

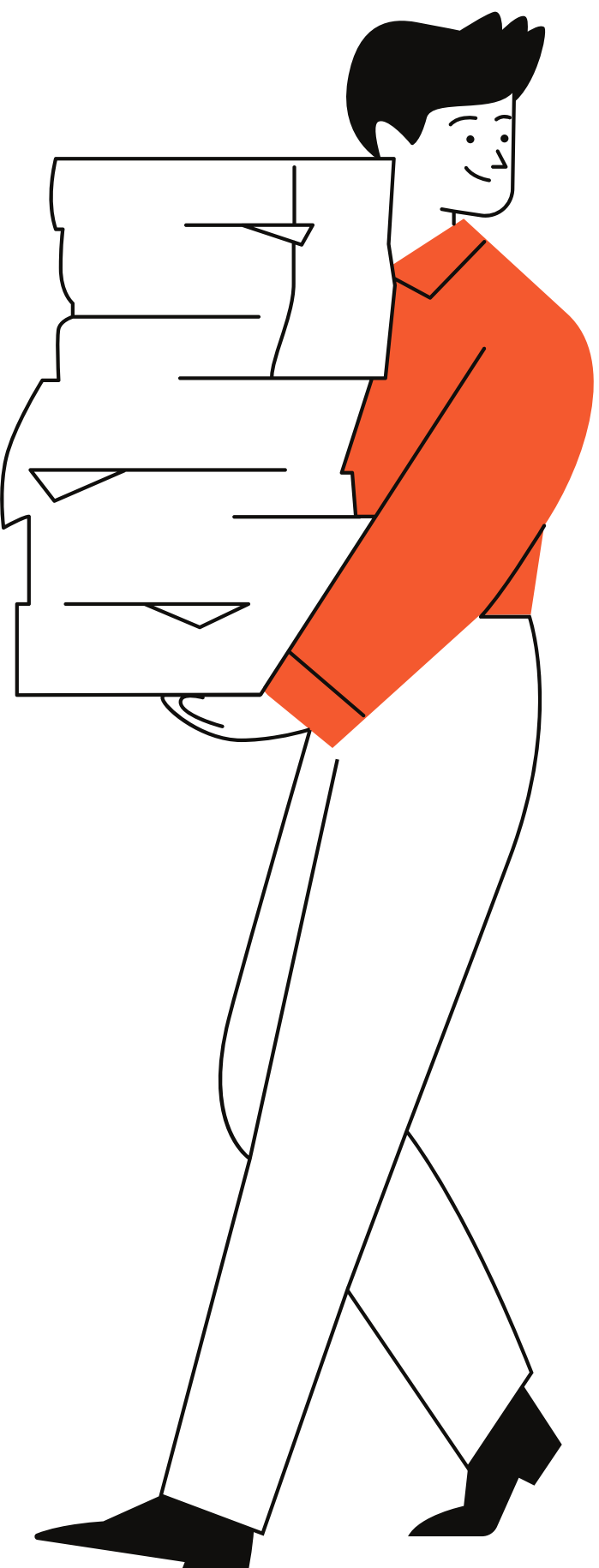


元智大學 Yuan Ze University

114學年度新生手冊
114 Academic Year New Students' Handbook



新生須知



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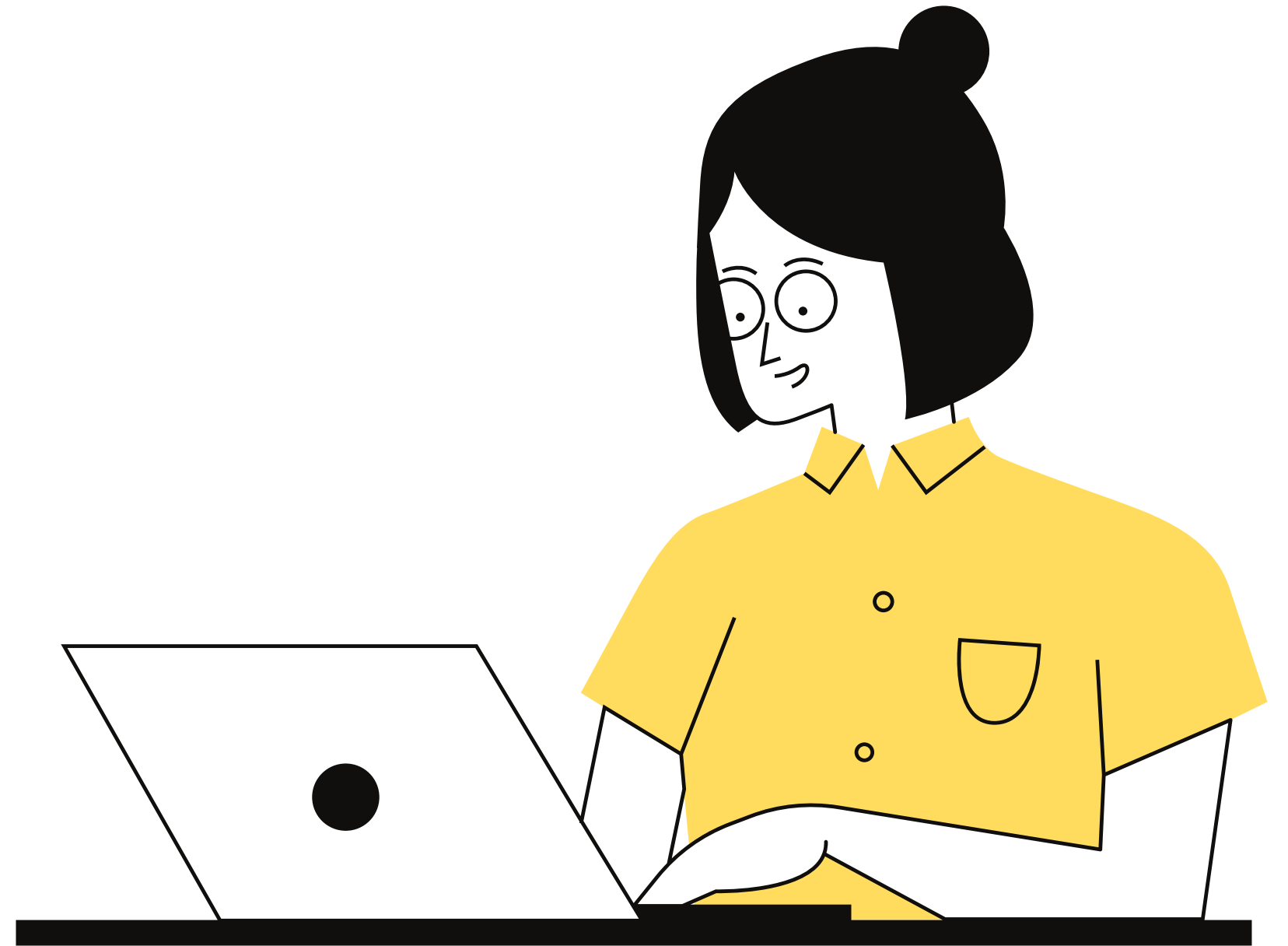


※新生請於2024/8/28(四)~8/29(五)期間抵達元智大學

※ New students should be sure to arrive at Yuan Ze University between Aug 28 and Aug 29 ,2025

01 來臺前的準備

Preparations Before Coming to Taiwan



- ★ 簽證辦理 Apply for a Visa
- ★ 學歷驗證 Educational Credential Verification

簽證辦理

Apply for a 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 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

馬來西亞新生入臺簽證申辦網址 website for Malaysia new students to apply for Taiwan Visa

印尼新生入臺簽證申辦網址 website for Indonesia new students to apply for Taiwan Visa

越南新生入臺簽證申辦網址 website for Vietnam new students to apply for Taiwan Visa

外交部領事事務局 Bureau of Consular Affairs, MOFA

港澳地區同學 申請入出境證

Hong Kong and Macao
Apply for Entry and Exit Permit



入臺簽證申請文件 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

錄取通知書/分發書
offer letter

5

回鄉證(大陸地區出生者適用)
Home Return Permit (applicable
for those born in China)

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.
- ▲ 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

無犯罪紀錄證明書 (良民證 CNCC)

2025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。

➡ 澳門同學申辦網址

➡ 香港同學申辦網址

★ Hong Kong and Macao students only.
香港、澳門地區同學必備 !!!

● 第一步申請推薦函：

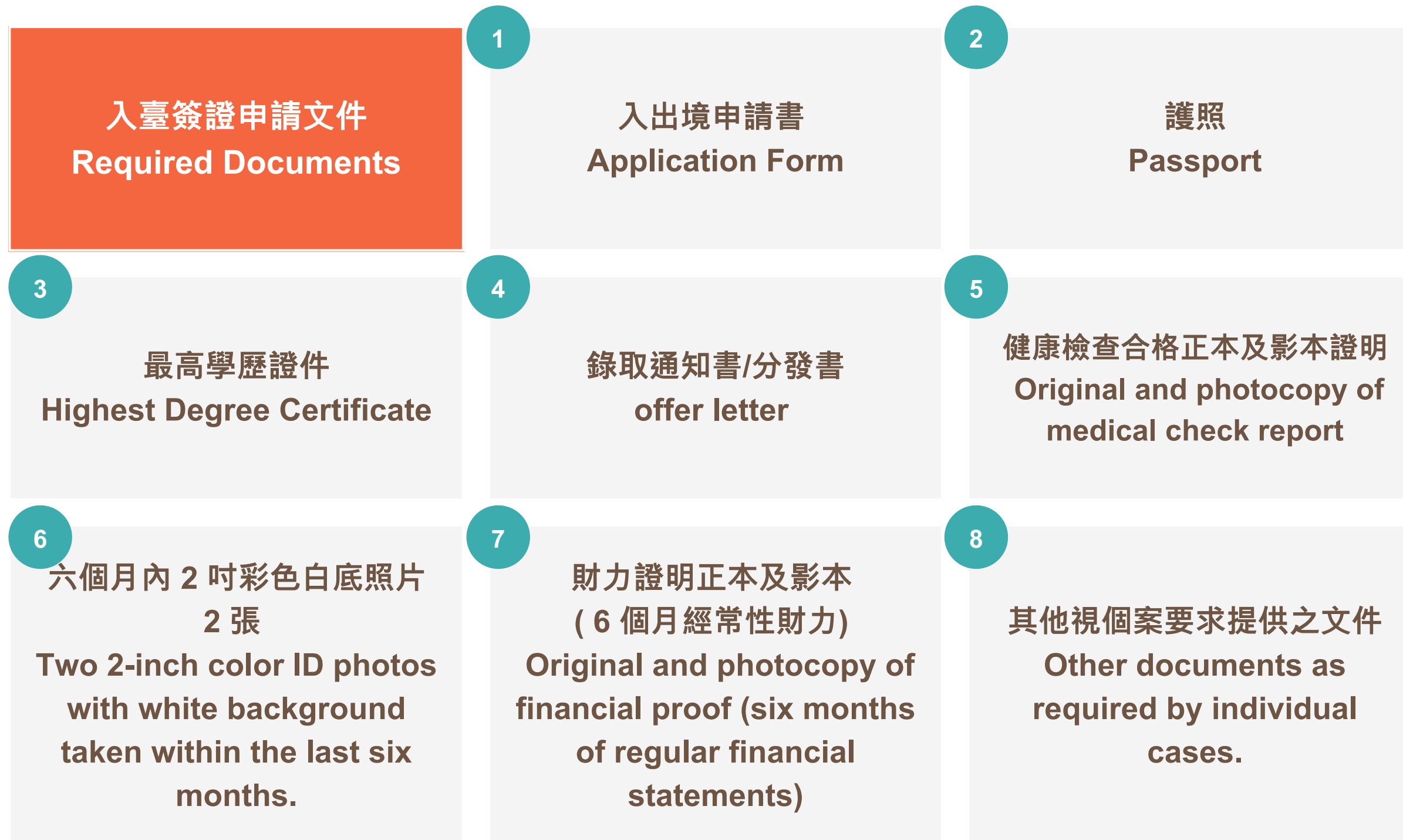
- 1.地點：台北經濟文化辦事處，每個辦公日，上午9-11點無需預約
- 2.良民證推薦函取件流程：辦理時即時領取。
- 3.良民證推薦函申辦應備文件：
 - (1)香港永久居民身分證正副本。
 - (2)有教文號之錄取通知書/分發書。

● 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。

其他地區同學 申請簽證

Other countries apply for Visa



▲ 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 Hong Kong and Macao students

學歷驗證 Educational Credential Verification

step 1

向原學校申請
-學歷驗證資料包。
Apply for Documents from the
Original School (Educational
Verification Document Package)

step 2

※依據台北經濟文化辦事處營業時
間學生自行前往辦理

Students should schedule the
certification yourself.

➡ 營業時間

※取件流程 Pickup Process :

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

應備文件 Required Documents

- 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 Other countries

學歷驗證 Educational Credential Verification

駐外館處 or 保薦單位

自行向相關駐外館處或保薦單位辦理
For inquiries about recommending organizations.

➡ 僑委會保薦單位查詢

各地保薦單位名冊

※保薦單位
Recommending Organizations

➡ 114學年度(2025年)馬來西亞地區保薦單位名冊 ☐
Recommendation organizations for Malaysia. ☐ ☐

➡ 114學年度(2025年)印尼地區保薦單位名冊 ☐
Recommendation organizations for Indonesia.

➡ 114學年度(2025年)越南地區保薦單位名冊 ☐
Recommendation organizations for Vietnam. ☐

應備文件 Required Documents

- 1.文件證明申請表 Application Form。
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▲ 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.

02 來臺必備文件

Essential Documents



- ★ 入境所需文件 Documents Required for Entry
- ★ 報到資料 Registration Documents
- ★ 臺幣現金 New Taiwan Dollar (Cash)

★ 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



★ 港、澳同學另外還須提供 (Hong Kong & Macao Students 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
- ★ 個人用品 Personal items
- ★ 電子用品 Electronic devices

★ 以下為建議準備物品，請依個人需求攜帶。

The following items are recommended. Please bring them according to your personal needs.

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

- 個人藥品 Personal medicines.
- 盥洗用品 Daily necessities.
- 生活費 Taiwanese currency in cash.

電子用品 Electronic devices

- 個人電腦 Personal Laptop.
- 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.
- ★ 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.

★ 搭乘計程車前往元智大學：Taking a Taxi to Yuan Ze University.

- 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.

- 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.

★ 搭乘客運、公車前往元智大學：Taking a Bus to Yuan Ze University

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



★ 請同學務必於2025年8月28日~8月29日期間抵達台灣，並到元智大學軍訓室完成新生報到與辦理宿舍住宿手續，以便參加後續新生活動。

Be sure to **arrive at** Yuan Ze University **between Aug 28 and Aug 29** to complete the freshman registration and accommodation procedures.

項目 Agenda	日期 Date	地點 Location	備註 Remarks
預定宿舍 Dormitory Reservation	抵達台灣前完成註冊繳費 Complete registration and payment before arriving in Taiwan	線上繳費 Online Payment	▪欲住宿的同學請在來台前完成繳費，才能確認保留床位。 Students who wish to stay in the dormitory must complete payment before arriving in Taiwan to confirm their bed reservation.
新生報到 Freshman Registration	8/28(四)~8/29(五) Aug 28 th ~ Aug 29 th	元智大學-軍訓室 Room 8204 (Mr. Brian Wu)	▪新生務必請於 8 月 28 日~8 月 29 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 28 and Aug 29 ,2025 to complete the freshman registration and accommodation procedures.
報到入學輔導 Enrollment Guidance	8/30(六) Aug 30 th	元智大學 Yuan Ze University	▪8/30(六)當日 13:00 於樂學廣場(女生宿舍前)集合，僑生新生環境介紹；15:00 進行僑生新生入學講習及新生資料填寫。 On 8/30 (Saturday), we will gather at Lexue Plaza (in front of the girls dormitory 1) at 13:00 for an introduction to the environment for overseas Chinese students; at 15:00, there will be orientation for overseas students.
健康檢查 Medical Examination	▪港澳生 9/2 13:00 於活動中心一樓集合 ▪Hong Kong/Macau student (Sep 2 nd) Gather at 1:00 PM on the first floor of the Activity Center. ▪僑 生 9/2 配合各班參加學校入學體檢 ▪Overseas Chinese Student (Sep 2 nd) According to the schedule of each class.	元智大學 Yuan Ze University	▪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 580 元 Overseas Chinese Student NT\$580
選課 Course Selection	9/4(四)~9/15(一) Sep 4 th ~ Sep 15 th	線上 Portal	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	9/1(一)~9/5(五) Sep 1 st ~ Sep 5 th	元智大學 Yuan Ze University	
註冊繳費 Registration and Payment	開學前完成	線上繳費 Online Payment	
開學 Semester Begin	9/8(一) Sep 8 th	各課程教室 Classroom according to the schedule.	請依課表上課 Please attend classes according to the schedule.

06 註冊&繳費 Registration & Tuition payment



- ★ 查詢學號 Student ID Inquiry
- ★ 取得註冊繳費資訊 Payment Information

★ 查詢學號 Student ID Inquiry

- **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：s1131904

密碼：預設為你的生日+@Yzu (yyyymmdd@Yzu)，可於登入後修改。

Username: s+student ID, e.g., s1131904

Password: The 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.

★ 註冊繳費資訊 Payment Information

● 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 receiving the student ID) → Registration details query

● 何時註冊繳費

欲住宿的同學請在來台前完成繳費，才能確認保留床位。

Students who wish to stay in the dormitory must complete payment before arriving in Taiwan to confirm their bed reservation.

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



- ★ 查詢課表 Check the Class Schedule
- ★ 選課資訊 Courses Selection Notice

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，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。**

- **114學年度第三階段選課日期是 2025年9月4日~9月15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 114th academic year is from September 4, 2025, to September 15, 2025.

選課

Course Selection

- 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

各系所必修科目表 List of Required Courses

08 住宿

Accommodation



★ 欲住宿的同學請在來台前完成繳費，才能確認保留床位。

Students who wish to stay in the dormitory must complete payment before arriving in Taiwan to confirm their bed reservation.

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, 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

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.)

獎學金 Scholarships

- 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.

獎學金 Scholarships

- 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.

10 在臺開銷 Living Expenses in Taiwan

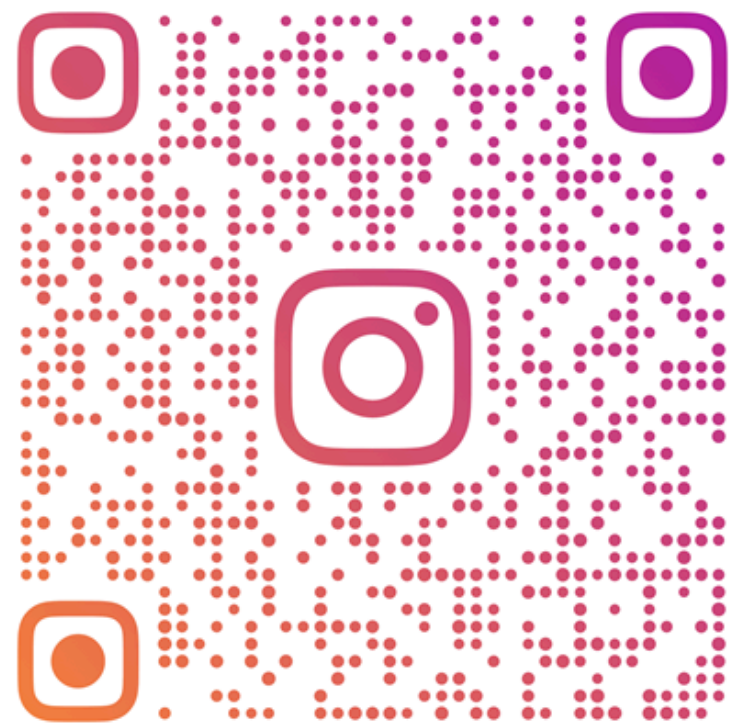
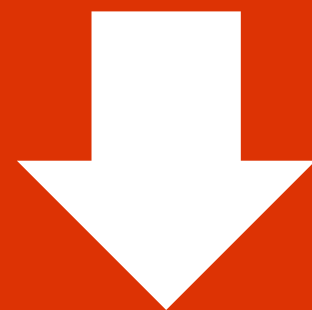


★ 元智大學僑生獎學金
Yuan Ze University
Overseas Chinese Student Scholarship

	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	5,000~12,000/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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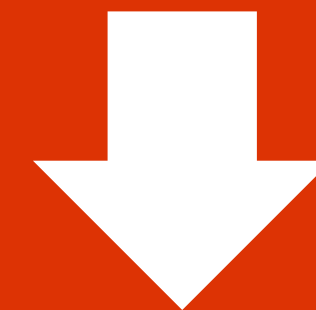
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Line group for 2025



2025年元智大學僑生新生群組
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