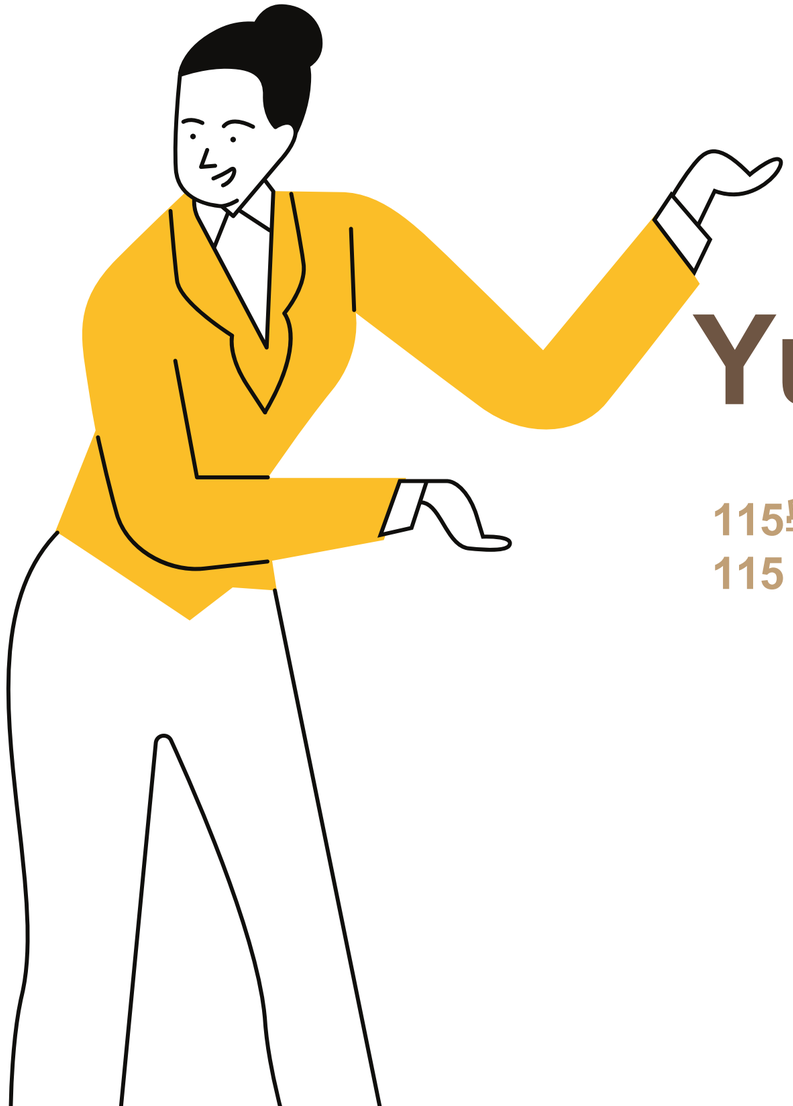
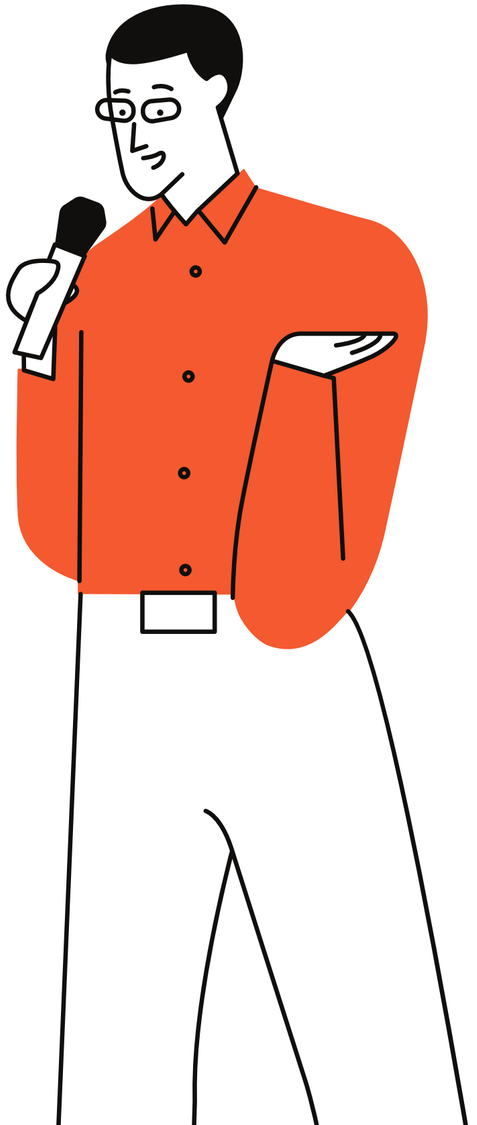
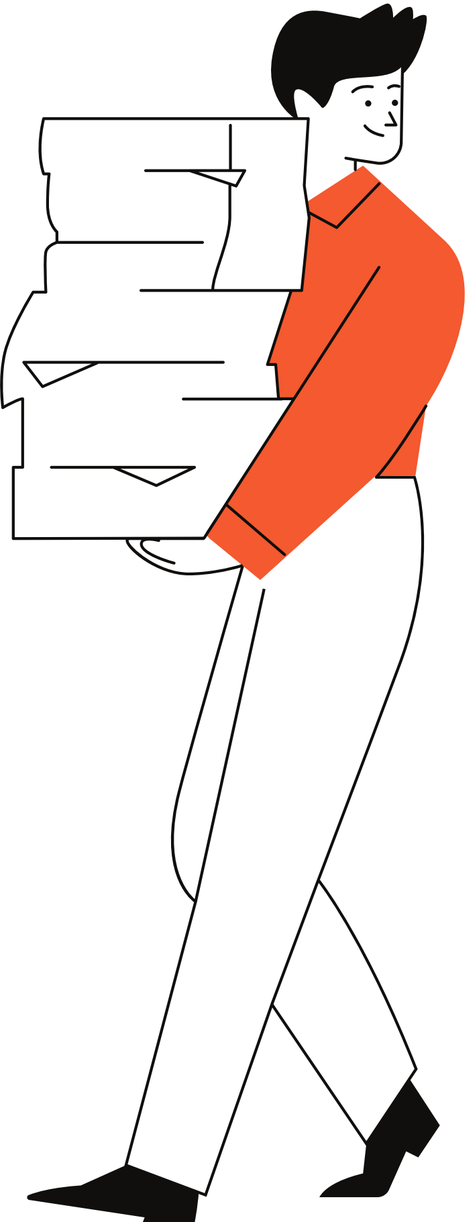


元智大學
Yuan Ze University

115學年度新生手冊
115 Academic Year New Students’ Handbook



新生須知



01 來臺前的準備
Preparations Before Coming to Taiwan

02 來臺必備文件
Essential Documents

03 個人物品準備
Personal Items for Taiwan

04 入境後
After Arrival

05 新生入學日程表
Orientation Schedule

06 註冊及繳費
Registration & Tuition payment

07 選課
Course Selection

08 住宿
Accommodation

09 獎學金
Scholarships

10 在臺開銷
Living Expenses in Taiwan

※新生請於2026/8/29(六)~8/30(日)期間抵達元智大學

※ New students should be sure to arrive at Yuan Ze University between Aug 29 and Aug 30 ,2026

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6 0 0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)

2026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

入臺簽證申請文件
Required Documents

1. 入出境申請書
Application Form

2. 護照
Passport

3. 最高學歷證件
Highest Degree Certificate

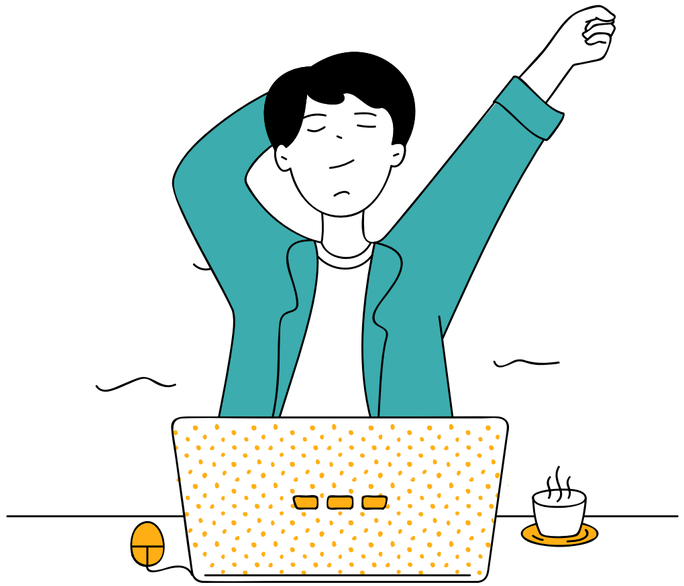
4. 錄取通知書/分發書
offer letter

5. 健康檢查合格正本及影本證明
Original and photocopy of medical check report

6. 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.

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
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

➡ 115學年度(2026年)馬來西亞地區保薦單位名冊
Recommendation organizations for Malaysia.

➡ 115學年度(2026年)印尼地區保薦單位名冊
Recommendation organizations for Indonesia.

➡ 115學年度(2026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。
2.學生證（如有）Student ID (if applicable)。
3.需驗證之文件 Documents to be verified。
4.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)
5.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.

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1張。ID photo (for passport) 1 pieces of 2 inches.
- 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 Consent Form
- 住宿同意書 Housing 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 (2026年9月1日 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$700~800。(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.

05 新生入學日程表
Orientation Schedule

★ 請同學務必於2026年8月29日~8月30日期間抵達台灣，並到元智大學宿舍報到櫃台完成宿舍報到手續。

Be sure to arrive at Yuan Ze University between Aug 29 and Aug 30 to complete the accommodation Check-in procedures.

項目 Agenda	日期 Date	地點 Location	備註 Remarks
完成申請宿舍並繳費 Complete the Dormitory Application & payment	繳費期限：8/1(六)~8/15(六) Payment Deadline: Aug 1st ~ Aug 15th	線上繳費 Online Payment	▪欲住宿的同學請在 8/1~8/15 期間完成繳費，才能確認保留床位。 Dormitory reservations will only be confirmed after payment of the registration fee is completed between Aug 1st and Aug 15th, 2026.
抵達台灣 Arrived in Taiwan	8/29(六)~8/30(日) Aug 29th ~ Aug 30th	元智大學-宿舍 YZU Dorm Area	▪新生務必請於 8 月 29 日~8 月 30 日抵達元智大學完成宿舍報到，並辦理宿舍入住。 Be sure to arrive at Yuan Ze University between Aug 29th and Aug 30th,2026 to complete the accommodation Check-in procedures.
新生報到入學輔導 Enrollment Guidance	8/31(一) Aug 31st	元智大學-軍訓室 Yuan Ze University Room 8204 (Mr. Brian Wu)	▪請於 13:00 前先至軍訓室 Room 8204 找吳吉祥教官(Mr. Brian Wu)報到。 Please report to Mr. Brian Wu at Room 8204 before 1:00 PM. ▪8/31(一)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 8/31 (Mon), we will gather at Lexue Plaza (in front of the girls dormitory 1) at 13:00 for an introduction to the environment for overseas Compatriot students; at 15:00, there will be orientation for overseas students.
健康檢查 Medical Examination	▪港澳生 9/1，13:00 於活動中心一樓集合 ▪Hong Kong/Macau student (Sep 1st) Gather at 1:00 PM on the first floor of the Activity Center. ▪僑 生 9/3，9:00 AM~4:30 PM 配合各班參加學校入學體檢 ▪Overseas Compatriot Student (Sep 3rd) 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 1200 元 Hong Kong/Macau student NT$1,200 ▪非港澳之僑生丙表體檢費用 580 元 Overseas Compatriot Student NT$580
選課 Course Selection	9/4(五)~9/14(一) Sep 4th~ Sep 14th	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(二)~9/4(五) Sep 1st ~ Sep 4th	元智大學 Yuan Ze University	
註冊繳費 Registration and Payment	9/7(一)開學前完成繳費	線上繳費 Online Payment	Payment Link: https://school.yuantabank.com.tw/school/tx/foreignplatform?method=receiptonline_result
開學 Semester Begin	9/7(一) Sep 7th	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8月15日前完成繳費，才能確認保留床位。

Students who wish to stay in the dormitory must complete payment before Aug 15th 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。**
- **115學年度第三階段選課日期是 2026年9月4日~9月14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 115th academic year is from September 4, 2026, to September 14, 2026.

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

各系所必選修科目表 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 housing 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 Compatriot Student Reimbursment

獎學金 Scholarships

- 元智大學僑生獎學金 Yuan Ze University Overseas Compatriot Student Reimbursment

(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 reimbursment 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補助比例，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 riembursment 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 Compatriot Student Riembursment (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50,000~65,000	
	學校一學期住宿費	大學部:11,250(不含含、暑假) 研究生:14,650(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	600/6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	5,000~8,000/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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