

國立中山大學外國學生入學規定

Guidelines on International Students Admission

- 97.06.04 本校 96 學年度第 2 學期第 7 次行政會議修正通過
Amended and approved at the 7th Executive Meeting on Jun 4, 2008
- 98.12.09 本校 98 學年度第 1 學期第 8 次行政會議修正通過
Amended and approved at the 8th Executive Meeting on Dec 9, 2009
- 100.01.19 本校 99 學年度第 1 學期第 10 次行政會議修正通過
Amended and approved at the 10th Executive Meeting on Jan 19, 2011
- 101.12.12 本校 101 學年度第 1 學期第 8 次行政會議修正通過
Amended and Executives at the 8th Executive Meeting on Dec 12, 2012
- 105.03.17 本校 104 學年度第 2 學期第 147 次教務會議修正通過
Amended and approved at the 147th Academic Affairs Council meeting on Mar 17, 2016
- 106.10.13 本校 106 學年度第 1 學期第 153 次教務會議修正通過
Amended and approved at the 153rd Academic Affairs Council meeting on Oct 13, 2017
- 110.11.19 本校 111 學年度碩博士班暨學士班第 3 次招生委員會聯席會議修正通過
Amended and approved at the 3rd Joint Admission Committee meeting on Nov 19, 2021
- 112.11.22 本校 113 學年度第 3 次招生委員會會議修正通過
Amended and approved at the 3rd Admission Committee meeting on Nov 22, 2023

一、 本規定依據教育部「外國學生來臺就學辦法」及本校學則暨相關規定訂定之。

I. These guidelines are formulated in accordance with the Ministry of Education's (hereinafter referred to as the "MOE") *Regulations Regarding International Students Undertaking Studies in Taiwan* and National Sun Yat-sen University's (hereinafter referred to as the "University") *Academic Regulations* and other relevant regulations.

二、 具外國國籍且未曾具有中華民國國籍，符合下列規定者，得依本規定申請入學：

II. Foreign nationals who never have the nationality of Republic of China (hereinafter referred to as "R.O.C.") shall apply for the admission in accordance with these guidelines if meeting the following conditions:

(一) 未曾以僑生身分在臺就學。

(1) The applicants have never studied in Taiwan as an overseas Chinese student, and

(二) 未於申請入學當學年度依僑生回國就學及輔導辦法經海外聯合招生委員會分發。

(2) the applicants are not admitted in the current academic year by way of University Entrance Committee for Overseas Chinese students in accordance with *Regulations Regarding Study and Counseling Assistance for Overseas Chinese Students in Taiwan*.

具外國國籍並符合下列規定，且最近連續居留海外六年以上者，亦得依本規定申請入學。但擬就讀大學醫學、牙醫或中醫學系者，其連續

居留年限為八年以上：

Foreign nationals who meet the following conditions and have continuous overseas residency for more than six (6) consecutive years shall apply for the admission in accordance with these guidelines. However, for those who plan to apply for admission to the School of Medicine, dentistry, or Chinese medicine, the requirement of the continuous overseas residency period is at least eight (8) consecutive years.

(一) 申請時兼具中華民國國籍者，應自始未曾在臺設有戶籍。

(1) Those who also hold a R.O.C. nationality shall never have had a household registration in Taiwan.

(二) 申請前曾兼具中華民國國籍，於申請時已不具中華民國國籍者，應自內政部許可喪失中華民國國籍之日起至申請時已滿八年。

(2) For those who have renounced the R.O.C nationality, there shall be at least eight (8) years from the day when the Ministry of the Interior approves the loss of the nationality to the time of application.

(三) 前二款應符合前項第一款及第二款規定。(第二點第二項第三款)

(3) Applicants mentioned in the preceding two Subparagraphs shall also meet the requirements stipulated in Subparagraphs 1& 2 in Paragraph 1.

依教育合作協議，由外國政府、機構或學校遴薦來臺就學之外國國民，其自始未曾在臺設有戶籍者，經教育部核准，得不受前二項規定之限制。

Foreign nationals who are selected by the foreign governments, institutions, or schools/universities/colleges to study in Taiwan in accordance with a bilateral educational agreement and never have any household registration in Taiwan shall not be subject to the requirements of the previous two Paragraphs with an approval by the MOE.

第二項所定六年、八年，以擬入學當學期起始日期（二月一日或八月一日）為終日計算之。

The said period of six or eight years stipulated in Paragraph 2 shall be calculated with the beginning of the admitted semester (February 1 or August 1) as the last day.

第二項所稱海外，指大陸地區、香港及澳門以外之國家或地區；所稱連續居留，指外國學生每曆年在國內停留期間未逾一百二十日。連續居留海外採計期間之起迄年度非屬完整曆年者，以各該年度之採計期間內在國內停留期間未逾一百二十日予以認定。但符合下列情形之一

且具相關證明文件者，不在此限；其在國內停留期間，不併入海外居留期間計算：

The said “overseas” stipulated in Paragraph 2 refers to countries or regions other than China, Hong Kong and Macau, and “continuous overseas residency” stipulated therein means that the period which the applicant may have stayed in Taiwan shall be no more than one hundred and twenty (120) days within one calendar year. For cases that the beginning or ending year for continuous overseas residency is not a full calendar year, the number of days staying in Taiwan in any calendar year shall not exceed 120 days. Nevertheless, the period of staying in Taiwan meeting one of the following conditions shall be discounted toward the said 120 days with supporting documentation:

- (一) 就讀僑務主管機關舉辦之海外青年技術訓練班或教育部認定之技術訓練專班。
 - (1) applicants attending an overseas youth training program offered by the Overseas Community Affairs Council, or a technical professional training program accredited by the MOE
- (二) 就讀教育部核准得招收外國學生之各大專校院華語文中心，合計未滿二年。
 - (2) applicants studying less than two years at a Chinese language center of any university/college approved by the MOE for admitting foreign students
- (三) 交換學生，其交換期間合計未滿二年。
 - (3) applicants studying as an exchange student for less than two years
- (四) 經中央目的事業主管機關許可來臺實習，實習期間合計未滿二年。
 - (4) applicants taking up an internship for less than two years, with the prior approval from the designated central competent authority

具外國國籍並兼具中華民國國籍，且於教育部「外國學生來臺就學辦法」中華民國一百年二月一日修正施行前已提出申請喪失中華民國國籍者，得依原規定申請入學，不受第二項規定之限制。

The MOE’s *Regulations Regarding International Students Undertaking Studies in Taiwan* was amended on February 1, 2011. Applicants submitting to renounce the R.O.C nationality before the amendment shall follow the former regulations and not subject to the restrictions stipulated in Paragraph 2.

- 三、 具外國國籍，兼具香港或澳門永久居留資格，且未曾在臺設有戶籍，

申請時於香港、澳門或海外連續居留滿六年以上者，得依本規定申請入學。但擬就讀大學醫學、牙醫或中醫學系者，其連續居留年限為八年以上。

III. Foreign nationals with a permanent residency in Hong Kong or Macao but without a Taiwan household registration shall apply for admission in accordance with these guidelines after having resided in Hong Kong, Macao, or overseas for more than six (6) years. However, for those who plan to apply for the admission to the School of Medicine, dentistry, or Chinese medicine, the period of continuous overseas residency is at least eight (8) years.

曾為大陸地區人民具外國國籍且未曾在臺設有戶籍，申請時已連續居留海外六年以上者，得依本規定申請入學。但擬就讀大學醫學、牙醫或中醫學系者，其連續居留年限為八年以上。

Foreign nationals, who were once Chinese residents, never have the Taiwan household registration and have continuous overseas residency for more than six (6) years at the time of application, shall apply for admission in accordance with these guidelines. However, for those who plan to apply for the admission to the School of Medicine, dentistry, or Chinese medicine, the requirement of continuous overseas residency is at least eight (8) years.

前二項所稱連續居留，指每歷年在國內停留期間，合計未逾一百二十日。但符合前點第五項第一款至第四款所列情形之一且具相關證明文件者，不在此限；其在國內停留期間，不併入海外連續居留期間計算。

The “continuous overseas residency” stipulated in the preceding two Paragraphs means that the period that the applicant may have stayed in Taiwan shall be no more than 120 days within one calendar year. Nevertheless, the period of staying in Taiwan meeting the conditions stipulated in Subparagraphs 1 to 4, Paragraph 5 of Article 2 shall be discounted toward the said 120 days with supporting documentation.

第一項及第二項所定六年、八年，以擬入學當學期起始日期（二月一日或八月一日）為終日計算之。

The said period of six or eight years stipulated in Paragraphs 1 & 2 shall be calculated with the beginning of the admitted semester (February 1 or August 1) as the last day.

第一項至第三項所定海外，準用前點第五項規定。

The said “overseas” stipulated in Paragraphs 1 to 3 shall be pursuant to Paragraph 5 of Article 2, mutatis mutandis.

四、 依本規定實際招收入學之外國學生，其名額以教育部核定本校前一學年度招生名額外加百分之十為原則，並併入當學年度招生總名額報教育部核定；申請招收外國學生名額超過前一學年度核定招生名額外加

百分之十者，應併同提出增量計畫(包括品質控管策略及配套措施)報教育部核定。但國內大學與外國大學合作並經教育部專案核定之學位專班，不在此限。

- IV. The number of international students recruited in accordance with these guidelines shall be in principle ten percent (10%) of the admission quota of domestic students from the previous academic year approved by the MOE. The number shall be incorporated into the total admission quota of the current academic year and submitted to the MOE for approval. For recruiting more international students than the said quota, a proposal including the quality control plan and supportive measures shall be submitted to the MOE for approval. However, the degree programs in collaboration with other overseas universities approved by the MOE shall not be subject to this restriction.

前項外國學生招生名額，不含未具正式學籍之外國學生。

The said admission quota for international students stipulated in the preceding Paragraph shall exclude those who study without degrees.

本校前一學年度核定招生總名額內，有本國學生未招足情形，得以外國學生名額補足，並應報教育部核定。

Unfilled domestic student admission quota may be filled by admitting more international students to fill the vacancies with a prior approval by the MOE.

- 五、 本校招收外國學生分春、秋二季入學，不招收轉學生，依本規定訂定外國學生招生簡章，詳列招生系所(學位學程)、修業年限、招生名額、申請資格、甄選方式、系所(學位學程)授課語言、學生應具備之語文能力基準、應繳文件、財力證明基準、學雜費收退費基準、本校獎助學金資訊及其他相關規定。

- V. International students are admitted in the Fall and Spring semesters, without transfer students. The admission application guide shall be composed in accordance with these guidelines, specifying departments/institutes/degree programs available, periods of studies, admission quotas, application qualifications, ways of selection, languages of instruction of individual departments/institutes/degree programs, language proficiency requirements, required documentation, proofs of financial support, standards for collection and refund of tuition and miscellaneous fees, University scholarships, and other relevant requirements.

- 五之一、 本校辦理外國學生招生事務，除宣傳推廣及協助學生辦理來臺相關必要程序外，不得委由校外機構、法人、團體或個人辦理。委由校外機構、法人、團體或個人辦理者，本校應適時確認其是否向外國學生收取不合理之費用、成立借貸關係或其他違反相關法令之情形，必要時

得向申請之外國學生查核。

- V.-I The University shall not delegate the recruitment affairs of international students to external institutions, legal entities, groups, or individuals, except for promotional purposes and necessary procedures to assist their coming to Taiwan. In such delegation, the University shall timely verify whether the students are charged with unreasonable fees, given a loan, or violating relevant laws, and may check with the students if necessary.

本校自行或委由校外機構、法人、團體或個人辦理外國學生招生相關事項，不得提供與招生規定、招生簡章或相關規定不一致之資訊。

The University or delegated entities shall not provide information which contradicts the admission regulations, admission application guide, or relevant regulations when handling recruitment affairs of international students.

本校招生宣傳推廣方式得為建置外國學生招生網頁、參加臺灣高等教育展、與各國優秀學府之師生進行交流、拍攝招生宣傳影片及運用社群行銷管道等。

Promotion activities for the recruitment of international students may include establishing a dedicated website, participating in Taiwan Higher Education Fairs, engaging in exchanges with faculty and students from prestigious overseas academic institutions, producing promotional videos, and utilizing social media marketing.

- 六、申請人應檢具下列文件，於本校規定期限內逕向國際事務處提出入學申請(如有特殊核定之國際學程班，其申請時間依招生簡章規定辦理)，經審查或甄試合格者，發給入學許可：

- VI. Applicants shall apply for admission with the following documents to the Office of International Affairs (OIA) by a specified deadline. (Applications for special international programs shall be handled in accordance with the specified deadline stipulated in the admission application guide.) Those who pass the review or screening process will be issued an admission letter.

(一) 入學申請表。

(1) an application form

(二) 國籍證明文件影本一份。

(2) a photocopy of the nationality (or citizenship)

(三) 學歷證明文件：

(3) a degree certificate:

1. 大陸地區學歷：應依大陸地區學歷採認辦法規定辦理。

- i. those issued by the schools/universities in China: to be handled in accordance with *Regulations Governing the Assessment and Recognition of Academic Credentials for Mainland Area*,
2. 香港或澳門學歷：應依香港澳門學歷檢覈及採認辦法規定辦理。
- ii. those issued by the schools/universities in Hong Kong or Macao: to be handled in accordance with *Regulations Governing the Examination and Recognition of Educational Qualifications from Hong Kong and Macao*, or
3. 其他地區學歷：
 - iii. others:
 - (1) 海外臺灣學校及大陸地區臺商學校之學歷同我國同級學校學歷。
 - (i) Those issued by overseas Taiwanese schools or Taiwanese children schools in China shall be equivalent to those at the same level in Taiwan.
 - (2) 前二目以外之國外地區學歷，應依大學辦理國外學歷採認辦法規定辦理。但設校或分校於大陸地區之外國學校學歷，應經大陸地區公證處公證，並經行政院設立或指定之機構或委託之民間團體驗證。
 - (ii) Degree certificates issued in countries other than those stipulated in the preceding Items 1 & 2 shall be handled in accordance with the *Regulations Governing the Assessment and Recognition of Foreign Academic Credentials for Institutions of Higher Education*. However, those issued by the China campus of foreign schools/universities shall be notarized by the competent agency in China, and then authenticated by either an agency established or designated by the Executive Yuan, or a private organization commissioned by the Executive Yuan.
 - (四) 足夠在臺就學之財力證明達美金4,000元或新臺幣12萬元以上，或政府、本校或民間機構提供全額獎助學金之證明。
 - (4) a proof of financial support with a balance equivalent to at least USD 4,000 or TWD 120,000 or more to sufficiently cover the living expenses during the period of studies in Taiwan, or a certificate indicating a full scholarship granted by a government, the University, or any private organizations

(五) 語言能力證明文件：依申請系所（學位學程）之授課語言及所要求之語言能力證明，提供相關證明文件，各招生系所（學位學程）之授課語言及所要求之語言能力證明另於招生簡章公告。

(5) a proof of language proficiency: relevant documentation which proves proficiency in the language of instruction and meets requirements specified by their intended departments/institutes/degree programs, as stipulated in the admission application guide

1. 需具有華語文能力者，應提供相當於CEFR A2(含)級以上之華語文能力測驗(TOCFL)或相當等級之國際通用中文能力證明。

i. Those required to prove Chinese proficiency shall provide a certification of the Test of Chinese as a Foreign Language (TOCFL) or other globally recognized Chinese tests, equivalent to CEFR A2 level or above.

2. 需具有英語文能力者，應提供相當於CEFR B1(含)級以上之英語文能力測驗證明。

ii. Those required to prove English proficiency shall provide a certification of English proficiency test, equivalent to CEFR B1 level or above.

(六) 系所（學位學程）規定之其他文件。

(6) other documentation required by individual departments/institutes/degree programs

本校審核外國學生之入學申請時，對第一項第三款至第六款未經我國駐外機構、行政院設立或指定之機構或委託之民間團體驗證之文件認定有疑義時，得要求經驗證；其業經驗證者，得請求協助查證。

When having doubts in any un-notarized documentation stipulated in the Subparagraphs 3 to 6 of the Paragraph 1, the University shall proceed with further verification and turn to the competent authorities for assistance in this matter if necessary.

第一項入學許可應載明外國學生之姓名、就讀系所(學位學程)名稱、學位別、授課語言、入學之學年、學期開始日期、學雜費收退費基準、獎助學金及其他應告知外國學生之相關資訊之中文及英文版本，確認外國學生瞭解來臺就學相關權利義務。

To ensure that international students understand their rights and obligations during their studies in Taiwan, the admission letter stipulated in Paragraph 1 shall state in both Chinese and English the information of the name of the international student, the name of the department/institute/degree program,

degree, language of instruction, admission year, start date of the semester, standards for collection and refund of tuition and miscellaneous fees, granted scholarships, and other pertinent details.

六之一、 外國學生所繳入學證明文件有偽造、假借、塗改等情事，應撤銷錄取資格；已註冊入學者，撤銷其學籍，且不發給任何相關學業證明；如畢業後始發現者，將撤銷其畢業資格並註銷其學位證書。

VI.-I. If any submitted documentation from a foreign student is found to be forged, borrowed, or altered, the admission shall be canceled, or the student expelled without any certificate issued if the student has enrolled. The graduation qualification and diploma shall be revoked if the said instance is discovered after graduation.

七、 外國學生依第二點及第三點規定申請來臺就學，以一次為限；其繼續在臺就學者，入學方式應與我國內一般學生相同。但下列情形，不在此限：

VII. The application of international students coming to study in Taiwan through the provisions of Articles 2 and 3 shall be limited to once only. Those who continue to study shall follow the same admission procedures as domestic students. However, the following situations shall not be subject to the said restriction:

(一) 於完成申請就學學校學程後，申請碩士班以上學程，逕依本校規定辦理。

(1) those who completed a degree program at a university shall apply for the master's or doctoral programs in accordance with the University's regulations, or

(二) 外國學生申請來臺就讀學士班以下學程，在國內停留未滿一年，因故退學或喪失學籍，得重新申請來臺就學，並以一次為限。

(2) those who studied in a bachelor's program in Taiwan for less than one year and yet for some reasons were dismissed or whose enrollment was canceled shall be allowed to re-apply once.

外國學生經入學學校以操行或學業成績不及格、違反法令或校規情節嚴重致遭退學或喪失學籍者，不得再依前項規定申請入學。

International students who are dismissed from the University or have their enrollment cancelled due to failure of conduct or academic assessment, or severe violation of laws or regulations shall not re-apply in accordance with the provision stipulated in the previous Paragraph.

外國學生已在臺完成學士以上學位，繼續申請入學碩士以上學程者，得檢具我國各校院畢業證書及歷年成績證明文件，依第六點規定申請入學，不受第六點第一項第三款規定之限制。

International students completing a bachelor's or master's degree in Taiwan shall apply for the admission into a master's or doctoral program with a degree diploma and transcript in accordance with the provisions stipulated in Article 6, and not be subject to the provisions stipulated in Subparagraph 3 of Paragraph 1 in Article 6.

外國學生在我國就讀外國僑民學校或我國高級中等學校附設之雙語部（班）或私立高級中等學校外國課程部班畢業者，得持該等學校畢業證書及歷年成績證明文件，依第六點規定申請入學，不受第一項及第六點第一項第三款規定之限制。

International students graduating from a school for foreign residents in Taiwan, a bilingual division (program) affiliated with a domestic senior high school, or a foreign-curriculum program of a domestic private senior high school shall apply for the admission into a bachelor's program with the degree diplomas and transcripts in accordance with the provisions stipulated in Article 6, and not be subject to the provisions stipulated in Paragraph 1 in Article 7 and Subparagraph 3 of Paragraph 1 in Article 6.

- 八、 外國學生不得申請就讀本校所辦理回流教育之碩士在職專班及其他僅於夜間、例假日授課之班別。但外國學生在臺已具有合法居留身分者或其就讀之班別屬經教育部專案核准之課程者，不在此限。
- VIII. International students shall not apply for in-service master's programs, or any programs whose courses are taught only in the evening, on weekends, or during holidays. However, they shall not be subject to the said restriction if they already have a resident permit in Taiwan or the intended programs of study are specially approved by the MOE.
- 九、 外國學生註冊入學時，未逾該學年第一學期修業期間三分之一者，於當學期入學；已逾該學年第一學期修業期間三分之一者，於第二學期或下一學年註冊入學。但教育部另有規定者，不在此限。
- IX. When the date of completed enrollment is within the first one-third of the semester, international students shall still be admitted into the current semester; otherwise, they shall be admitted into the next semester or academic year. However, if the MOE stipulates otherwise, this restriction shall not apply.
- 十、 外國學生註冊時，新生應檢附已投保自入境當日起至少六個月效期之醫療及傷害保險，在校生應檢附我國全民健康保險等相關保險證明文件。
- X. Upon the enrollment, new international students shall submit a proof of medical and accident insurance effective for at least six months from the date of entry. Returning students shall provide proof of Taiwan's National Health Insurance.

前項保險證明如為國外所核發者，應經駐外機構驗證。

When the proofs of insurance stipulated in the preceding Paragraph are issued from overseas, they shall be notarized by a Taiwanese government office abroad.

- 十一、 外國學生畢業後，經本校核轉教育部許可在我國實習者，其外國學生身分最長得延長至畢業後一年。

- XI. After graduation, international students who are approved by the MOE for their internship shall be extended their student status up to one year.

外國學生來臺就學後，其於就學期間許可在臺初設戶籍登記、戶籍遷入登記、歸化或回復中華民國國籍者，喪失外國學生身分，應予退學。但入學方式與我國內一般學生相同者，及依國籍法第四條第一項第一款至第三款申請歸化取得中華民國國籍者，不在此限。

International students shall be dismissed from the University with their student status canceled if they register a Taiwanese household, move into an existing household, are naturalized, or restore their R.O.C nationality. However, those admitted through the same admission channels as domestic students and those obtaining R.O.C. citizenship in accordance with Subparagraph 1 to 3, Paragraph 1 in Article 4 of *Nationality Act* are not subject to this restriction.

- 十二、 外國學生如違反本規定第二點、第三點或第十一點之規定，並經查證屬實者，撤銷其入學資格或開除學籍；畢業後始發覺者，除勒令繳銷其畢業證書外，並公告取消其畢業資格。

- XII. International students found violating Article 2, 3, or 11 of these guidelines shall have their admission canceled or be expelled. If the case is discovered after graduation, their degree diplomas shall be revoked and the case shall be announced.

- 十三、 外國學生入學後，成績優良者得依本校規定向國際事務處申請獎助學金；惟依教育合作協議遴薦入學者，從其協議辦理。

- XIII. International students with outstanding academic performances after enrollment shall apply for scholarships from the OIA in accordance with the University's regulations; those admitted under specific educational cooperation agreements shall follow the provisions stipulated in the said agreements.

本校為鼓勵外國學生來臺就學，提撥經費設置外國學生獎助學金，其申請辦法依「國立中山大學獎勵外國優秀學生就讀本校（學士、碩士、博士）獎助學金要點」辦理。

To encourage international students to study, the University allocates funding for scholarships. Applications for the scholarship shall be handled

in accordance with *Guidelines on Governing Scholarship Applications for Outstanding International Students*.

十四、 外國學生就學應繳之費用，依下列規定辦理：

XIV. International students' tuition and miscellaneous fees shall be handled as follows:

(一) 經駐外機構推薦來臺就學之外交部臺灣獎學金受獎學生及具我國永久居留身分者，依本校所定本國生收費基準。

(1) Students who are recommended by a Taiwanese overseas office and awarded the Taiwan Fellowships/Scholarships by the Ministry of Foreign Affairs (MOFA) and those with R.O.C. permanent residency shall pay the same tuition and fees as domestic students.

(二) 依教育合作協議入學者，依協議規定辦理。

(2) Students admitted under educational cooperation agreements shall pay the tuition and fees as stipulated in the said agreements.

(三) 前二款以外之外國學生，由本校訂定不低於同級私立學校收費基準。

(3) Students not referred to in the preceding two Subparagraphs shall pay the tuition and fees set by the University, of which standard shall not be lower than that of domestic private universities.

十五、 本校應即時於教育部指定之外國學生資料管理資訊系統，登錄外國學生入學、轉學、休學、退學或變更、喪失學生身分等情事。

XV. Information regarding international students' enrollment, transfer, suspension, dismissal, or any change or revocation of student status shall be recorded and updated in time on the international student management system designated by the MOE.

十六、 本校在不影響正常教學情況下，得與外國學校簽訂教育合作協議，招收外國交換學生；並得準用本規定，酌收外國人士為選讀生。

XVI. Under the condition of not affecting regular teaching, the University shall sign educational cooperation agreements with overseas universities to recruit international students as exchange students. Admission of the non-degree exchange students shall follow these guidelines, mutatis mutandis.

前項外國學生入學時，仍需繳交醫療及傷害保險或全民健康保險證明文件。

The international students stipulated in preceding Paragraph shall still submit the documentation of medical and accident insurance or Taiwan's National Health Insurance upon the enrollment.

十七、 外國學生入學及在學期間，本校相關單位負責各項業務如下：

XVII. Matters concerning international students' enrollment and studies at the University shall be handled by respective units as follows:

(一) 國際事務處負責外國學生就學申請公告、收件、申請資格初核、發佈名單；辦理外國學生獎助學金，就學申請輔導、聯繫等事項，並加強輔導外國學生學習我國語文、文化等；協助校對招生相關外語文宣資料並負責與合作學校之協調事宜。

(1) The OIA shall take charge of announcing application information, processing applications, pre-screening of application qualifications, announcing application outcome, processing scholarship applications, communicating with applicants, assisting Chinese language and local culture learning, proofreading admission information in foreign languages, and coordinating with international partner universities.

(二) 教務處負責彙編外國學生招生簡章、簽核系所審查之錄取名單、發給入學許可、註冊等事宜。

(2) The OAA shall take charge of compiling the admission application guide for international students, approving the list of admitted students by the individual departments, institutes and degree programs, issuing admission letters, and handling enrollment.

(三) 各系、所、學位學程辦理外國學生入學審查或甄試，並於簡章規定期程內將審查或甄試合格者名單及相關資料送教務處彙整呈報校長核准後，由國際事務處公布錄取名單。

(3) Individual departments/institutes/degree programs shall take charge of screening international students' applications or carrying out interviews for admission. The list of qualified students with their relevant supporting documentation shall be submitted to the OAA by a specified deadline. The OAA shall compile and submit the list to the President for approval before announcing the outcome of admission.

(四) 學生事務處負責外國學生平時生活及學習心理等相關問題輔導等事宜。

(4) The Office of Student Affairs (OSA) shall take charge of providing the international students with counselling services regarding their daily life, learning, and mental health.

本校於每學年度不定期舉辦外國學生輔導活動或促進校園國際化，有助我國學生與外國學生交流、互動之活動。

The University shall hold certain activities in each academic year to encourage the interaction between international and domestic students and promote campus globalization.

- 十八、 各系、所、學位學程應隨時留意學生在學狀況，外國學生如有違反就業服務法之規定，經查證屬實者，本校應即依相關規定處理。
- XVIII. Individual departments, institutes and degree programs shall constantly be aware of the status of international students. Cases of international students violating the *Employment Services Act* shall be handled promptly in accordance with University's relevant regulations.
- 十九、 外國學生有休學、退學或變更、喪失學生身分等情事，本校國際事務處應通報外交部領事事務局及本校所在地之內政部移民署服務站，並副知教育部。
- XIX. Information regarding international students' suspension, dismissal, any change or revocation of student status shall be reported by the OIA to the Bureau of Consular Affairs of MOFA and the local service station of National Immigration Agency of the Ministry of the Interior, and make a copy to the MOE.
- 二十、 外國學生保留入學資格、轉系(所)、休學、退學及其他學籍、學業、生活考核等事項，依本校相關規定辦理。
- XX. Matters concerning enrollment deferral, department/institute/degree program transfer, suspension, dismissal, studies, and conduct assessment shall be handled in accordance with the University's relevant regulations.
- 二十一、 本規定未盡事宜，悉依教育部「外國學生來臺就學辦法」、本校學則及相關法規規定辦理。
- XXI. Matters not covered herein shall be handled in accordance with the MOE's *Regulations Regarding International Students Undertaking Studies in Taiwan*, the University's *Academic Regulations*, and relevant regulations.
- 二十二、 本規定經校招生委員會議通過，報請教育部核定後實施，修正時亦同。
- XXII. These guidelines are approved by the Admission Committee and submitted to the MOE for approval before implementation. Amendments to these guidelines shall follow the same procedure.