



Yuan Ze University

元智大學

113學年度 新生說明會

113 Academic year new students' orientation



June 12, 2024, 18:30~19:30



新生須知

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※新生請於2024/8/31(六)~9/2(一)期間抵達元智大學
※ New students should arrive at Yuan Ze University between August 31st (Saturday) and September 2nd (Monday), 2024.

01 來臺前的準備

Preparations Before Coming to Taiwan

□ 簽證辦理 Apply for Visa

- 請持錄取通知書/分發通知書，申請居留簽證/入出境證。
Please bring your offer letter and apply for a residence visa or entry and exit permit.
- 港澳新生入臺簽證申辦網址 website for Hong Kong and Macau new students to apply for Taiwan Visa :
<https://coa.immigration.gov.tw/coa-frontend/student/entry/honk-macao-student>
- 馬來西亞新生入臺簽證申辦網址 website for Malaysia new students to apply for Taiwan Visa :
<https://www.taiwanembassy.org/my/post/354.html>
- 印尼新生入臺簽證申辦網址 website for Indonesia new students to apply for Taiwan Visa :
<https://www.roc-taiwan.org/id/post/5591.html>
- 越南新生入臺簽證申辦網址 website for Vietnam new students to apply for Taiwan Visa :
<https://www.roc-taiwan.org/vn/post/4121.html>
- 外交部領事事務局Bureau of Consular Affairs, MOFA :
<https://www.boca.gov.tw/cp-338-187-975ac-1.html>

港澳地區同學 申請入出境證

Hong Kong and Macao

□ 辦理入出境證
Apply for Entry and Exit Permit



香港新生簽證辦理懶人包

□ 推薦加入-在台香港學生互助協會
<https://www.instagram.com/hkstudentintaiwan/>
<https://www.facebook.com/Hkstudentintaiwan/>

入臺簽證-應備文件 Required Documents :

1. 香港/澳門永久居民身分證 **Hong Kong/Macau Permanent Resident Identity Card**
2. 護照 **Passport**
3. 白底大頭照 **White Background Photo**
4. 回鄉證(大陸地區出生者適用) **Home Return Permit (applicable for those born in China)**
5. 錄取通知書/分發書 **offer letter**
6. 線上付款600元新台幣 **Online Payment of 600 NTD**
 - * 申請事由請選擇留學 **Reason for Application : Study**
 - * 申請證別：單次入出境證 **Type of Permit : Single-entry Permit**
 - * 於其他相關證明文件欄位上傳錄取通知書/分發書、核定公文 **Upload the Admission Notice/Assignment Letter and Approval Document in the section for other relevant documents.**

詳細流程資訊，請自行查詢再次確認

For detailed process information, please search and confirm on your own.

其他地區同學 申請簽證

Other countries

□ 辦理居留簽證
Apply for Visa

入臺簽證-應備文件 Required Documents :

1. 入出境申請書 **Application Form**
2. 六個月內 2 吋彩色白底照片 2 張 **Two 2-inch color ID photos with white background taken within the last six months.**
3. 護照 **Passport**
4. 健康檢查合格正本及影本證明: 居留或定居健康檢查項目表
Original and photocopy of medical check report: Health examination form for residence or settlement.
5. 錄取通知書/分發書 **offer letter**
6. 最高學歷證件 **Highest Degree Certificate**
7. 財力證明正本及影本 (6 個月經常性財力)
Original and photocopy of financial proof (six months of regular financial statements)
8. 其他視個案要求提供之文件 **Other documents as required by individual cases.**

詳細流程資訊，請自行查詢再次確認

For detailed process information, please search and confirm on your own.

港澳地區同學 完成學歷驗證

Educational Credential Verification

□ 學歷驗證

Educational Credential Verification

※向原學校申請文件(學歷驗證資料包)。

Apply for Documents from the Original School (Educational Verification Document Package)

※學生自行預約認證 Students should schedule the certification yourself :

<https://www.surveycake.com/s/9gXVx>

※取件流程 Pickup Process :

- 保留收據 Keep the receipt
- 2-3個工作天後領取 Pick up the documents 2-3 working days later

※學歷驗證申辦應備文件 Documents Required for Educational Verification Application :

1. 文件證明申請表 Application Form 。
2. 香港永久居民身分證 Hong Kong Permanent Resident Identity Card 。
3. 學生證 (如有) Student ID (if applicable) 。
4. 需驗證之文件 Documents to be verified 。
5. 每份文件港幣120元，備妥現金 120 HKD in cash per document 。
6. 代理人(父/母) 之身份證正副本。(如適用) Original and photocopy of the representative's (father/mother) identity card (if applicable)
7. 代理人(父/母) 之關係證明正副本。(如適用) Original and photocopy of the proof of relationship with the representative (father/mother) (if applicable)

詳細流程資訊，請自行查詢再次確認

For detailed process information, please search and confirm on your own.

其他地區同學 完成學歷驗證

Educational Credential Verification

□ 學歷驗證

Educational Credential Verification

- 自行向相關駐外館處或保薦單位辦理
- 保薦單位 **Recommending Organizations**
[113學年度\(2024年\)馬來西亞地區保薦單位名冊](#)
Recommendation organizations for Malaysia.

[113學年度\(2024年\)印尼地區保薦單位名冊](#)
Recommendation organizations for Indonesia.

[113學年度\(2024年\)越南地區保薦單位名冊](#)
Recommendation organizations for Vietnam.

[其他地區保薦單位查詢](#)
For inquiries about recommending organizations in other regions.

詳細流程資訊，請自行查詢再次確認

For detailed process information, please search and confirm on your own.

無犯罪紀錄證明書(良民證 CNCC)

Hong Kong and Macao student only.

香港、澳門地區同學請注意 !!!

- 2024年9月1日年滿18歲的港澳同學皆需辦理，要預留3個月的有效期，即在臺申辦居留證時一定要在有效期限內。
- 澳門同學申辦參考：
https://www.dsi.gov.mo/certificate_c.jsp
- 香港同學申辦參考：
https://www2.obs.police.gov.hk/obs/?lang=zh_TW
- 第一步申請推薦函：
 - 1) 地點：台北經濟文化辦事處，
每個辦公日，上午9-11點無需預約
 - 2) 良民證推薦函取件流程：辦理時即時領取。
 - 3) 良民證推薦函申辦應備文件：
 - 香港永久居民身分證正副本。
 - 有教文號之錄取通知書/分發書。

• 第二步申請良民證：

- 1) 在警務處的系統進行預約。
- 2) 應備文件：
 - 1.申請表
 - 2.香港身分證或護照正本
 - 3.台北經濟文化辦事處推薦函
- 3) 保留收據<--(申辦居留時可能會使用)
- 4) 警務處會在4週內將證明書掛號函件通知台北經濟文化辦事處。
- 5) 要詢問對方良民證的發出日，不用拿文件。
- 6) 良民證發出日的3個月內在台灣移民署遞交學生居留申請。
- 7) 良民證會直接到移民署，不會經學生手。

02 來臺必備文件

Essential Documents

以下證件請備齊正本及影本 Please prepare both the original and a copy of the documents.

- 護照 **Passport**
- 入出境證/居留簽證 **Visa**
- 學歷驗證文件 **Educational Credential Verification**
- 證件照片(護照用)二吋3張、一吋2張。 **ID photo (for passport) 3 pieces of 2 inches, 2 pieces of 1 inch**
- 海聯會分發通知書/學校錄取通知書 **offer letter**
- 緊急授權同意書 **Emergency Authorization Form**
- 住宿同意書 **Accommodation Agreement**
- 台幣現金(搭車、體檢費用、僑生醫療保險費用...) **Taiwanese currency in cash**

02 來臺必備文件 Essential Documents

※港、澳同學**另外**還須提供 (Hong Kong & Macao Only)

- 港澳永久居民身分證 Hong Kong/Macau Permanent Resident Identity Card
- 回鄉證(大陸地區出生者) Home Return Permit (applicable for those born in China)
- 良民證收據 (9/1前年滿18歲者，請確保在臺時是在有效期限內) CNCC

03 個人物品準備 Personal Items for Taiwan



衣物類 Clothing

- 建議冬天和夏天衣物各一半，剩餘有需要的可在台灣購買 Suggest bringing half of winter and summer clothing each, and any additional items needed can be purchased in Taiwan
- 鞋子、襪子、拖鞋
Shoes, socks, slippers...



個人用品 Personal items

- 個人必須藥品 Personal medicines
- 盥洗用品 Daily necessities
- 生活費 Taiwanese currency in cash



電子用品 Electronic devices

- 電腦 Lap top
- 充電器 Electrical appliance charger
- 轉腳插頭 Adapter plug

04 入境後 After Arrival



- 請事先告知預計抵臺日期及機票時間
Please inform your flight details in advance, including the departure date.
- 購買電話卡：在機場購買電話卡，並與學校教官或是Dorrie保持聯繫
Purchase a SIM card at the airport and keep in touch with us.

04 入境後 After Arrival



前往元智大學：How to go to Yuan Ze University

1. 搭乘計程車(Taxi)：臺灣桃園國際機場，設有排班計程車服務櫃檯

Taking a Taxi: Taiwan Taoyuan International Airport offers taxi service counters.

- **第一航廈入境大廳一樓西側12號門**

Terminal 1: Located at Gate 12 on the west side of the first-floor arrivals hall.

- **第二航廈入境大廳一樓西側26號門對面車道**

Terminal 2: Located at the opposite lane of Gate 26 on the west side of the first-floor arrivals hall.

服務電話 Service Phone Numbers：

- **第一航廈計程車服務中心電話 Terminal 1 Taxi Service Center：03-3982832**
- **第二航廈計程車服務中心電話 Terminal 2 Taxi Service Center：03-3983599**
- **價位 Fare：約NT\$400~600。(建議可多人共乘sharing a ride with others is recommended)**
- **車程Travel Time：車程約 30 分鐘 About 30 minutes。**

04 入境後 After Arrival



2. 搭乘客運、公車 Taking a Bus :

搭乘5089客運至中壢 Take the 5089 coach to Zhongli .

- 票價 Fare : NT\$62 , 於上車投幣 NT\$62, payable in cash when boarding
- 車程 Travel Time : 約60分鐘 About 60 minutes.

轉乘公車：搭乘155或156路公車抵達元智大學

Transferring to a Bus: Take bus route 155 or 156 to Yuan Ze University.

- 票價 Fare : NT\$18 , 於上車投幣 NT\$18, payable in cash when boarding.
- 車程 Travel Time : 約 30分鐘 About 30 minutes.

05 新生入學日程表 Orientation Schedule

項目 Item	日期 Date	地點 Location	備註 Note
新生報到 Freshman Registration	8/31(六)~9/2(一) Aug 31 st ~ Sep 2 nd	元智大學-軍訓室 Room 8204 (Mr.吳吉祥)	<ul style="list-style-type: none"> 新生務必請於8月31日~9月2日抵達元智大學完成報到，並辦理宿舍入住。 Be sure to arrive at Yuan Ze University between Aug 31 and Sep 2 to complete the freshman registration and accommodation procedures.
報到入學輔導 Enrollment Guidance	9/3(二) Sep 3 rd	元智大學 YZU	<ul style="list-style-type: none"> 9/3(二)當日13:00於樂學廣場(女生宿舍前)集合，僑生新生環境介紹；16:00進行僑生新生入學講習及新生資料填寫。 On 9/3 (Tuesday), we will gather at Lexue Plaza (in front of the girls dormitory) at 13:00 for an introduction to the environment for overseas Chinese students; at 16:00, there will be orientation for overseas students.
健康檢查 Medical Check	<ul style="list-style-type: none"> 港澳生 9/4 13:00於活動中心一樓集合 Hong Kong/Macau student (Sep 4th) Gather at 1:00 PM on the first floor of the Activity Center. 僑生 9/5 配合各班參加學校入學體檢 Overseas Chinese Student (Sep 5th) According to the schedule of each class. 	元智大學 YZU	<ul style="list-style-type: none"> 港澳生居留證申請乙表體檢費用1500元 Hong Kong/Macau student NT\$1,500 非港澳之僑生丙表體檢費用500元 Overseas Chinese Student NT\$500
選課 Course Selection	9/5(四)~9/16(一) Sep 5 th ~ Sep 16 th	線上Portal	<ul style="list-style-type: none"> 第三階段電腦選課(低於15人以下的課程無法退選) Third phase of online course selection (Courses with fewer than 15 students cannot be dropped).
新生啟航(入學輔導) Freshman Camp	9/5(四)~9/6(五) Sep 5 th ~ Sep 6 th	元智大學 YZU	
註冊繳費 Tuition	8/27(二)~9/12(四) Aug 27 th ~Sep 12 th	線上繳費 Pay Online	<ul style="list-style-type: none"> 開學前完成
開學 Class Begin	9/9(一) Sep 9 th	各課程教室	<ul style="list-style-type: none"> 請依課表上課 Please attend classes according to the schedule.

06 註冊Registration

- 查詢學號：將於群組通知同學，取得學號後可登入個人Portal。
Student ID Inquiry: Students will be notified in the group to obtain their student ID. Once you have your student ID, you can log in to your personal Portal.
- 登入Portal的帳號密碼 Portal Login
帳號：s+學號，例：s981904
Username: s+student ID, e.g., s981904
密碼：預設為你的生日+@Yzu (yyyymmdd@Yzu)，可於登入後修改。
Password: Default is your birthday + @Yzu (yyyymmdd@Yzu), and you can change it after logging in.
- 忘記密碼怎麼辦？Forget password
請帶著學生證至圖書館諮詢推廣櫃台申請密碼還原。
Please bring your student ID to the library consultation to apply for a password reset.
- Portal及其他資訊使用問題？
Questions about using the Portal and other information?
請參閱[新生資訊服務說明](#)，或至本校[圖書資訊服務處](#)網頁查詢。
Please refer to the Freshman Information Service Guide or check the Library and Information Service Office webpage of our school.



06 繳費 Tuition payment

- 如何取得註冊繳費資訊？ **Payment Information**
請進入元智大學首頁 → 個人Portal (取得學號後可登入) → 免到校註冊查詢
YZU Homepage → Portal (you can log in after receive student ID) → Registration details query
- 何時註冊繳費
開學前一周可利用以下方式繳費，開學後僅能到學校總務處以現金繳費。
pay the fees in the week before the semester starts using the following methods.
After the semester starts, you can only pay in cash at the school's General Affairs Office.
 1. 國際信用卡 International Credit Card - 元大校務網
 2. 遠東銀行櫃檯繳費 Far Eastern Bank Counter Payment
 3. 郵局劃撥 Postal Giro
 4. 便利超商繳費 Convenience Store
 5. e-Bill全國繳費網 e-Bill National Payment Network :
<https://ebill.ba.org.tw/>
 6. 信用卡繳費 Credit Card Payment
 7. ATM轉帳 ATM Transfer



07 選課 Course Selection

•如何查詢課表？ How to Check the Class Schedule?

大一新生入學時，將進行必修課程之配班。配班作業預計於8月底執行。屆時請於個人Portal→學習檔案→課表查詢。

Freshmen will be assigned to mandatory courses upon enrollment. The class assignment process is expected to be carried out at the end of August. At that time, please check your class schedule in the Personal Portal → Learning Records → Class Schedule Inquiry.

•配班課程以外的空堂，學生可於第三階段電腦選課期間上網選課。

•113學年度第三階段選課日期是 2024年9月5日~9月16日。

During the free periods outside of the assigned courses, students can select courses online during the third phase of computer-based course selection. The third phase of course selection for the 113th academic year is from September 5, 2024, to September 16, 2024.

•配班課程若已抵免或已修過不需再修課者，請自行於選課期間內退選，其餘者請勿任意退選。If you have been exempted from or have already completed the assigned courses, please drop these courses during the course selection period. Otherwise, do not arbitrarily drop the assigned courses.

•選課資訊

[電腦選課系統使用說明 Course Selection System Manual](#)

[選課注意事項 Courses Selection Notice](#)

[各系所必選修科目表 List of Required Courses](#)

08 住宿 Accommodation

•將於群組調查詢問住宿地點，如欲申請宿舍預定床位，請留意群組訊息，並請下載及詳閱住宿同意書內容，完成資料填寫及簽名，於入住時繳交至宿舍櫃檯，提交後恕不接受變更，請審慎考慮。

A survey will be conducted in the group to inquire about accommodation locations. If you wish to apply for a dormitory reservation, please pay attention to the group messages. Download and carefully read the accommodation agreement, complete the information and sign it, and submit it to the dormitory front desk when you move in. Once submitted, no changes will be accepted, so please consider carefully.

•住宿Q&A Accommodation Q&A

•校外租屋可參考 For off-campus housing, please refer to <https://house.nfu.edu.tw/YZU>

09 獎學金 Scholarships

- **元智大學僑生獎學金 Yuan Ze University Overseas Chinese Student Scholarship**
(單招及個人申請的同學之前已發信通知獲獎項目，聯合分發的同學在開學進行審查後會再告知)
(Students admitted through individual application and direct admission have already been notified of their awards via email. Students admitted through joint distribution will be informed after the review at the beginning of the semester.)
- **新生第一學期獎學金發放的流程為：**
The process for disbursing scholarships for new students in the first semester is as follows:
 1. **同學須先繳交全額學雜費 (依註冊明細單上的金額繳費)。**
Students must first pay the full tuition fees (according to the amount on the registration details).
 2. **開學後(預計期中左右)，將依據同學獲得的獎學金比例，撥款至同學填寫的銀行帳戶。**
After the semester starts (around mid-term), funds will be transferred to the bank account provided by the students based on the scholarship amount they have been awarded.
- **僑生獎助學金申請 (第二學期開始)**
Application for Overseas Chinese Student Scholarships (starting from the second semester):
 1. **依照前學期成績、排名提出申請 based on grades and rankings from the previous semester.**
 2. **全球處及各系所審核 Reviewed by the Global Affairs Office and respective departments.**
 3. **公佈獲獎名單 Announcement of the list of awardees.**

09 獎學金 Scholarships

- 僑生獎助學金申請條件：操行成績**80**分以上且學業平均成績**65**分(碩**75**)以上
Conduct score of **80** or above and an academic average score of **65** (**75** for graduate students) or above.

系排名前**15%** (碩**40%**) → 獎學金**100%**
Top **15%** of the department (Top **40%** for graduate students) → **100%** scholarship

系排名前**30%** (碩**60%**) → 獎學金**50%**
Top **30%** of the department (Top **60%** for graduate students) → **50%** scholarship

系排名前**50%** (碩**70%**) → 獎學金**20%**
Top **50%** of the department (Top **70%** for graduate students) → **20%** scholarship
- 其他獎助學金項目：另有教育部及僑委會提供之獎助學金，相關資訊請洽軍訓室吉祥教官
Other Scholarship Programs: Additional scholarships are provided by the Ministry of Education and the Overseas Community Affairs Council. For more information, please contact Officer Room 8204 (Mr.吳吉祥).

10 在臺開銷 Living Expenses in Taiwan

	項目	金額	備註
來臺初期花費	第一學期學費+雜費	約45,000~65,000	
	學校一學期住宿費	大學部:10,580(不含含、暑假) 研究生:13,800(含寒、暑假)	
	醫院體檢費用	港澳生 1,500 其他國家僑生 700	
	僑生居留證費用	500/1年	
	港澳生台灣地區居留證費用	2,600/3年	
	醫療保險	580/6月	來臺後6個月內，須參加僑生傷病醫療保險
	全民健康保險	826/月	取得居留證6個月後可辦理健保
	生活必需品	5,000~8,000	日用品、寢具、衛浴用品等
在臺生活花費參考	校外租屋	3,500~6,500/月	雅房、套房
	伙食費	200~300/天	學餐、校園周邊
	交通-公車	18/一段票	
	交通-Youbike共享腳踏車	4小時內，每30分鐘10元	
	電話費	600~1,000/月	

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Thank you

