/doctoral class : Graduate and doctoral students applying for a scholarship must have an average final grade of at least 90 in the previous academic year, and must meet minimum credit hours according to Article 15 of NTTU Academic Regulations. each student is awarded NT \$12,000 each year.

3.發放原則：

C. Disbursement principle:

- 1、經前述核准發給之學生，因故離校不得再適用本要點，另該生之餘缺，亦不得再遞補之；當學年度轉校至本校者，不得以前校之學術成績申請；但於本校轉系者，不在此限。
 - 2、已領取校內、外其他獎學金者，不得再申請本獎學金。
 - 3、每學年需以前一學年之學術成績表現申請，在校期間之最後一學年不得申請。
- A. Recipients who leave the school for some reason are no longer eligible for scholarships. The scholarship vacancy left should not be filled. Recipients who were transferred to NTTU in the same school year should not apply by submitting academic results of the previous university. Recipients who transfer to another department in NTTU are not subject to this restriction.
- B. Those who have already successfully applied for other scholarships provided by NTTU or Taiwanese Government are not eligible to apply.
- C. Students should apply a scholarship each school year by submitting their academic results in the previous school year. Students in their last school year are not eligible to apply for a scholarship.

4. 申請方式及審核流程：

D. Application method and review process:

- (1) 陸生第一學年申請入學獎學金者，俟錄取分發本校後，再檢附入學獎學金申請表逕向研究發展處國際事務中心提出。第二學年起申請在學獎學金者，應於每學年公告之申請截止日前向研究發展處國際事務中心提出申請。
 - (2) 申請者將申請表經所屬系所主管簽具意見及初審後，連同相關資料，送交向研究發展處國際事務中心提送審查委員會進行複審。
- (a) Students from Mainland China applying for an entrance scholarship in the first school year should apply to Center of International Affairs, attaching an entrance scholarship application form as soon as when you are admitted to NTTU. Students applying for a scholarship after the second school year should submit an application to Center of International Affairs before the announced deadline.
- (b) The applicant should send the application form to director of department for comment and first evaluation, and then send to Center of International Affairs provide Scholarships Review Committee for review

5.申請文件：

E. Application documents:

- (1) 獎學金申請表。
 - (2) 前一學年成績單正本或高考成绩。
 - (3) 其他有利審查文件（如資格考成績、論文發表等）。
 - (4) 學生證影本、入出境許可證影本。
- (a) Scholarship application form.
- (b) Original transcripts of the previous school year or results of National Higher Education Entrance Examination.
- (c) Other supporting documents (ex. qualification exam results, published papers).
- (d) Photocopy of student ID card, photocopy of entry/exit permit.

6.獎學金停發及註銷：

F. Scholarship Termination and Cancellation

- (1) 受獎學生延畢、畢業、休學、退學、轉學、離校或非法工作，應予註銷受獎資格，所餘獎學金不予發放。
- (2) 受獎期間如有學科受學校扣考者或受學校小過以上之處分者，自處分確定後之次月起，註銷其該學年受獎資格。

(3)受獎學生，經查若有偽造或不實及重複領取之情事，撤銷其獲獎資格，已領取之獎助學金應予繳回。

- (a) Recipients should not be granted the scholarship if they delay graduation, graduate from school, suspend schooling, drop out, transfer to another school, leave school or work illegally. Recipients' eligibility for scholarships should be canceled, and they will not receive any of the remainder.
- (b) The scholarship qualification of that school year should be revoked starting the following month of the notification if recipients are formally notified of being not allowed to sit for an exam of any subject, or are given a minor demerit or more serious punishment during the award period.
- (c) Recipients found to have forged or provided false documents and already received other scholarships should be revoked their scholarship qualification. The disqualified student shall return all the money received.

6. 醫療保險 Medical Insurance

一、全民健康保險

I. National Health Insurance

1. 臺灣政府法令規定凡外籍學生來臺就學者，擁有居留證後並在臺居留滿六個月，指進入臺灣地區居留後，連續居住達六個月或曾出境一次未逾三十日，其實際居住期間扣除出境日數後，併計達六個月後，需在其就讀之學校或居住地區公所辦理參加全民健保。
2. 另外，外籍人士可依附於有工作的配偶或直系血親，請至其配偶或直系血親的投保單位，以眷屬身分補辦投保。
3. 全民健康保險係屬強制性保險，凡符合投保條件的民眾均應依規定參加全民健康保險。若不依規定參加保險，處新台幣三千元以上一萬五千元以下的罰鍰，並追溯合於投保條件之日起補辦投保；於罰鍰及保險費未繳清前，暫不予保險給付。上述罰鍰，經書面通知限期繳納，屆期仍未繳納者，移送強制執行。

- A. According to Taiwanese law, international students staying in Taiwan with an ARC for more than six months must enroll in National Health Insurance at their school or local district office. A person staying in Taiwan for six full months prescribed in enforcement rules of the NHI Act refers to a person who has, after entering into Taiwan, stayed in Taiwan for six consecutive months or exited from Taiwan once for fewer than 30 days with the actual period of stay amounting to six months after the number of days that he/she has been away from Taiwan is deducted.
- B. International students with relatives who are an insured employee must enroll in the NHI program as dependents of the insured.
- C. The National Health Insurance Program is mandatory; anyone who is eligible for the program must enroll in. Any qualified person who doesn't enroll is subject to a fine of NT\$3,000 to NT\$15,000. In addition, this person is required to pay the full premiums starting from the date he or she should have been enrolled. No benefits will be offered before the premiums are paid in full. A notice of penalty violation will be delivered in writing and the fine must be paid on time. If the fines imposed remain unpaid, after a given period of time the case will be referred to the courts for compulsory enforcement.

二、如何辦理健保卡？

II. How to apply for National Health Insurance IC Card?

1. 請一年級外籍新生(去年來台含外籍生、僑生及交換生)在台居留超過半年者可申請健保卡。請繳交「兩吋大頭照一張」、「居留證正反面影本」及清寒證明(僑生適用)至學務處生活輔導組林育智教官。
2. 僑生新規定，需有「原居住地之清寒證明」健保費才有補助。
3. 可申請健保卡日期計算方式：

$$\text{入境日期} + 6\text{個月} = \text{正常可辦理時間} + \text{出入境時間(只能有一次出入境紀錄不得超過 30 天)} \rightarrow 2019/09/10(\text{入境日期}) + 6(6\text{個月}) = 2020/03/10 + 30(\text{假設出境 30 天}) \text{-----可辦理日期為 } 2020/04/07$$
4. 外籍生及無清寒證明之僑生預收半年保費 $749 * 6 = 4494$ 有清寒證明之僑生預收半年保費 $375 * 6 = 2250$
- A. International freshmen (including international students, overseas Chinese students and exchange students who came to Taiwan last year) can apply for a health insurance IC card after staying in Taiwan for more than six months. Please provide "one 2-inch photo", "photocopy of both front side and back side of ARC" and proof of low-income status (for overseas Chinese students) to Lin Yu Chih instructor of Discipline Section, Office Of Student Affairs.
- B. New regulations stipulates that overseas Chinese students must provide "proof of low-income status in your country" to be qualified for health care benefits.
- C. The date you may apply for a Health Insurance IC card:

$$\text{The date you enter Taiwan} + \text{six months} = \text{the date you may apply if you did not exit from Taiwan} + \text{days you exit from Taiwan (you may only exit from Taiwan once for no more than 30 days)} \rightarrow 2019/09/10(\text{the date you enter Taiwan}) + 6(\text{six months}) = 2020/03/10 + 30(\text{assume that you exit from Taiwan for 30 days}) \text{--the date you may apply is } 2020/04/10$$

D. International students and Overseas Chinese students without proof of low-income status will be charged premium NT \$749 for six months $749 * 6 = 4494$ Overseas Chinese students with proof of low-income status will be charged premium NT \$375 for six months $375 * 6 = 2250$

三、如果遺失健保卡了，怎麼辦？

III. What to do if you lose your card?

如果資料變更或遺失，須換發健保 IC 卡者，請攜帶 2 吋照片一張至郵局或中央健康保險局申辦，並繳交工本費 200 元。

If any changes are required or if you lose your NHI IC card, you may replace it by applying at any post office branch or at the Bureau of National Health Insurance. A 2-inch photo and a fee of NT \$200 are required.

四、就醫方式

IV. Medical services

外國留學生於加保後，將會取得「健保卡」。同學們可憑健保卡及居留證至各健保特約醫院或診所就醫，惟仍須自行負擔掛號費及部分醫療費用。

After successfully applying for coverage under NHI, you will receive a NHI IC card. International students can use this card and ARC at NHI contracted hospitals and medical clinics around Taiwan. But the registration fee and part of the medical expenses are not included in NHI coverage.

臺東縣(市)健保特約醫院與醫療院所一覽表：

NHI contracted hospitals and medical clinics in Taitung County (City):

醫院 Hospital	地址 Address	電話 Tel	網頁 Web Address
衛福部臺東醫院 Taitung Hospital	臺東市五權街 1 號 No.1, Wuquan St., Taitung City, Taitung County 950, Taiwan	089-324112	http://www.tait.mohw.gov.tw
臺北榮總臺東分院 Taipei Veterans General Hospital Taitung Branch	臺東市更生路 1000 號 No.1000, Gengsheng Rd., Taitung City, Taitung County 950, Taiwan	089-222995	http://www.vhtt.gov.tw/index.php
臺東基督教醫院 Taitung Christian Hospital	臺東市開封街 350 號 No.350, Kaifeng St., Taitung City, Taitung County 950, Taiwan	089-960888	http://www.tch.org.tw/TchWeb/
馬偕醫院臺東分院 MacKay Memorial Hospital	臺東市長沙街 303 巷 1 號 No.1, Ln. 303, Changsha St., Taitung City, Taitung County 950, Taiwan	089-310150	http://ttw3.mmh.org.tw/

臺東聖母醫院 ST. Mary's Hospital	臺東市杭州街 2 號 No.2, Hangzhou St., Taitung City, Taitung County 950, Taiwan	089-322833	http://www.st-mary.org.tw/index.php
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外/骨 Surgery/Orthopedics	地址 Address	電話 Tel
Donghe Surgery Clinic 東和外科診所	台東縣台東市大同路 150 號 No.150, Datong Rd., Taitung City, Taitung County 950, Taiwan	089-311011
Daqing Family Medicine & Surgery Clinic 大慶家醫科外科診所	台東縣台東市中山路 267 號 No.267, Zhongshan Rd., Taitung City, Taitung County 950, Taiwan	089-322221
Tseng's Surgery Clinic 曾外科診所	台東縣台東市民權里更生路 64 號 No.64, Gengsheng Rd., Taitung City, Taitung County 950, Taiwan	089-332675
Chang Chien Chung Surgery Clinic 張建中外科診所	台東縣台東市更生路 65 號 No.65, Gengsheng Rd., Taitung City, Taitung County 950, Taiwan	089-347574
Hsieh Chih Hsien Orthopedics Surgery Clinic 謝繼賢骨外科診所	台東縣台東市中正路 454 號 No.454, Zhongzheng Rd., Taitung City, Taitung County 950, Taiwan	089-350667
Lu Sheng Yieh Orthopedics Surgery Clinic 呂升業骨外科診所	台東縣台東市開封街 599 號 No.599, Kaifeng St., Taitung City, Taitung County 950, Taiwan	089-348999
Wu Ming Hung Orthopedics Surgery Clinic 吳明宏骨外科診所	台東縣台東市博愛路 362 巷 6 號 No.6, Ln. 362, Bo'ai Rd., Taitung City, Taitung County 950, Taiwan	089-357787
內科 General Medicine	地址 Address	電話 Tel
Guan Qiang General Medicine Clinic 關強內科診所	台東縣台東市中山路 224 號 No.224, Zhongshan Rd., Taitung City, Taitung County 950, Taiwan	089-343588
Li Weng Cheng General Medicine Clinic 李文正內科診所	台東縣台東市中正路 295 號 No.295, Zhongzheng Rd., Taitung City, Taitung County 950, Taiwan	089-323920
Yu Hsien Ming General Medicine Clinic 尤憲明內科診所	台東縣台東市中華路 1 段 396 號 No.396, Sec. 1, Zhonghua Rd., Taitung City, Taitung County 950, Taiwan	089-323306
Tsai Ming Hung Cardiology Clinic 蔡明宏心臟內科診所	台東縣台東市更生路 199 號 No.199, Gengsheng Rd., Taitung City, Taitung County 950, Taiwan	089-346882
Li Hui Hsiung General Medicine Clinic 李惠雄內科診所	台東縣台東市中正路 334 號 No.334, Zhongzheng Rd., Taitung City, Taitung County 950, Taiwan	<u>089-361850</u>

Chen Yu Sheng General Medicine Clinic 陳友聲內科診所	台東縣台東市東海里長沙街 212 號 No.212, Changsha St., Taitung City, Taitung County 950, Taiwan	089-360703
Chen Ming Cheng General Medicine Clinic 陳明正內科診所	台東縣台東市鄭州街 3 號 3 至 4 F 3-4F., No.3, Zhengzhou St., Taitung City, Taitung County 950, Taiwan	089-329405
Xinzhan Clinic 新站診所	台東縣台東市新站路 16 號 No.16, Xinzhan Rd., Taitung City, Taitung County 950, Taiwan	089-233487
He Yi Clinic 和意診所	台東縣台東市四維路三段 30 號 No.30, Sec. 3, Siwei Rd., Taitung City, Taitung County 950, Taiwan	089-220727
Dongxing General Medicine Clinic 東興內科診所	台東縣台東市四維路三段 36 號 No.30, Sec. 3, Siwei Rd., Taitung City, Taitung County 950, Taiwan	089-228678
Wu Han Jen General Medicine Clinic 吳漢仁內科診所	台東縣台東市四維路三段 46 之 1 號 No.46-1, Sec. 3, Siwei Rd., Taitung City, Taitung County 950, Taiwan	089-232507
Minzhong Clinic 民眾診所	台東縣台東市更生路 36 號 No.36, Gengsheng Rd., Taitung City, Taitung County 950, Taiwan	089-332676
Lu Jia Clinic 路加診所	1F., No.236, Xincheng Rd., Taitung City, Taitung County 950, Taiwan	089-352966
Lai Peng Yun Clinic 賴鵬雲診所	台東縣台東市正氣路 153 號 No.153, Zhengqi Rd., Taitung City, Taitung County 950, Taiwan	089-310070
Fengtian Clinic 豐田診所	台東縣台東市中興路 4 段 495 號 No.495, Sec. 4, Zhongxing Rd., Taitung City, Taitung County 950, Taiwan	089-382835
Zhongxing Clinic 中興診所	台東縣台東市更生北路 195 號 1 樓 1F., No.195, Gengsheng N. Rd., Taitung City, Taitung County 950, Taiwan	089-232918
Chang's Clinic 張診所	台東縣台東市中正里光明路 132 號 No.132, Guangming Rd., Taitung City, Taitung County 950, Taiwan	089-322317
Da Xi Clinic 大溪診所	台東縣台東市大順路 23 號 No.23, Dashun Rd., Taitung City, Taitung County 950, Taiwan	089-511999
牙醫 Dental Clinic	地址 Address	電話 Tel
Chang's Dental Clinic 張牙醫診所	台東縣台東市中正里光明路 132 號 No.132, Guangming Rd., Taitung City, Taitung County 950, Taiwan	089-324194

Hsu Cheng Te Dental Clinic 許正德牙醫診所	台東縣台東市漢陽北路 149 號 No.149, Hanyang N. Rd., Taitung City, Taitung County 950, Taiwan	089-345193
Da'an Dental Clinic 大安牙醫診所	台東縣台東市漢中街 76 號 No.76, Hanzhong St., Taitung City, Taitung County 950, Taiwan	089-359088
Quanjia Dental Clinic 全家牙醫診所	台東縣台東市新生路 668 號 No.668, Xinsheng Rd., Taitung City, Taitung County 950, Taiwan	089-339960
Jen Yi Dental Clinic 仁一牙醫診所	台東縣台東市傳廣路 449 號 No.449, Chuanguang Rd., Taitung City, Taitung County 950, Taiwan	089-228493
Han Sheng Dental Clinic 漢聲牙醫診所	台東縣台東市傳廣路 24 號 No.24, Chuanguang Rd., Taitung City, Taitung County 950, Taiwan	089-333919
Mingzheng Dental Clinic 明正牙醫診所	台東縣台東市傳廣路 155 號 No.155, Chuanguang Rd., Taitung City, Taitung County 950, Taiwan	089-338876
Jiansheng Dental Clinic 健生牙醫診所	台東縣台東市開封街 451 號 No.451, Kaifeng St., Taitung City, Taitung County 950, Taiwan	089-332632
Dashu Dental Clinic 大樹牙醫診所	台東縣台東市浙江路 85 號 No.85, Zhejiang Rd., Taitung City, Taitung County 950, Taiwan	089-356565
Tung Lung Dental Clinic 東隆牙醫診所	台東縣台東市南二街 205 號 No.205, S. 2nd St., Taitung City, Taitung County 950, Taiwan	089-239813
Pacific Ocean Dental Clinic 太平洋牙醫診所	台東縣台東市信義路 228 號 No.228, Xinyi Rd., Taitung City, Taitung County 950, Taiwan	089-331414
Ren Ren Dental Clinic 仁人牙醫診所	台東縣台東市知本路 3 段 688 號 台東縣台東市知本路 3 段 591 號 No.688, Sec. 3, Zhiben Rd., Taitung City, Taitung County 950, Taiwan	089-513099
Gao De Dental Clinic 高德牙醫診所	台東縣台東市知本路 3 段 591 號 No.591, Sec. 3, Zhiben Rd., Taitung City, Taitung County 950, Taiwan	089-513821
Fuyin Dental Clinic 福音牙醫診所	台東縣台東市中山路 253 號 No.253, Zhongshan Rd., Taitung City, Taitung County 950, Taiwan	089-361510
Chang Chia Hui Dental Clinic 張家慧牙醫診所	台東縣台東市中山路 262 號 No.262, Zhongshan Rd., Taitung City, Taitung County 950, Taiwan	089-347219
Yieh Chin Chih Dental Clinic	台東縣台東市更生路 32 號	089-321117

葉欽志牙醫診所	No.32, Gengsheng Rd., Taitung City, Taitung County 950, Taiwan	
Lin's Dental Clinic 林牙醫診所	台東縣台東市更生路 137 號 No.137, Gengsheng Rd., Taitung City, Taitung County 950, Taiwan	089-310733
Hsu's Dental Clinic 許牙醫診所	台東縣台東市光明路 94 號 No.94, Guangming Rd., Taitung City, Taitung County 950, Taiwan	089-326791
Chang Chao Cheng Dental Clinic 張朝珍牙醫診所	台東縣台東市光明里連航路 85 號 No.85, Lianhang Rd., Taitung City, Taitung County 950, Taiwan	089-237236
Chiu Hung Cheng Dental Clinic 邱宏正牙醫診所	台東縣台東市民權里中正路 398 號 No.398, Zhongzheng Rd., Taitung City, Taitung County 950, Taiwan	089-356072
Qingjia Dental Clinic 清家牙醫診所	台東縣台東市民族里新生路 226 號 No.226, Xincheng Rd., Taitung City, Taitung County 950, Taiwan	089-328066
Yang Hsing Tsung Dental Clinic 楊性聰牙醫診所	台東縣台東市四維路三段 120 號 No.120, Sec. 3, Siwei Rd., Taitung City, Taitung County 950, Taiwan	089-231231
Fengtian Dental Clinic 豐田牙醫診所	台東縣台東市中興路四段 430 號 No.430, Sec. 4, Zhongxing Rd., Taitung City, Taitung County 950, Taiwan	089-382889
Rongmei Dental Clinic 榮美牙醫診所	台東縣 台東市長沙街 133 號 No.133, Changsha St., Taitung City, Taitung County 950, Taiwan	089-322799
Modern Aesthetics Dental Clinic 現代美學牙醫診所	台東縣 台東市中華路一段 296 號 No.296, Sec. 1, Zhonghua Rd., Taitung City, Taitung County 950, Taiwan	089-360966
Lin Lung Yi Dental Clinic 林隆益牙醫診所	台東縣台東市中華路 1 段 384 號 No.384, Sec. 1, Zhonghua Rd., Taitung City, Taitung County 950, Taiwan	089-345080
Enrong Dental Clinic 恩榮牙醫診所	台東縣台東市中正路 293 號 No.293, Zhongzheng Rd., Taitung City, Taitung County 950, Taiwan	089-324556
婦產科 Obstetrics & Gynecology	地址 Address	電話 Tel
Chang Chung Chin Obstetrics and Gynecology Clinic 張崇晉婦產科診所	台東縣台東市開封街 352 號 No.352, Kaifeng St., Taitung City, Taitung County 950, Taiwan	089-325250
Wu Po Lin Obstetrics and Gynecology Clinic 吳博霖婦產科診所	台東縣台東市開封街 352 號 No.352, Kaifeng St., Taitung City, Taitung County 950, Taiwan	089-355513

Li Chin Feng Obstetrics and Gynecology Clinic 李晉峰婦產科診所	台東縣台東市博愛路 388 號 No.388, Bo'ai Rd., Taitung City, Taitung County 950, Taiwan	089-328877
Yousheng Obstetrics and Gynecology Clinic 優生婦產科診所	台東縣台東市南京路 123 號 No.123, Nanjing Rd., Taitung City, Taitung County 950, Taiwan	089-336226
Taihe Obstetrics and Gynecology Clinic 泰和外婦產科診所	台東縣台東市更生路 181 號 No.181, Gengsheng Rd., Taitung City, Taitung County 950, Taiwan	089-325858
Anxin Obstetrics and Gynecology Clinic 安欣婦產科診所	台東縣 台東市光明路 119 號 No.119, Guangming Rd., Taitung City, Taitung County 950, Taiwan	089-320056
Wu's Obstetrics and Gynecology Clinic 吳外婦產科診所	台東縣台東市民權里中山路 218 號 No.218, Zhongshan Rd., Taitung City, Taitung County 950, Taiwan	089-322901
眼科 Ophthalmology	地址 Address	電話 Tel
Fang's Ophthalmology Clinic 方眼科診所	台東縣台東市中山路 230 號 No.230, Zhongshan Rd., Taitung City, Taitung County 950, Taiwan	089-332659
Dongguang Ophthalmology Clinic 東光眼科診所	台東縣台東市更生路 246 號 No.246, Gengsheng Rd., Taitung City, Taitung County 950, Taiwan	089-341105
Chu's Ophthalmology Clinic 朱眼科診所	台東縣台東市光明路 151 號 No.151, Guangming Rd., Taitung City, Taitung County 950, Taiwan	089-328445
Hsu's Ophthalmology Clinic 許眼科診所	台東縣 台東市新生路 453 號 No.453, Gengsheng Rd., Taitung City, Taitung County 950, Taiwan	089-350632
Sun's Ophthalmology Clinic 孫眼科診所	台東縣台東市新生里更生路 38 號 No.38, Gengsheng Rd., Taitung City, Taitung County 950, Taiwan	089-327410
耳鼻喉 Otorhinolaryngology	地址 Address	電話 Tel
Yu's Otolaryngology Clinic 余耳鼻喉科診所	台東縣台東市光明路 123 號 No.123, Guangming Rd., Taitung City, Taitung County 950, Taiwan	089-337447
Yonghe Otolaryngology Clinic 永和耳鼻喉科診所	台東縣台東市更生路 46 號 No.46, Gengsheng Rd., Taitung City, Taitung County 950, Taiwan	089-311151
Longan Otolaryngology Clinic 隆安耳鼻喉科診所	台東縣台東市新生路 57 號 No.57, Xincheng Rd., Taitung City, Taitung County 950, Taiwan	089-331369

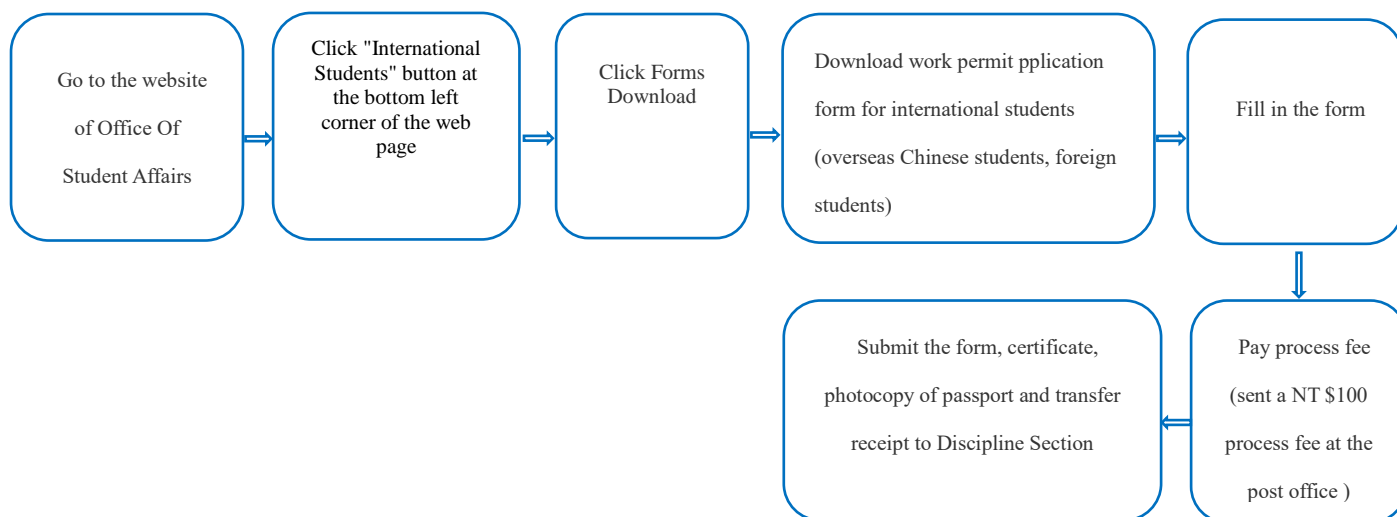
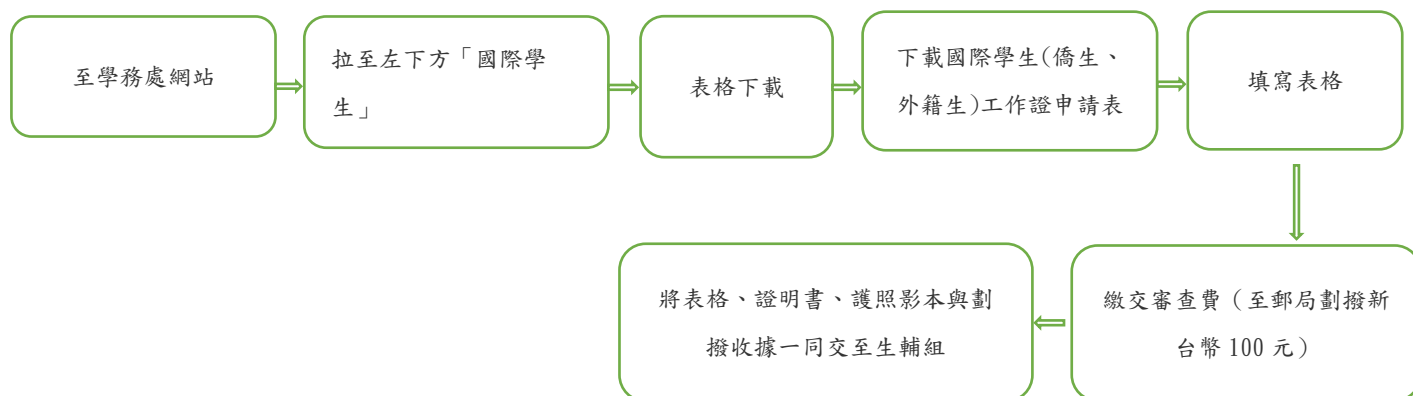
皮膚科 Dermatology	地址 Address	電話 Tel
Chen Tung Yu Dermatology Clinic 陳東佑皮膚科診所	台東縣台東市中正路 338 號 No.338, Zhongzheng Rd., Taitung City, Taitung County 950, Taiwan	089-327448
Wang's Dermatology Clinic 汪皮膚科診所	台東縣台東市更生路 105 號 No.105, Gengsheng Rd., Taitung City, Taitung County 950, Taiwan	089-320099
Wang Chung Chu Dermatology Clinic 王眾舉皮膚科診所	台東縣台東市四維路 3 段 46 號 No.46, Sec. 3, Siwei Rd., Taitung City, Taitung County 950, Taiwan	089-335116

7. 其他生活情報

Other Information on Student Life

一、如何申請工作證？

I. How to apply for a work permit?



二、如何開戶？

II. How to open an account?

1. 郵局開戶

請持有效外國護照及外僑居留證前往各郵局辦理。

辦理郵局戶口需攜帶以下證件：

- (1) 學生證(正本及正反面影本各一份)。
- (2) 居留證(正本及正反面影本各一份)。
- (3) 印章。

A. Opening a post office account

Please apply at a post office by providing a valid foreign passport and ARC.

Required documents:

- (a) Student ID card (original and photocopy of the front and back side).
- (b) ARC(original and photocopy of the front and back side).
- (c) Stamp (or signature)

2. 其他銀行開戶

欲開銀行戶口，須成年滿 20 歲，並攜帶以下證件：

- (1) 護照（須合法入境簽證戳記）。
- (2) 居留證。
- (3) 其他可證明身分之文件，如健保 IC 卡、護照、駕照或學生證等。
- (4) 印章。

B. Opening a bank account

To open a bank account, you have to be at least 20 years old and provide the following documents:

- (a) Passport (with visa stamp of legal entry).
- (b) resident permit.
- (c) Other proof of identity, such as Health insurance IC card, passport, driver's license or student ID card.
- (d) stamp

三、交通資訊

III. Traffic Information

交通類別 Transportation	網站 Web Address	電話 Tel
航空 Flight	<p>桃園機場交通指南 Taoyuan International Airport (TPE) https://www.taoyuan-airport.com/english Airport transportation: https://www.taoyuan-airport.com/english/public_transportation</p> <p>松山機場交通指南 Taipei Songshan Airport (TSA) https://www.tsa.gov.tw/tsa/en/home.aspx Airport transportation: https://www.tsa.gov.tw/tsa/en/page.aspx?id=1059</p> <p>國內航班 Domestic Flight to Taitung Airport (TTT) 台北(TPE)↔臺東(Taitung) Flight schedule: https://www.tta.gov.tw/en/en2.asp Mandarin Airlines: https://b2c.mda.com.tw/DomesticTrip.html?lang=en_US UniAir: https://www.uniair.com.tw/uniweb/b2c/cfresav01.aspx?Language=en-US Taitung Travel: https://www.discovertaitung.com/en/</p>	089-361111
鐵路 Railway	<p>Taitung travel information: https://tour.taitung.gov.tw/zh-tw/traffic/taitung Timetable and reservation: https://tip.railway.gov.tw/tra-tip-web/tip?lang=EN_US</p>	089-229687
公車 Bus 臺灣好行 Taiwan Tourist Shuttle	<p>https://taitung.biz/ http://bus.taitung.gov.tw/driving-map https://www.taiwantrip.com.tw/</p>	山線 089-328269 海線 089-333443

四、臺東氣候

IV. Climate in Taitung

臺灣東部南北長約 250 公里，因有北迴歸線經過而有熱帶及亞熱帶兩種氣候。臺東主要氣候型態為熱帶季風氣候。全區夏季平均溫度約為 27 度，不過白天氣溫經常高達 30 度以上；溫度雖高，但在高山大海的環繞中，較無西部都市地區的燠熱感。冬季平均氣溫約為 20 度，寒流侵襲時則可能會降至 12 度左右，但情況較少。

颱風的侵擾是臺東氣候的特色之一。每年七八月為臺灣颱風的旺季，因颱風大都形成於菲律賓外海，東部尤為首當其衝，因此臺東常在夏季受到狂風暴雨侵襲，而西部因為有中央山脈的屏障，相較之下影響較小。

臺灣東部的雨量相當豐沛，年降雨量可達 2000 公厘，但多為夏季颱風所帶來的驟雨，陰雨綿綿的日子並不多，尤其臺東地區經常陽光普照，非常適合旅遊。

➤ 夏秋之際（4 至 11 月）

氣溫約在 25 度上下，7、8 月為最熱月，高溫可達 33 度，平均降水量較高。

➤ 冬春之際（12 至 4 月）

氣溫稍涼，12 月至 2 月間平均氣溫約 20 度上下，寒流來襲多會降至 12 度左右。

Eastern Taiwan is about 250 kilometers long. The Tropic of Cancer cutting across the island divides it into tropical and subtropical climate. Taitung basically has a tropical monsoon climate. The region's average summer temperature is about 27 degrees, but it often rise up to 30 degrees during the daytime. The temperature may be high, but being surrounded by high mountains and the sea, its climate is less sultry than that of metropolitan areas in western Taiwan. The average winter temperature is about 20 degrees. It may drop to about 12 degrees during a cold wave, but this doesn't happen very often.

Typhoon is one of the characteristics of Taitung's climate. Every July and August is the typhoon season. Since most typhoons develop in open waters near the Philippines, the eastern part of Taiwan will be the first to be affected. Therefore, summer often brings furious storms to Taitung. But western Taiwan is less affected thanks to the central mountain range that serves as a typhoon barrier. Precipitation is quite abundant in eastern Taiwan, with an average annual precipitation up to 2,000 mm, but they are mostly heavy rain carried by typhoons during summer. There are not many rainy days in eastern Taiwan, especially in Taitung, which often has fine sunny weather ideal for travel.

➤ Summer and autumn (April-November)

The temperature is around 25 degrees. July and August are the hottest months of the year with temperatures reaching up to 33 degrees and higher average precipitations.

➤ Winter and spring (December-April)

The temperature is cooler with an average temperature around 20 degrees from December to February. It may drop to about 12 degrees during a cold wave.

五、臺東旅遊

V. Taitung tourism

2019 臺東年度觀光行事曆 2019 Taitung tourism calendar

時間 Time	活動名稱 Activity Name
2019-01-01	元旦三仙台迎曙光 New Year's Day Sanxiantai greets the Shuguang
2019-01-01	太麻里鄉迎接 2019 年第一道屬光暨沙灘路跑賽 Taima Lixiang greets the first light of the 2019 and beach road race
2019-01-10~2019-12-31	成功小鎮漁村風情導覽 The small town fishing village style tour

2019-01-10~2019-12-31	原住民族民俗中心-Amis 咾互樂團展演 Aboriginal Folklore Center – Amis 咾互 Orchestra Performance
2019-01-10~2019-12-31	月光小棧展演 Moonlight small inn music show
2019-01-10~2019-12-31	都蘭漫漫走 Dulan village Romantic Tourism
2019-01-20	2019 食在好玩關山蘿蔔季 2019 food fun radish season in the Guanshan village
2019-02-01~2019-02-23	2019 台東元宵節慶觀光活動 2019 Taitung Lantern Festival celebrating activities
2019-03-23~2019-03-24	2019 IRONMAM 70.3 TAIWAN 暨 5150 國際鐵人三項賽 2019 IRONMAN 70.3 TAIWAN and 5150 International Triathlon competition
2019-03-30~2019-03-31	全國原住民傳統射箭邀請賽 National Aboriginal Traditional Archery Invitational competition
2019-04-13~2019-04-14	2019 台東普悠瑪鐵人三項 2019 Taitung city Puyuma competition
2019-04-20	2019 戀戀台東香草節 2019 Loving Taitung Herb Festival
2019-04-27~2019-04-28	2019 Challenge Taiwan 鐵人三項國際賽 2019 Challenge Taiwan Triathlon International competition
2019-05-01~2019-10-31	夜訪小野柳 Night visit to little Yehliu
2019-05-04	來長濱吃辦桌 visiting Changbin village to eat food fun
2019-05-05	2019 長濱雙浪金剛馬拉松 2019 Changbin village King Kong Marathon
2019-05-05	2019 活水湖長泳嘉年華活動 2019 Mobile Water Lake Long Swimming Carnival
2019-05-12	2019 台東之美台東馬拉松 2019 beautiful of the Taitung Marathon
2019-05-19	2019 綠島海上長泳活動 2019 Green Island ocean Swimming
2019-06-01~2019-10-13	2019 萬物糧倉大地慶典-漂鳥 197 縱谷大地藝術季 2019 million Species granary celebration - drifting bird 197 Vertical Valley line of Art Season
2019-06-01	2019 台東最美星空音樂會系列活動-躺馬路賞星星-池上場 2019 Taitung's most beautiful starry sky concert series - lying on the road to enjoy the stars –chishang Township
2019-06-02	2019 悠活池上米鄉竹筏季系列活動-開幕典禮 2019 Leisurely chishang township Bamboo season series activities- Opening Ceremony
2019-06-07	2019 長濱鄉 Kakacawan 海祭文化暨端午節觀光活動

	2019 Changbin Township Kakacawan Sea worship culture and Dragon Boat Festival Tourism
2019-06-08	2019 台東最美星空音樂會系列活動-躺馬路賞星星-長濱場 2019 Taitung's most beautiful starry sky concert series - lying on the road to enjoy the stars- Changbin Township
2019-06-22~2019-06-23	2019 臺東慢食節－經典重現 2019 Taiwan Slow Food Festival - classic reproduction
2019-06-29~2019-08-10	2019 鹿野「花鹿米」養生樂活節系列活動 2019 Luye Township "Hua Lu Mi" Health and cheer Live Festival Series
2019-06-29	2019 台灣國際熱氣球嘉年華活動-開幕光雕音樂會 2019 Taiwan International Hot Air Balloon Carnival Event - Opening Light carving Concert
2019-07-01~2019-08-31	百步之鄉金峰鄉-紅金寶系列活動 Hundred Steps Hometown Jinfeng Township - Red Jinbao Series Activities
2019-07-05	2019 台東最美星空音樂會系列活動-成功場 2019 Taitung's most beautiful starry sky concert series - Chenkong Town
2019-07-06	天涯海角-星空海岸 End of the coast - Star sky Coast
2019-07-06	2019 台灣國際熱氣球嘉年華活動-三仙台日出光雕音樂會 2019 Taiwan International Hot Air Balloon Carnival Event – sunsantai Light carving Concert
2019-07-06	2019 台東最美星空音樂會系列活動-星空音樂會-長濱場 2019 Taitung's most beautiful starry sky concert series - lying on the road to enjoy the stars- Changbin Township
2019-07-13	2019 臺灣國際熱氣球嘉年華活動-綠島光雕音樂會 2019 Taiwan International Hot Air Balloon Carnival Event –Green island Light carving Concert
2019-07-19~2019-09-15	2019 東海岸大地藝術季 2019 East Coast Lawn Art Season
2019-07-20	2019 臺灣國際熱氣球嘉年華活動-池上大坡池光雕音樂會 2019 Taiwan International Hot Air Balloon Carnival Event –chishang Township Light carving Concert
2019-07-21	2019 戀戀 197 自行車公路賽 2019 Loving 197 Bike Road Race
2019-07-27	2019 臺灣國際熱氣球嘉年華活動-太麻里曙光園區日出光雕音樂會 2019 Taiwan International Hot Air Balloon Carnival Event –chishang Township Light carving Concert
2019-07-27	2019 台東最美星空音樂會系列活動-太麻里場 2019 Taitung's most beautiful starry sky concert series – taimunlid Township
2019-08-03~2019-09-15	2019 太麻里金針山忘憂花海系列活動
2019-08-03	2019 臺灣國際熱氣球嘉年華活動-知本溫泉光雕音樂會 2019 Taiwan International Hot Air Balloon Carnival Event –Zhiben Hot spring the Light carving Concert
2019-08-10	2019 臺灣國際熱氣球嘉年華活動-大武尚武海濱公園日出光雕音樂會 2019 Taiwan International Hot Air Balloon Carnival Event –Dawu Shangwu Waterfront Park Sunrise Light carving Concert
2019-08-12	2019 台灣國際熱氣球嘉年華活動-閉幕光雕音樂會 2019 Taiwan International Hot Air Balloon Carnival Event - Close Light carving Concert

2019-08-16	2019 台灣國際熱氣球嘉年華活動-安可場光雕音樂會 2019 Taiwan International Hot Air Balloon Carnival Event - Encore Field Light Carving Concert
2019-08-24	2019 台東最美星空音樂會系列活動-關山場 2019 Taitung's most beautiful starry sky concert series - kuagsun Township
2019-08-31	2019 台東最美星空音樂會系列活動-台東市加路蘭場 2019 Taitung's most beautiful starry sky concert series – chaluland of the Taitung city
2019-09-29	火燒島馬拉松活動
2019-11-02~2019-11-03	2019 台東超級鐵人三項 2019 Challenge Taitung super Triathlon International competition

※相關旅遊資訊可參考臺東縣觀光旅遊網：<http://tour.taitung.gov.tw/zh-tw/Home/Index>

※For related travel information, please refer to **Taitung Taiwan's Treasure**: <http://tour.taitung.gov.tw/zh-tw/Home/Index>

六、臺東藝文

※藝文行事曆：<http://www.taitung.gov.tw/ccl/Calendar.aspx?n=7A5AB0BFF2FD28A9&sms=B92EB43FC7817C79>

VI. Taitung's arts and culture

※Arts and culture calendar: <http://www.taitung.gov.tw/ccl/Calendar.aspx?n=7A5AB0BFF2FD28A9&sms=B92EB43FC7817C79>

8. 住宿

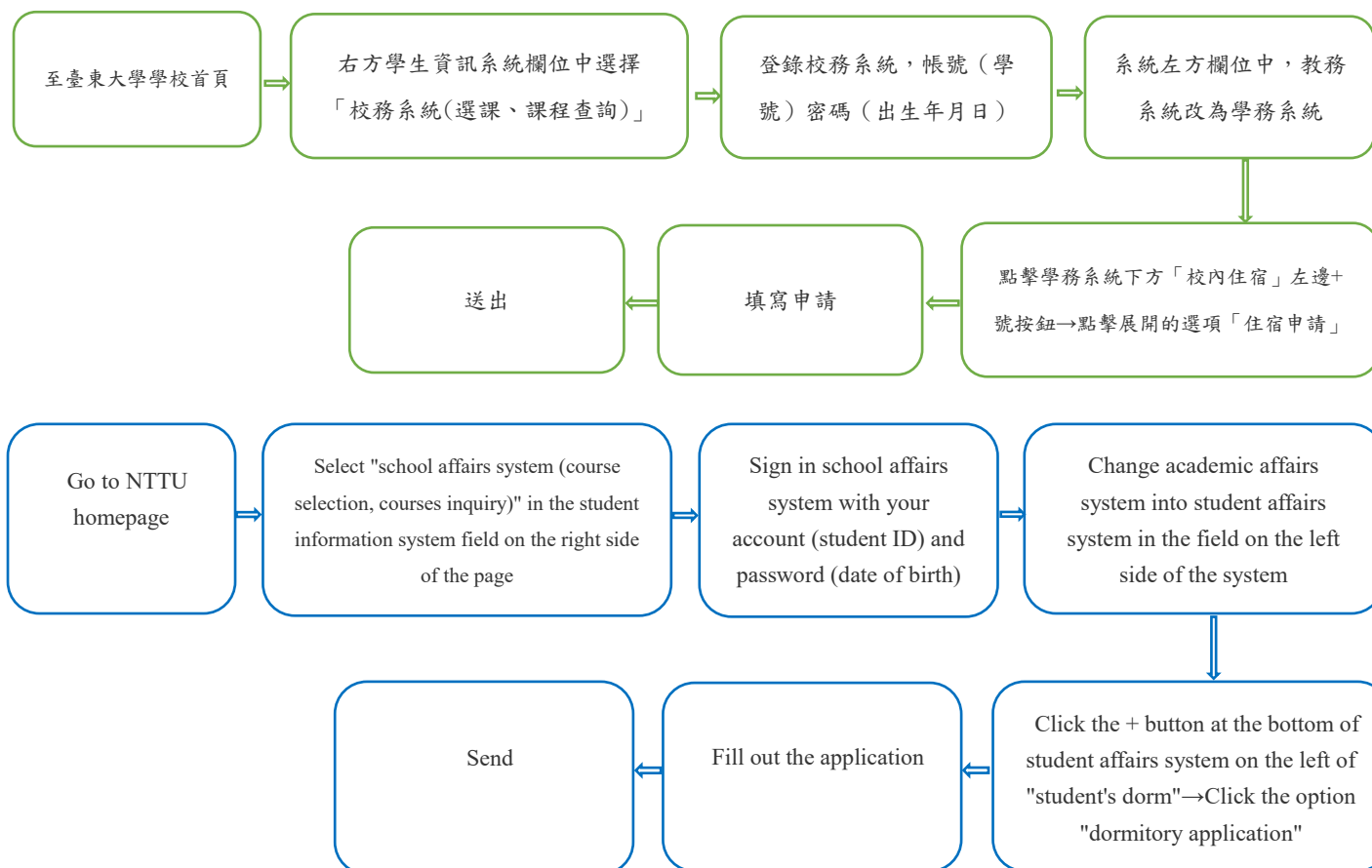
Dormitory

※僑生、陸生、外籍生及其他特殊之經濟弱勢學生為住宿優先順序。

※Priority is given to overseas Chinese students, mainland China Students, foreign students and other economically disadvantaged students.

1.如何申請宿舍？

A. How to apply for dormitory?



2.學生宿舍門禁管理規定

B. Dorm curfew regulations

學生宿舍至遲應於凌晨十二時起開始實施門禁，但有特別情事經生活輔導組核准者，不在此限。

Entry access control should be applied to each student dormitory starting at twelve o'clock midnight. However, those who have special causes and are approved by Discipline Section are not subject to the restriction.

3.住宿生活公約

C. Dorm living regulations

➤ 住宿生不得有下列各款之行為：

- (1) 私自頂讓床位、霸佔床位或排斥他人進住。
- (2) 偷竊、賭博、喝酒、吃檳榔、鬥毆或打麻將。
- (3) 儲存危險物或違禁品。
- (4) 擅自留宿外客或引進商人進出宿舍買賣物品。
- (5) 故意規避夜間查鋪或外宿未完成請假手續或逾時返舍。

- (6) 擅自接裝未經學校同意之電器。
- (7) 擅自在宿舍內炊膳、吸菸。
- (8) 在宿舍區域內飼養寵物。
- (9) 違反宿委會訂定之有關住宿自治規定。
- (10) 其他違反公共衛生、居住安寧或公共安全之行為。

➤ The following behaviors are not allowed in boarding students :

- (a) Occupying other beds, replacing beds, or excluding roommates
- (b) Stealing, gambling, drinking, chewing betel nuts, fighting, or playing mah-jong
- (c) Storage of hazardous materials, contraband in the dormitory
- (d) Allowing outside guests or vendors into the dormitory
- (e) Deliberately evading nightly inspections or staying out overnight without registration or entering the dormitory after closing time
- (f) Unauthorized access of electrical equipment without the consent of the school
- (g) Cooking, smoking in the dormitory
- (h) Keeping any animals as pets in the dormitory
- (i) Violating dormitory regulations adopted by Student Dormitory Management Committee
- (j) Other behaviors in violation of public health, environmental peacefulness, or public safety

➤ 前項第九款之規定及其違反時之議處方式，應送請生活輔導組核備。

違反第一款至第三款之規定，及第十款情節重大者，經宿舍管理人員或宿委會及生活輔導組查證屬實者，勒令退宿，並不得再為住宿申請。

➤ 違反第四款至第八款或第十款之規定，經宿舍管理人員、輔導教官或宿委會警告無效而再犯相同之行為，經宿舍管理人員(輔導教官)或宿委會，查證屬實者，勒令退宿，並自退宿登記日起一年內不得再為住宿申請。

➤ 住宿生因故意或過失損害宿舍公物者，應由宿舍管理人員或輔導教官簽報學校核定期限令其賠償；逾期不賠或因故意行為所致損壞公物者，並得勒令其退宿。

➤ Regulations in Subparagraph Nine and punishments for breaking related rules should be communicated to Discipline Section for review. Those who are found to break rules from Subparagraph One to Three, or are in serious violation of Subparagraph Ten by dormitory supervisor or the Committee and Discipline Section should be expelled from the dormitory, and should no more apply for a dormitory.

➤ Those who are found to break rules from Subparagraph Four to Eight or Subparagraph Ten, and refuse to obey related directions given by the dormitory supervisor, instructor or the Committee should be expelled from the dormitory, and should not apply for a dormitory for one year starting from the date of dormitory withdraw registration.

➤ In case of the accommodation student intentionally or negligently damages the dormitory's public property, the dormitory management or the counselor staff shall sign the school's approved time limit for compensation; if it is overdue, it shall not be compensated or deliberately for the cause of damage to the public, and have to order he/she Withdrawal.

9. 緊急聯絡電話 Emergency Line	
報案 Police	110
失火 Fire	119
救護 Ambulance	119
學校緊急聯絡電話 NTTU Emergency Line	24 小時校安專線：089-517119 24hrs NTTU Emergency Line: 089-517119
僑委會 24 小時緊急聯絡電話 Overseas Chinese Affairs Commission 24-hour emergency contact telephone	證照服務:02-2327-2929 license service : 02-2327-2929 緊急聯絡電話：0912-040-119 Emergency contact number: 0912-040-119 緊急事故通報 E-mail : ocac119@ocac.gov.tw Emergency Report E-mail : ocac119@ocac.gov.tw 傳真/ Fax：02-2356-6377
馬來西亞友誼及貿易中心 Malaysian Friendship And Trade Centre	電話/Tel：02-2713-2626 傳真/Fax：02-2514-9864 EMAIL： mwtaipei@kln.gov.my 網址連結： https://www.mofa.gov.tw/en/default.html
緬甸聯邦共和國駐台北貿易辦事處 Myanmar Trade Office (Taipei), The Republic Of The Union Of Myanmar	電話/Tel：02-2789-2100#101 傳真/Fax：02-2789-1670 EMAIL： mto.taipei.tw@gmail.com 網址連結： https://mtotpe.blogspot.tw 4E
駐台北越南經濟文化辦事處 Vietnam Economic And Cultural Office In Taipei	電話/Tel：02-2516-6626 傳真/Fax：02-2516-6625 地址/ address: 臺北市中山區松江路 65 號 2，3 樓 2，3F., No. 65, Song Jiang road, Zhongshan distric, Taipei, Taiwan 電話/Tel：(02) 2516-6626 傳真/Fax：(02) 2516-6625 網址連結： http://www.vecolabor.org.tw/vecotw/page.php?22
莫北協駐台代表處 Representative Office Of The MTC IN TAIPEI	地址/ address: 11049, Taiwan, Taipei, Xinyi Rd., Sec. 5, No.2, Fl. 9 臺北市信義路 5 段 2 號 9 樓 電話/Tel：(+886-2) 8780-3011 傳真/Fax：(+886-2) 8780-2511 EMAIL： info@mtc.org.tw 網址連結： http://mtc.org.tw/new/ch/main.php

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