

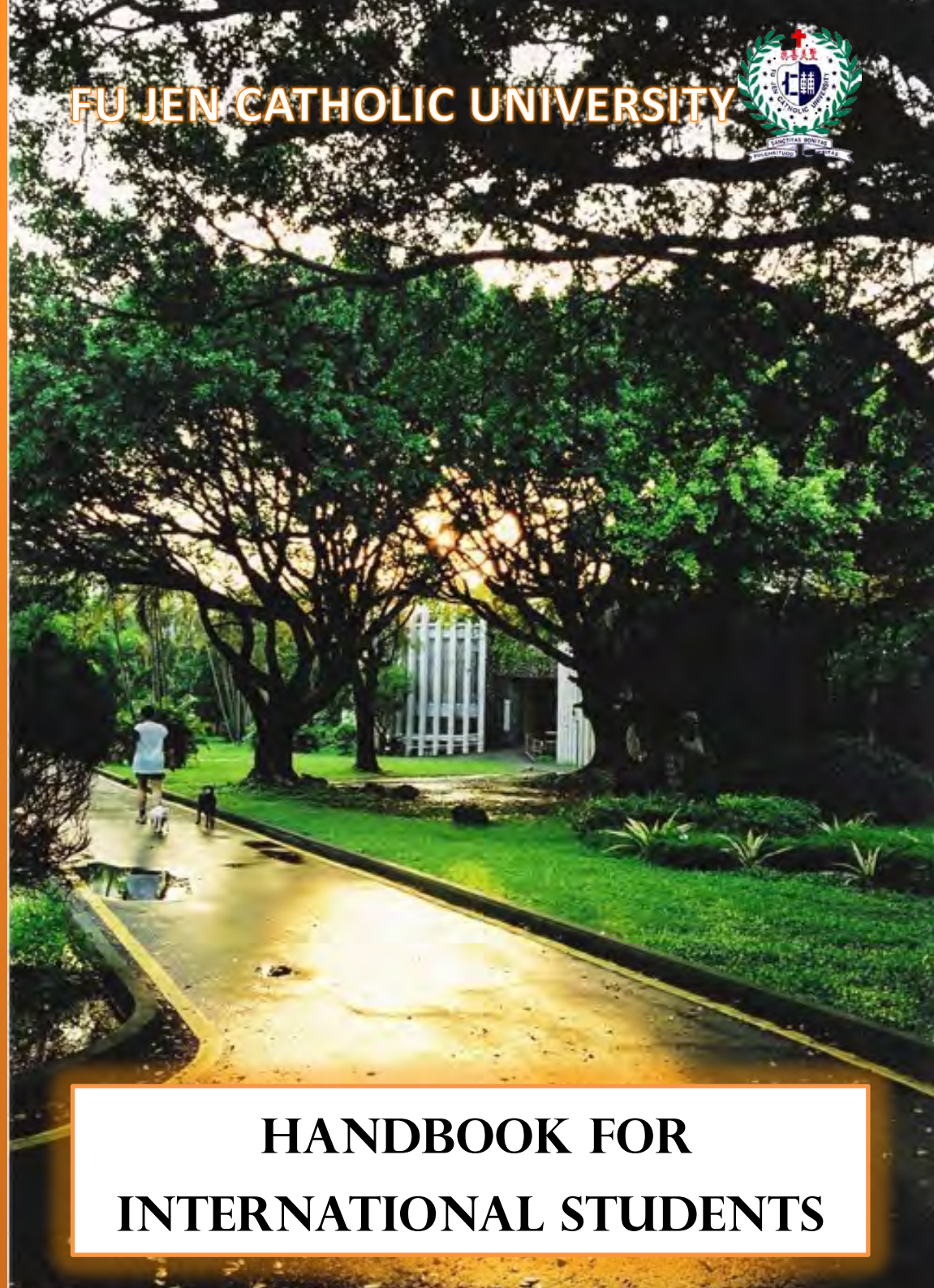


輔仁大學國際及兩岸教育處
國際學生中心編印
2016 初版
2023 再版

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by International Student Center
Office of International Education
Fu Jen Catholic University
<http://isc.oie.fju.edu.tw/>



FU JEN CATHOLIC UNIVERSITY



HANDBOOK FOR INTERNATIONAL STUDENTS

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WELCOME TO FJCU



FJCU at a Glance

Fu Jen Catholic University is a comprehensive university founded with ties to the Holy See. The University was originally founded in Beijing in 1925, and was later re-established in Taiwan in 1961. It is currently comprised of 12 colleges and offers 50 undergraduate programs, 49 master's programs and 12 doctoral programs.

The University currently has around 26,000 students, and partnerships with more than 400 sister schools worldwide. The university strives to provide students with an international, diversified, holistic, and interdisciplinary learning environment.

Fu Jen is located in the metropolitan Taipei, which enjoys easy access to the diversity of cultural and social activities of the capital of Taiwan.

◆ 12 Colleges & Holistic Education Center

College of Liberal Arts

<http://www.la.fju.edu.tw/>



College of Art

<http://www.finearts.fju.edu.tw/en/index.html>



College of Communication

<http://www.comm.fju.edu.tw/?q=intro-en>



College of Education

<http://www.educ.fju.edu.tw/eng/>



College of Medicine

<http://www.mc.fju.edu.tw>



College of Science and Engineering

<http://en.se.fju.edu.tw/>



College of Foreign Languages

http://www.cfl.fju.edu.tw/index_EN.jsp



College of Human Ecology

<http://www.he.fju.edu.tw/html/english.php>



College of Social Science

<https://www.social.fju.edu.tw/en/>



College of Management

http://www.management.fju.edu.tw/index_en.php



School of Law

<http://www.ls.fju.edu.tw/en/>



College of Fashion & Textiles

<http://www.ft.fju.edu.tw/>



Holistic Education Center

<http://www.hec.fju.edu.tw/>



CAMPUS MAP



天主教輔仁大學校區地圖
FJCU Campus Map

- | | | |
|---|--|---|
| <ul style="list-style-type: none"> ① 學務處
Dean's Office ② 野營樓(行政大樓)
Campus Administration Building ③ 舒適樓
Comfortable Building ④ 輔國/輔大出版社
FJCU Press ⑤ 食品科學大樓
Food Science Building ⑥ 宜真/宜聖學苑
Yi Zhen/Yi Sheng Academy ⑦ 輔幼中心
FJCU Kindergarten ⑧ 樂雅樓(民生學院)
Leyla Hall (Faculty of Human Sciences) ⑨ 翔雲樓
Xiangyun Building ⑩ 宜聖學苑
Yi Sheng Academy ⑪ 宜聖學苑
Yi Sheng Academy ⑫ 藝術學院
Faculty of Arts ⑬ 公辦樓(文圖)
Public Building (Library) ⑭ 文研樓(文學院)
Library Building (Faculty of Letters) ⑮ 于公館
Yu Gong Building ⑯ 文德樓
Wende Building ⑰ 文華樓(文學院)
Wenhua Building (Faculty of Letters) ⑱ 第五樓(中國圖書館)
5th Floor (Chinese Library) ⑲ 文安樓(傳播學院)
Wen'an Building (Faculty of Communications) ⑳ 文開樓(教育學院)
Wen Kai Building (Faculty of Education) ㉑ 文舍/文圖
Wen She/Wen Tu Building ㉒ 文德學苑
Wende Academy ㉓ 輔德樓
Fude Building ㉔ 中美堂
Zhong Mei Hall ㉕ 附設醫院
Affiliated Hospital ㉖ 輔大診所
FJCU Clinic ㉗ 國際樓(國際學院)
International Building (Faculty of International Studies) ㉘ 輔成樓(國際學院天主教術研究所)
Fucheng Building (Faculty of International Studies Catholic Studies Research Institute) ㉙ 進修部大樓
Continuing Education Building | <ul style="list-style-type: none"> ㉚ 利達賓大樓(管理學院)
Lida Bin Building (Faculty of Management) ㉛ 白蓮樓(社會科學院)
Bailian Building (Faculty of Social Sciences) ㉜ 新德樓(法律學院)
Xinde Building (Faculty of Law) ㉝ 輔德樓(法律學院)
Fude Building (Faculty of Law) ㉞ 輔德樓(法律學院)
Fude Building (Faculty of Law) ㉟ 輔德樓(法律學院)
Fude Building (Faculty of Law) ㊱ 輔德樓(法律學院)
Fude Building (Faculty of Law) ㊲ 輔德樓(法律學院)
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Fude Building (Faculty of Law) ㊽ 輔德樓(法律學院)
Fude Building (Faculty of Law) ㊾ 輔德樓(法律學院)
Fude Building (Faculty of Law) ㊿ 輔德樓(法律學院)
Fude Building (Faculty of Law) | <ul style="list-style-type: none"> 40 淨心堂
Jingxin Hall 41 聖心樓(白雲樓)
Shengxin Building (White Cloud Building) 42 外語學院(德方實習所)
Faculty of Foreign Languages (German Internship Center) 43 格物學苑
Ge Wu Academy 44 立言學苑
Li Yan Academy 45 理工綜合教室
Science & Engineering Classrooms 46 理工學院
Faculty of Science & Engineering 47 耕莘樓(聖道樓)
Gengshen Building (Holy Way Building) 48 科學院
Faculty of Science 49 聖道樓
Holy Way Building 50 宜真/宜聖學苑
Yi Zhen/Yi Sheng Academy 51 宜聖學苑
Yi Sheng Academy 52 宜聖學苑
Yi Sheng Academy 53 宜聖學苑
Yi Sheng Academy 54 宜聖學苑
Yi Sheng Academy 55 宜聖學苑
Yi Sheng Academy 56 宜聖學苑
Yi Sheng Academy 57 宜聖學苑
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Yi Sheng Academy 77 宜聖學苑
Yi Sheng Academy 78 宜聖學苑
Yi Sheng Academy 79 宜聖學苑
Yi Sheng Academy 80 宜聖學苑
Yi Sheng Academy |
|---|--|---|

如何迅速使用本地圖查詢
How to quickly use the local map for inquiry

① 搜尋(行及大樓)
Search (Building and Building)

② 搜尋(行及大樓)
Search (Building and Building)

捷運站
捷運站
捷運站

公車
公車
公車

出入口(僅供行人通行)
Entrance/Exit (Pedestrian Use Only)

Where You Can Find Helps?

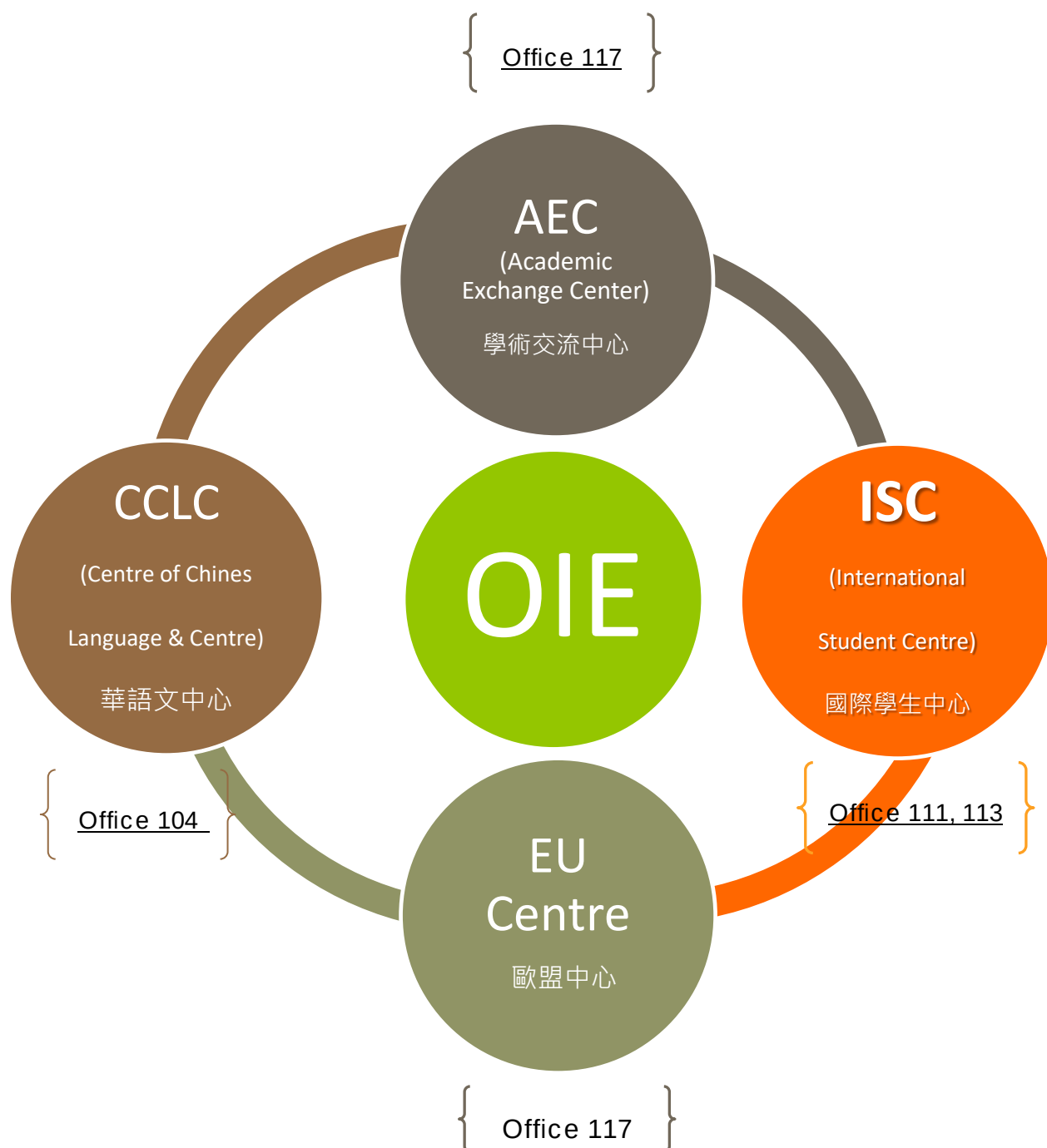
► OIE (Office of International Education)

國際及兩岸教育處

► Location : Cardinal Tien Memorial Bldg. (耕莘樓)

► Office Hour: 8:00 a.m. – 16:30 p.m.

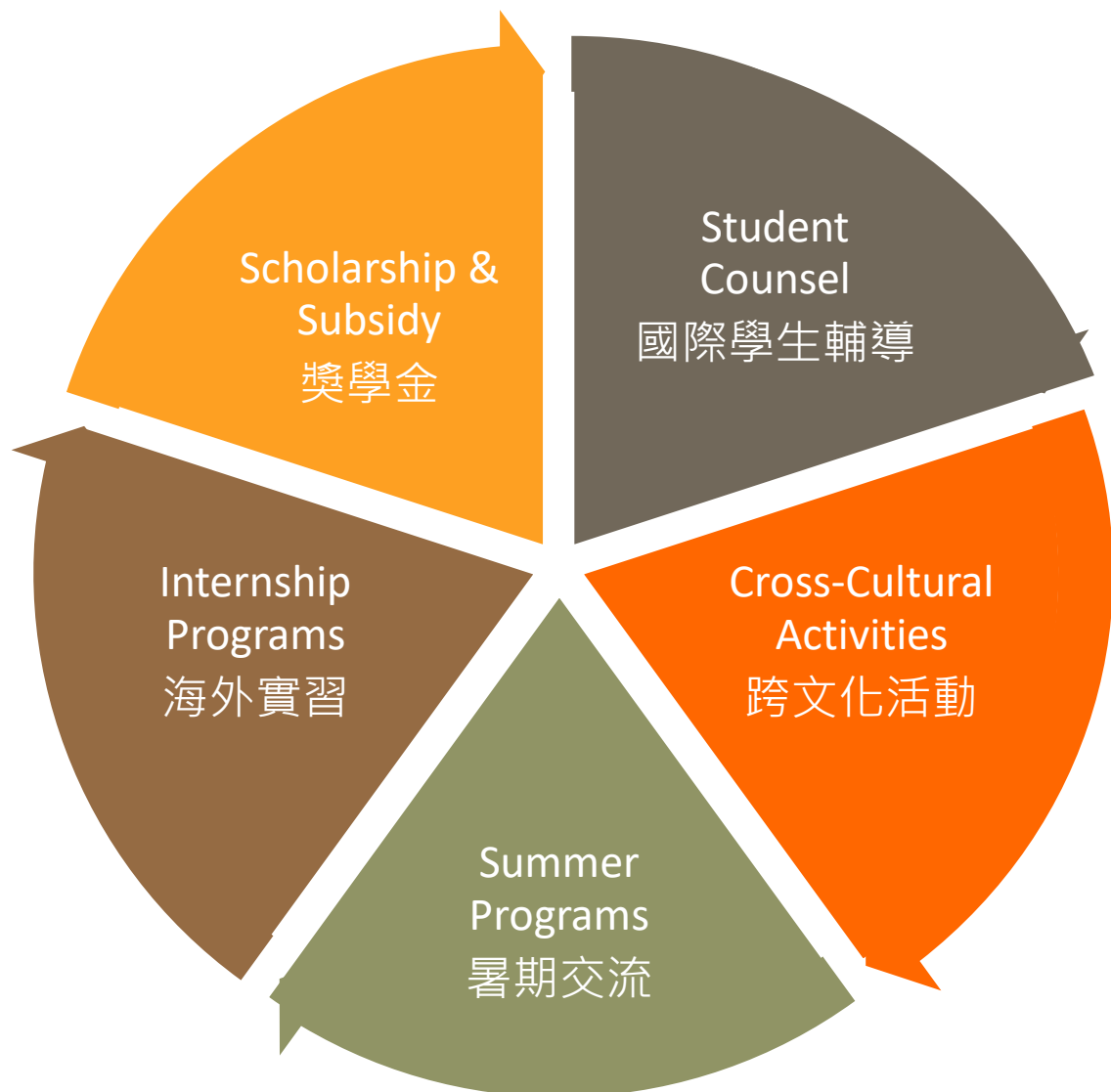
► Contact Person: Laurence, Tel.:02-29052544, Email: 089757@mail.fju.edu.tw



What You Can Do in ISC?

► Missions of Int'l Student Center (ISC)

國際學生中心的使命



►Contact Information of Administration Offices

業務單位聯絡方式

Administration Offices	Phone and Fax	Email
Board of Directors	Tel: 02 – 29053117 Fax: 02 - 29086242	trust@mail.fju.edu.tw
Principal's Office	Tel: 02 - 29052202	president@mail.fju.edu.tw
Office of Public Affairs	Tel: 02 - 29052211 Fax: 02 - 29026201	pro@mail.fju.edu.tw
Office of Secretariat	Tel: 02 - 29052204 Fax: 02 - 29044938	secret@mail.fju.edu.tw
Office Of Academic Affairs	Tel: 02 - 29052218	dean@mail.fju.edu.tw
Office Of Student Affairs	Tel: 02 - 29053174 Fax: 02 - 29053174	dsa@mail.fju.edu.tw
Office Of General Affairs	Tel: 02 – 29052239 Fax: 02 - 29053172	glafair@mail.fju.edu.tw
Office Of Research and Development	Tel: 02 - 29053136 Fax: 02 - 29041563	rdo@mail.fju.edu.tw
Office of International Education	Tel: 02 - 29053137 Fax: 02 - 2903-5524	oie@mail.fju.edu.tw
Personnel Office	Tel: 02 - 29052281 Fax: 02 - 29086210	person@mail.fju.edu.tw
Office of Legal Affairs	Tel: 02 - 29053124 Fax: 02 - 29053034	legal@mail.fju.edu.tw

Office of Military Instruction	Tel: 02 - 29052885 Mobile: 0905298885 Fax: 02 - 29023419	smt@mail.fju.edu.tw
Physical Education Office	Tel: 02 - 29052234 Tel: 02 - 29052235 Fax: 02 - 29017051	G16@mail.fju.edu.tw
Accounting Office	Tel: 02 - 29053029 Fax: 02 - 29053084	059358@mail.fju.edu.tw
History Office	Tel: 02 - 29053046 Fax: 02 - 29053152	fuho@mail.fju.edu.tw
Center of Information Technology	Tel: 02 - 29052799	cc@mail.fju.edu.tw
Campus Ministry	Tel: 02 - 29052255 Tel: 02 - 29052256	religion@mail.fju.edu.tw
Student Counseling Center	Tel: 02 - 29053003	scc@mail.fju.edu.tw
School of Continuing Education	Tel: 02 - 29053731 Fax: 02 - 29010673	dean@mail.fju.edu.tw
Libraries	Tel: 02 - 29052673 Fax: 02 - 29053158	library@mail.fju.edu.tw
FJCU Clinic	Tel: 02 - 29052526 Tel: 02 - 29053941	fjuc@fjuclinic.com
FJCU Hospital	Tel: 02-85128888 Make an appointment: 02-85128800	fjuhospital@mail.fju.edu.tw
Faculty of Theology of St. Robert Bellarmine	Tel: 02 – 29052792 Fax: 02 - 29062439	theology@mail.fju.edu.tw

►Contact Information of Academic Offices

學術單位聯絡方式

Academic Offices	Phone and Fax	Email
College of Liberal Arts	Tel: 02 - 29052302	045902@mail.fju.edu.tw
College of Art	Tel: 02 - 29052361	048435@mail.fju.edu.tw
College of Communication	Tel: 02 - 29053396	DIG@mail.fju.edu.tw
College of Education	Tel: 02 - 29053303	DKG@mail.fju.edu.tw
College of Medicine	Tel: 02 - 29053405	fjmc@mail.fju.edu.tw
College of Science and Engineering	Tel: 02 - 29052411	030122@mail.fju.edu.tw
College of Foreign Languages	Tel: 02 - 29052551	004617@mail.fju.edu.tw
College of Human Ecology	Tel: 02 - 29053752	HECG@mail.fju.edu.tw
College of Social Science	Tel: 02 - 29052794	054517@mail.fju.edu.tw
College of Management	Tel: 02 - 29052651	003856@mail.fju.edu.tw
School of Law	Tel: 02 - 29052027	048826@mail.fju.edu.tw
College of Fashion & Textiles	Tel: 02 - 29052457	014188@mail.fju.edu.tw
Holistic Education Center	Tel: 02 - 29053123	hec@mail.fju.edu.tw
Fu Jen Academia Catholica	Tel: 02 - 29053111	FJAC@mail.fju.edu.tw

Registration Procedures

註冊報到

- Every semester students need to register. When semesters begin, please go to Fu Jen Catholic University homepage (<http://www.fju.edu.tw>) then “Students”. Access to “Students Portal” with LDAP account, please go to “Enrollment/Registration” then “Online Registration System” to check the status of your registration.

每學期都要註冊，開學後請至輔仁大學首頁 (<http://www.fju.edu.tw>) 點選『在校學生』，請以『單一帳號(LDAP)、密碼』登入『學生資訊入口網』，點選『學籍・註冊』項目下之『學籍電子註冊系統』，查詢註冊狀況。

- **Access LDAP account uses your FJCU student number** (Account: FJCU student number) and the password is:

If have, your ARC numbers (10 digits of UI Number)

If you do not have an ARC, your password is FJU plus the 6 digits of your birthday. (E.g.: If your birthday was 1995/05/20, your password is fju950520.)

單一帳號(LDAP) 為學號。預設密碼如下，請參考。

- 居留證號 (共 10 碼)。
- 無居留證號者：fju+生日西元年(末 2 碼)+月(2 碼)+日(2 碼)，共 9 碼。
如：生日 1995 年 05 月 20 日，密碼則為 fju950520。

Instant Notification about Suspension, Taking An Extended Absence and Withdrawing from studies of Int'l students

外籍生休學、退學即時通報

- University will inform National Immigration Agency when int'l students are suspended or dropped from the school via National Management System of Int'l Students.

學校會透過全國大專院校外國學生資料管理資訊系統將外籍生休學、退學即時通報移民署。

- Once students are suspended or dropped from the school, students' ARC will be expired in 2 weeks to 1 month and have to leave Taiwan beforehand.

通報後 2 週至 1 個月內居留證即失效，因此休學、退學同學需留意離境的日期，以免成為逾期停留或逾期居留，被罰款或致禁止入國。

Tuition and Fee

學費繳交方式

- Please download the payment form online from Taishin Tuition Payment Portal: <https://school.taishinbank.com.tw/>
For the English website, please click the link in the upper left.
請登入「台新銀行學雜費入口網」下載繳費單: <https://school.taishinbank.com.tw/>
- User ID: please type your student number. The password is:
使用者帳號：請填入學號。密碼說明如下：
 - Returning International Student: Final 8 digits of ARC (UI Number).外籍生--舊生：居留證號(統一證號)後八碼。
 - New International Student: If you do not have an ARC, your password is the 8 digits of your birthday. (E.g.: If your birthday was 1983/04/25, your password is 19830425.)
外籍生--新生：新生尚未登錄居留證號者，以學生的出生年月日共八碼為密碼，例如西元 1983 年 04 月 25 日出生，請輸入 19830425。

- Here alternative routes are available to access the website of Tuition platform.

以下另外介紹如何從學校首頁進入「學雜分費專區」的方式。

- Step 1: School Official Website ► Tuition platform

步驟一：學校首頁►「學雜分費專區」

The screenshot shows the NSU official website with three main columns of content:

- 最新動態 (Latest News):** Includes news about digital teaching workshops, English courses, and student registration.
- 榮譽榜 (Honor Roll):** Lists various awards and achievements, such as international advanced materials science awards and management excellence awards.
- 重要連結 (Important Links):** A sidebar containing links to '推廣教育' (Extension Education), 'TronClass 教學平台' (TronClass Learning Platform), '學雜分費專區' (Tuition and Fee Special Zone), '成績上傳系統' (Grade Upload System), '註冊須知' (Registration Notice), '新生入學專區' (New Student Admission Special Zone), and '畢業離校系統' (Graduation and Departure System).

A red arrow points from the '榮譽榜' section to the '學雜分費專區' link in the '重要連結' sidebar.

At the bottom of the page, there are three navigation sections:

- 校園連結 (Campus Links):** Includes links to '優久大學聯盟', '公文自動化 & ODF', '高教深耕計畫 & 開放式課程', 'WebMail & LDAP', and '職涯服務 & 學生會'.
- 公告資訊 (Announcements):** Includes links to '內部控制專區', '校務財務資訊專區', '政府公告專區', '獎助學金', and '行事曆'.
- 快速連結 (Quick Links):** Includes links to '學術統計資料網', 'FICU SDGs', '活動報名系統', '輔大媒體家族', and '人體研究IRB & 研究倫理中心'.

○ Step 2: Go to the Payment Platforms

For the English version, please click the link in the Bottom left.

步驟二：點選進入「繳費平台」(英文網頁請點選左下方連結)



學雜分費專區
109學年度第1學期

系統公告
繳費平台
繳費單列印及繳費方式說明
繳費標準
學費補助其他資訊
彈性課程
常見問題
聯絡我們
English Version

系統公告
1.109學年第1學期學分費及學分學雜費繳交公告事宜
2.109學年度第1學期學生休、退學退費標準時間表公告
3.109學年度第1學期日間部學生繳交學雜費及各項費用相關事宜公告
4.109學年度第1學期進修部學生繳交學分學雜費及補繳各項加選費用相關事宜
5.學雜費及各項收費調整說明
6.延修生收費公告
***歷年公告查詢

○ Step 3: Go to the Taishin Bank Portal for Tuition Payment

步驟三：點選進入「台新學雜費入口網」

系統公告
繳費平台
繳費單列印及繳費方式說明
繳費標準
學費補助其他資訊
彈性課程
常見問題
聯絡我們
English Version

繳費平台
繳費截止日

部別	繳費項目	截止日期	注意事項
日間部 研究所	學分費	11/17	
	學雜費	9/9	
進修部	加選等各項學雜分費	11/17	
日間部 (新生)	學生會入會費		目前學生會費的繳費平台已經移轉到學生會的網頁，相關繳費事項請 入內查詢 。

繳費方式

繳費方式	操作說明(下載)	平台
現金繳費 匯款 實體ATM(選擇繳費功能)	進入「 台新學雜費入口網 」 ->列印「繳費單」 ->至銀行或郵局 (繳費問題請參考 常見問題)	台新學雜費入口網
網路信用卡繳費 (請參考 常見問題6)	進入「 台新學雜費入口網 」 ->查詢繳款帳號14碼 (繳費單第二聯左下側-台新繳款帳號)	E政府(台新)繳費平台

※以 [輔大認同卡](#) 繳交

- **Step 4: Log in (For the English website, please click the link in the upper left)**

步驟四：網路銀行▶登入(英文網頁請點選左上連結)，使用者帳號 = Student ID

台新銀行 24小時客服專線：0800-023-123

學雜費入口網 *For English Website*

International Student Tuition and Fees Service

快速繳費專區

- 信用卡繳費
- 網路ATM 繳費
- 經辦登入
- 學生登入
- 常見問題查詢

學生登入

學校名稱：0001 輔仁大學學校財團法人輔仁大學

使用者帳號：

使用者密碼： [查詢密碼](#)

驗證碼： 39708

您在登錄本行「學雜費入口網」之「查詢及繳費登入」專區後所查詢之相關資料，皆由您就讀之學校提供予本行，本行僅在為您就讀之學校辦理學雜費代收之帳務處理目的範圍內蒐集處理您的個人資料，不作其他利用。若您對於在本行「學雜費入口網」之相關個人資料有任何疑義，請向您就讀之學校洽詢。

- **For English Website, User ID = Student ID**

Taishin International Bank

Tuition Payment

Account

School Name: [FJCU] Fu Jen Catholic University

User ID:

Password: [Query Password](#)

- **Step 5: Print out the payment form. Bring the payment form and cash (Taiwanese Dollars Only) to the banks or the post-office to pay.**

步驟五：列印學雜費繳費單後，請至郵局，以現金繳交。

VISA Application

申請簽證

Step 1

Apply for Resident Visa 申請居留簽證

- 居留簽證申請流程：<https://www.boca.gov.tw/cp-9-185-35222-1.html>
- Procedure to obtain a Resident Visa :
<https://www.boca.gov.tw/cp-166-283-c4da3-2.html>
- Institution 申請機構：Bureau of Consular Affairs(BOCA), Ministry of Foreign Affairs(MOFA) (外交部領事事務局)
- Address 住址：3~5 Fl, 2-2 Chi-Nan Rd, Sec 1, Taipei City
臺北市濟南路一段 2-2 號中央聯合辦公大樓 3~5 樓
- Website 網站：<https://www.boca.gov.tw/mp-1.html>

Step 2

Apply for Alien Resident Certificate (ARC) 申請居留證

- Please go to local immigration service center for your register address. 請申請人至居住地之移民署服務站辦理居留證
- 新北市移民署 New Taipei City Service Center
- ◆ Address: 1F., No.135, Min'an St., Zhonghe Dist., New Taipei City
住址：新北市中和區民安街 135 號 1 樓
 - ◆ Website 網站：<http://servicestation.immigration.gov.tw/mp.asp?mp=s003>
- 臺北市移民署 Taipei City Service Center
- ◆ Address: No. 15, Guangzhou St., Zhongzheng District, Taipei City
住址：臺北市中正區廣州街 15 號
 - ◆ Website 網站：<http://servicestation.immigration.gov.tw/mp.asp?mp=s002>

How to apply for ARC 如何申請外僑居留證

- Website 網站：<http://isc.oie.fju.edu.tw/administration.jsp?labelID=3>
- Application time: Within 15 days counted from the next day of arrival or the next day of receiving resident visa in Taiwan.
申請時機：持居留簽證入境次日起 15 日內，或在臺灣取得居留簽證後 15 天內。
- ARC Application Materials (First-time) 申請居留證的所需文件（新生初辦）
 1. Application form 申請書
 2. One 2'' x 2'' color photo 照片 1 張：白底正面照
 3. passport (original and copy) 護照（正本、影本）
 4. visa (original and copy) 簽證（正本、影本）
 5. Certificate of Admission (original and copy) 入學許可（正本、影本）
 6. Proof of Registration OR receipt of tuition fee 在學證明或學費繳費單
 7. Proof of Residence: contract OR house rent receipt 居住證明：合約或繳費單

Apply for ARC ONLINE 【線上】申請居留證

- **National Immigration Agency (NIA)—New Taipei City Office highly suggests Foreign Students who have entered Taiwan to apply for an ARC or an extension of duration of stay through.**
移民署新北市服務站請已經入境之外國學生多加利用網路。
- Website 申請網站：<https://coa.immigration.gov.tw/coa-frontend/student/entry?lang=en>
Once an application is successfully received, it takes about five days to receive a ARC or a renewal and can therefore effectively help avoid ARC expiry. The Students Online Application System is safe, speedy and accessible 24-hour every day, saving your time from waiting on site.
申辦居留證或申請延期，大約 5 天即可領證，有效避免居留證逾期。「外來學生線上申辦系統」全年 24 小時無休，不僅可節省同學在現場的等候時間，更是安全快速的方法。
If you have questions using the online application system, please call:
如有使用問題，建議撥打諮詢專線：
 - ◆ NIA's Service Line at 02-27967162 移民署客服專線 02-27967162
 - ◆ New Taipei City Office at 02-82282090 Ext. 431
新北市服務站電話 02-82282090 分機 431

ARC Sample and Illustrations

居留證說明

入出國及移民署
National Immigration Agency

統一證號
UI(Uniform ID) No.



- ◆ 居統一證號即為你在臺灣的「身份證字號」
The UI number is your ID in Taiwan.

居留期限
Date of Expiry



- ◆ 居留期限到期前**1個月內**必須申請「延期」
- ◆ It's mandatory to apply for an extension **a month before the date of expiry.**



居留地址

Residence address

- ◆ 居留地址改變後**2週內**申請「更改居留地址」，未變更地址將罰款新台幣2000~5000元整。
- ◆ If students move into a new house, have to apply for a change for the residence address **within 2 weeks**. Violators have to pay penalty NT\$ 2000 ~ 5000.

多次入出國證明
Multiple Entry



- ◆ 出國後回臺灣時必須在居留證效期內。
- ◆ If you leave Taiwan, please note you have to come back before the expiry date.

ARC Extension

居留證延長

Situation 1

Q: If the expiry date of Kelly's ARC is on August 31, when shall she apply for an extension?

A: Date of expiry: 8/31

Application for an extension: 8/1-8/30

狀況一：

Q: 如果凱莉的居留證到期日為 8 月 31 日，她應該在什麼時候申請延長居留證？

A: 到期時間: 8/31

申請延長居留證時間: 8/1-8/30

Situation 2

Q: If Kelly will take a vacation back her country from 7/15-9/2, what shall she do with the ARC extension?

A: Date of expiry: 8/31

Application for an extension:

Before 7/1 with the plane ticket, because it takes 2 weeks to renew ARC.

Q: 如果凱莉離開台灣，從 7/15-9/2 不在臺灣，應該在什麼時候申請延長居留證？

A: 到期時間: 8/31

申請延長居留證時間: 7/1 之前並攜帶返國機票證明

因為辦理 ARC 延長需要 2 週的時間。



- ♦ The overdue ARC will be fine. 逾期申請外僑居留證需支付罰款
- ♦ Note: Overdue stay or application, the competent authority can order such students to voluntarily exit and be prohibited to entry.
備註：逾期停留或逾期居留者，主管機關得強制驅逐出國，且可能會被禁止入國。

Scholarship from the R.O.C. Government

政府獎學金

提供單位 Provider	獎學金名稱 Scholarship	相關要點及申請方式 Regulations & How to Apply
Ministry of Education(MOE) 教育部	教育部臺灣獎學金 Taiwan Scholarship Program of MOE	Please go to "Taiwan Scholarship and Huayu Enrichment Scholarship Program" website to download the regulations. 請至「臺灣獎學金與華語文獎學金計畫」網站查詢。 https://taiwanscholarship.moe.gov.tw/web/index.aspx
Ministry of Foreign Affairs(MOFA) 外交部	外交部臺灣獎學金 Taiwan Scholarship Program of MOFA	

FJCU Scholarships

校內獎學金

Scholarship 獎學金名稱	Regulations 相關辦法	Application Time & How to Apply 申請時間 & 申請方式	Award Amount 金額
Fu Jen University Scholarship Regulations for New International Students in Undergraduate and Master's Degree Programs 輔仁大學外國籍學士 與碩士新生獎學金實 施辦法	Regulation In Chinese & English 中英文辦法 http://idsa.oie.fju.edu.tw/teachingServices.jsp?labelID=3	Same as the period for online admissions application as indicated in the Admission Brochure for International Students of Fu Jen Catholic University. Please refer http://idsa.oie.fju.edu.tw/ 依據本校外國學生申請入學招生簡章中列示之網路申請期間，請參考 http://idsa.oie.fju.edu.tw/	Recipients are entitled to receive scholarship funds for four consecutive semesters. The recipient will receive NT\$10,000, 30,000 or 50,000 per semester. 連續領取 4 學期獎學金，每學期獎學金金額為新臺幣 1 萬、3 萬或 5 萬元整。

Scholarship 獎學金名稱	Regulations 相關辦法	Application Time & How to Apply 申請時間 & 申請方式	Award Amount 金額
Fu Jen University Scholarship Regulations for New International Students in Doctoral Degree Programs 輔仁大學外國籍博士 新生獎學金實施辦法	Regulation In Chinese & English 中英文辦法 http://idsa.oie.fju.edu.tw/teachingServices.jsp?labelID=3	Same as the period for online admissions application as indicated in the Admission Brochure for International Students of Fu Jen Catholic University. Please refer http://idsa.oie.fju.edu.tw/ 依據本校外國學生申請入學招生簡章中列示之網路申請期間，請參考 http://idsa.oie.fju.edu.tw/	Recipients are entitled to receive scholarship funds for a maximum of eight consecutive semesters after initial enrollment. Tuition and miscellaneous fees for each semester are waived or reduced, and a stipend of NT\$50,000 is awarded to supplement living expenses. 受獎期限為錄取當年度註冊後連續 8 學期，每學期減免學雜費並獎助生活費新台幣 50,000 元整

Work Permit (Work, Part-time jobs)

工作許可 (工作、工讀)

- **How to apply for it, FJCU 輔大學生申請說明:** <https://goo.gl/TaLSko>

- Application requires permission from university, and students have to complete the registration in advance.

申請許可須經學校同意，申請者請先完成註冊手續。

- Working in Taiwan without the work permit, foreigners will be fined from NT\$ 30,000 to NT\$ 150,000.

未申請工作證者將罰款新台幣 3 萬至 15 萬。

- **Online Application:** <https://ezwp.wda.gov.tw/>

Please see the website and follow the instructions and prepare the following scanned application materials in PDF format:

- A photocopy of your student ID with the registration stamp
- One copy of valid passport
- One copy of valid ARC
- Consent Form for Work Permit Application for FJCU International Students
- ✧ Application fee NT \$100, students can transfer the application fee in a post office. Fill in the receipt information on line after postal remittance. (Account name: Work Permit Account of Workforce Development Agency, Account No.: 19058848).
- ✧ Highly suggests students apply for the way of receiving the official document through: Electronic official document.

- **線上申請：** <https://ezwp.wda.gov.tw/>

請依照網頁的說明提出申請，請備妥以下文件的掃描檔。

- 正反面學生證影本加蓋註冊章
- 有效期間之護照影本
- 有效期間之居留證影本
- 輔仁大學外國留學生工作許可申請原因證明書
- ✧ 審查費 100 元。請至郵局利用郵政劃撥繳納後，將收據訊息填入系統。戶名：勞動部勞動力發展署聘僱許可收費專戶，劃撥帳號：19058848。
- ✧ 工作許可函公文領取方式：請多加利用電子公文。

National Health Insurance

全民健康保險

- An international student is eligible for National Health Insurance once they have received Resident Visas and have been living in Taiwan for 6 months. The student may spend 6 consecutive months in Taiwan or reach the 6 month requirement after leaving Taiwan one time for no longer than 30 days. However, any time spent abroad does not count towards the required 6 months. When the student's actual time in Taiwan reaches 6 months after the period abroad is subtracted, they must register for National Health Insurance either at the University or at the local government office that serves the area where their address is located.

外籍學生來台就學者，擁有居留簽證後並在臺居留滿 6 個月，需在其就讀之學校或居住地區公所辦理參加全民健保。* 註：「在臺居留滿 6 個月」指進入臺灣地區居留後，連續居住達 6 個月或曾出境 1 次未逾 30 日，其實際居住期間扣除出境日數後，併計達 6 個月)

- National Health Insurance is compulsory. Anyone who qualifies must register in accordance with regulations. Anyone who does not register will be fined between NT\$3,000 and NT\$15,000 and will be required to make back payments on insurance premiums starting from the date that they became eligible for insurance. A student will not be covered by insurance before the back payments and fines are paid in full. The student will receive written notification of the fine as well as a payment deadline. If a student has not paid by the deadline, the case will be referred to the courts.

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 3,000 元以上 15,000 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。

- An international student will receive a National Health Insurance card after registering. The NHI card or ARC can be used to receive medical treatment at any hospital or clinic contracted to NHI. The student will still have to pay a registration fee and a portion of the medical fees every time they seek medical treatment.

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

- The insurance fees are NT\$4,956 for 6 months (one semester), and International student center will assist international degree seeking students to participate National Health Insurance.
每一個學期 (6 個月) 保險費用為新台幣 4,956 元，國際學生中心將會協助外籍學位生加入國民健康保險。

- For more details, please refer to The Bureau of National Health Insurance :

Website: <https://www.nhi.gov.tw/>

Address: No 15-1, Gong Yuan Rd, Taipei

Tel: 02 2191 2006; 0800-030-598

Office Hour: Monday to Friday, 8.30am-12.30pm;

1.30pm-5.30pm

詳細相關規定請洽『中央健康保險局臺北分局』

網站 : <https://www.nhi.gov.tw/>

地址 : 臺北市公園路 15-1 號 (健保大樓) 5~9 樓

電話 : (02)2191-2006 ; 0800-030598

服務時間 : 週一至週五自上午 8 時 30 分至 12 時 30 分 ; 自下午 1 時 30 分至 5 時 30 分

Group Health Insurance for International Students

外籍學位生團體保險

- International students are qualified to apply for the “National Health Insurance(全民健保)” only after 6 months from the date of students' Resident Visas issued. Therefore, ISC will apply for the “Group Health Insurance of Students” for you, covering the first 6 months according to the regulations of MOE. The insurance fees are NT\$3000 for 6 months.

當外籍學生取得居留簽證滿 6 個月後才可以申請「全民健保」，因此依教育部規定，於報到開學日起算 6 個月，將幫同學加保「學生團體保險」。保險費用為新台幣 3,000 元整。

- When seeing a doctor, please pay all the fees by yourself first. Please remember to apply for the medical certificate and the receipt with treatment details from the clinic or hospital.

至醫院或診所就醫，須先自行付醫療費用。請務必向醫院申請「醫療診斷書 (醫生診斷書)」與「醫療費用收據及明細表」。

- **For the cover of insurance and the insurance claims** 保險範圍以及申請方式：<http://isc.oie.fju.edu.tw/administration.jsp?labelID=7>

- **Please bring the following documents to ISC:**

至國際學生中心辦申請理賠，請準備以下文件：

1. Application form 申請書 1 份
2. Medical certificate (or Medical record / Diagnostic certificate)
醫療診斷書 (醫生診斷書) 1 份
3. Receipt with treatment details (the expense receipt)
醫療費用收據及明細表 1 份
4. A copy of your passport 護照影本 1 份
5. A copy of your students ID card (Both sides)正反面學生證影本 1 份
6. A copy of your postal passbook saving account 郵局存簿影本 1 份

Course Reminders

選課提醒

- You can log in using your LDAP account and password or your course registration password.

選課系統可以使用「單一帳號(LDAP) 、密碼」登入，亦可使用『選課密碼』登入。

- Webpage for Information for Course Registration:

<http://www.course.fju.edu.tw/>

輔仁大學選課資訊網：<http://www.course.fju.edu.tw/>

- For details, please download "Course Selection Guidelines" and "System User Guide" as your reference.

請點選『選課時程表』及『選課須知』可了解選課重要時程、選課所應注意事項及系統操作說明，請依相關規定及時程辦理選課。

- The required courses should be typed in by the faculty of your department accordingly to the compulsory course regulation for undergraduate students. Students still need to go to the online course selection system to register holistic education courses (HEC) which required courses for undergraduates during "Holistic Education Curriculum Selecting period."

學士班新生系訂必修科目，原則上會由系上作必修課程代入作業，同學另需於『全人課程選填系統』選課階段上網選全人教育課程（學士班校定必修課程）。

- To check for more information regarding holistic education courses for undergraduate students please refer to (<http://www.hec.fju.edu.tw/>).

全人教育課程請詳閱全人教育課程中心網站各網頁之說明

(<http://www.hec.fju.edu.tw/>)。

- Please read the "Course Selection and Registration Guidelines" and system operation instructions carefully.

請詳讀學生選課須知及操作說明以進行選課作業。

Holistic Education Curriculum (undergraduate)**全人教育課程 (學士班)**

- Undergraduates should study the Holistic Education Curriculum.

Please visit the website for more information:

<http://www.hec.fju.edu.tw/>

學士班學生必修全人教育課程，更多訊息請參考網頁：

<http://www.hec.fju.edu.tw/>

- International students are not required to take military class, please withdraw it.

外籍生申請免修軍訓(military class waiving)者，請自行退選「軍訓」。

- International students are assigned to take Oversea Chinese/English course after taking placement test. If students want to take in the second year, please withdraw it.

第 1 學年「僑生國文」與「僑生英文」分班於第一週進入課表，請同學記得按照時間上課。若規劃於第 2 學年才上僑生國文者，需開學後於系統上退選。

- Please note the credits required for HEC in order to meet the graduate requirements.

請注意全人教育課程修課，以順利畢業。

- Students are required to pass the Chinese/English proficiency and computer information test before graduating.

通過中文、英文、資訊素養檢測方可畢業。

On-Campus Dormitory Application

校內宿舍申請

- FJCU has 7 dormitories.
輔大目前有 7 宿舍。
- When the semester begins, students need to apply for dormitory by themselves, please pay attention to further announcement from **Dormitory Service Center** and apply it in time.
外籍生入學後，請選擇想要申請的宿舍，於宿舍服務中心公告申請時間完成申請程序。
- 宿舍服務中心 Dormitory Service Center :
<http://www.dsc.fju.edu.tw/>

Off Campus Accommodation

校外住宿

- Information for rental outside 校外賃居網:
<https://house.nfu.edu.tw/FJU>

University Facilities

校內設施

Housing (Important Dorm Regulations)

住宿 (宿舍重要規定)

- Please follow the dorm regulation. Violator will be forced to move out.

Please visit the website for more information:

<http://www.dsc.fju.edu.tw/>

請遵守住宿規定，違反者將遭到退宿。更多訊息請參考網址：

<http://www.dsc.fju.edu.tw/>

- No curfew. Please be mindful of your own safety at night.

宿舍無門禁規定，請學生注意自身夜晚安全。

Food on Campus

食(校內餐廳/咖啡廳)

- There are 5 cafeterias/restaurants on campus, 4 Convenience stores, 1 PX mart and coffees shops etc.

輔大校園內有 5 間餐廳、4 間便利商店、1 間全聯福利中心、咖啡廳等。

- Please find the campus map on page 3 for the locations of the cafeterias!

餐廳位置請看第三頁校園地圖。

Health Care & Student Counseling**醫療與心理健康(醫院診所與學生諮商)****○ FJCU Clinic 輔大聯合診所**

- Tel: 2905-2526, 2905-3941
- Location: 1F, Paul Cardinal Shan Medical Bld.
地點：輔仁大學醫學院綜合大樓 1F
- ✧ With your student card, NT\$50 for clinic registration fee.
Please find the exact fee from the website of FJCU clinic.
憑輔大學生證，「掛號費」NT\$50。實際收費標準以診所之公告為準。

○ FJCU Hospital 天主教輔仁大學附設醫院

- Tel: 8512-8800
- Address: No.69, Guizi Rd., Taishan Dist., New Taipei City 243
地址：新北市泰山區貴子路 69 號
- ✧ With your student card, 20% off for registration fee.
Please find the exact fee from the website of FJCU Hospital.
憑輔大學生證，「掛號費」8 折。實際收費標準以醫院之公告為準。

○ FJCU Student Counseling Center 學生輔導中心

- Tel: 02-29053003, 02-29052237
- Location: MD222, 2F, Paul Cardinal Shan Medical Bld.
地點：國璽樓二樓 MD222
- ✧ The counseling service is free of charge to currently-enrolled students of the Fu Jen Catholic University.
在學生免費。

Computer Center

電腦教室

Day	Time	Room
Monday – Friday	8:00-21:30	SF339, ES400, LE401
Saturday	9:00-15:30	ES401
○ Please bring your student ID card with you, please find the exact opening hours from notice board of the classroom. 請攜帶學生證。實際開放時間以教室公告為準。		

Swimming Pool

游泳池

Day	Time
Monday – Friday	05:00 - 21:45
Saturday	05:00 - 17:45
Sunday	05:00 - 08:15
○ Undergraduate students are required to pay it and the slip can be downloaded from the internet. 大學部新生（一年級）必須繳交游泳池費，繳費單可在網路下載。 ○ To apply for the semester entry permission: Please bring student ID card & 1 photo to the swimming pool and it costs certain fees. 持學生證及照片 1 張至游泳池辦理並繳交申請費。 ○ Location: Jijian Bld. 1 F 地點：積健樓 1 樓 ○ Please find the exact opening hours from notice board of the Swimming Pool. 實際開放時間以游泳池之公告為準。	

Gym**健身房**

<i>Mon.</i>	<i>Tues.</i>	<i>Wed.</i>	<i>Thu.</i>	<i>Fri.</i>
12:00-13:30	12:00-13:30	12:00-15:30	12:00-13:30	12:00-13:30
17:30-21:00	17:30-21:00	17:30-21:00	17:30-21:00	17:30-21:00
○ Fees 費用： NT\$800 Per Semester 每學期 NT800 NT\$30 Per time 每次 30 元 ○ Location: Wende Women's Dorm B1 地點：文德宿舍地下一樓 ○ Please find the exact opening hours and fees from notice board of Gym. 實際開放時間及費用以健身房之公告為準。				

Libraries**圖書館**

- There are 3 libraries on campus :
Kungpo Liberal Arts Library, Fahy Memorial Bldg., 3F of Coll. of Medicine.
本校共有三座圖書館：文圖(公博樓)、醫圖(國璽樓)、理圖(濟時樓)

Transportation

交通

○ MRT 捷運



Fu-Jen University Station (輔大站)

★ Walk along the wooden platform at the school gate.



★ No Eating/drinking/chew gums at MRT station. 捷運禁止飲食★

○ Bus 公車



◆ Bus stops nearby FJCU



◆ Some common destinations and the buses you can take

- **MRT Taipei Main Station 捷運台北車站:** 513, 299
- **MRT Xinyu Station 捷運新埔站:** 802
- **MRT Ximen Station 捷運西門站:** 513, 235, 635, 637, 藍 (BL) 2

Opening an Account at Chunghwa Post Office or a Bank

郵局 / 銀行

Chunghwa Post Office

中華郵局

- The Fu Jen branch of the Chung Hwa Post Office is located at the entrance to the university. You may do the following at the Post Office: deposit money, mail items, purchase life insurance, or buy merchandise. Please take a valid passport, your ARC, and your personal seal to open an account.

Required documents to open an account:

- Student ID
- ARC
- Passport
- Personal Seal

輔大郵局位於輔大門口。辦理儲金、郵件、壽險及代售商品等業務。郵局開戶請持有效外國護照及外僑居留證前往辦理各郵局辦理。

辦理郵局戶口需攜帶以下證件：

- 學生證
- 居留證
- 護照
- 印章

- Phones
 - ◆ Postal Services: (02)2902-2448
郵務電話：(02)2902-2448
 - ◆ Banking Services: (02)2902-2448
儲匯電話：(02)2902-2448
- Address: No. 510 Zhongzheng Road, Xinzhuang District, New Taipei City, 24205 Taiwan (R.O.C) **(At the University entrance)**
地址：臺北縣新莊市中正路510號(輔仁大學門口)
- Opening Hours :
 - ◆ Monday to Friday 8:30am – 5:00 pm
營業時間：星期一至星期五 8:30 – 17:00

Bank 銀行

- The procedure for opening an account at a bank is the same as at the Chunghwa Post Office, but you must make an initial deposit of at least NT\$1,000. The following banks have branches close to campus: Hua Nan Bank, Chang Hwa Bank, Bank of Taiwan, Taishin International Bank. You must be at least 20 years old to open an account.

Please bring the following documents:

1. Passport
2. ARC
3. Personal seal
4. Other documents proving your identity

(NHI card, driver's license, Student ID)

銀行辦理開戶程序與郵局相同，唯首次存放金為 1000 元整。輔大鄰近銀行有：華南銀行、彰化銀行、台灣銀行及台新銀行。

欲開銀行戶口，須成年滿 20 歲，並攜帶以下證件：

1. 護照
2. 居留證
3. 印章
4. 其它可證明身分之文件

(如：健保 IC 卡、護照、駕照或學生證等)

◆ Hua Nan Bank (Xinzhuang Branch)

Website: <http://www.hncb.com.tw/>

Phone: 02-2994-4761

Address: No. 100 Zhongzheng Road, Xinzhuang District,
New Taipei City

華南銀行（新莊分行）

網址：<http://www.hncb.com.tw/>

電話：02-2994-4761

地址：臺北縣新莊市中正路 100 號

◆ Chang Hwa Bank (Xinzhuang South Branch)

Website: <https://www.bankchb.com/frontend/index.jsp>

Phone: 02-2906-6599

Address: No. 657-1 Zhongzheng Road, Xinzhuang District,
New Taipei City

彰化銀行 (南新莊分行)

網址: <https://www.bankchb.com/frontend/index.jsp>

電話: 02-2906-6599

地址: 臺北縣新莊市中正路 657-1 號

◆ Taishin International Bank (Xinzhuang South Branch)

Website: <http://www.taishinbank.com.tw/>

Phone: 02-2906-8868

Address: No. 58 Fuguo Road, Xinzhuang District,
New Taipei City

台新銀行 (南新莊分行)

網址: <http://www.taishinbank.com.tw/>

電話: 02-2906-8868

地址: 台北縣新莊市富國路 58 號

◆ Bank of Taiwan (Xinzhuang South Branch)

Website: <http://www.bot.com.tw/default.htm>

Phone: 02-2901-2999

Address: No. 653 Zhongzheng Road, Xinzhuang District,
New Taipei City

台灣銀行 (南新莊分行)

網址: <http://www.bot.com.tw/default.htm>

電話: 02-2901-2999

地址: 台北縣新莊市中正路 653 號

Important notices

重要注意事項

- Please read the guideline for course selection carefully every semester.
每一學期的選課須知、選課辦法一定要詳加閱讀。
- Please keep track of the course selection status on your own, and make sure there is no problem.
主動留意自己的選課情形。
- If you wish to withdraw the courses, you must complete the process on your own.
若需於學期中辦理「停修」，務必親自完成所有程序。
- When taking jobs or internship, please apply for the working permit beforehand.
若有工讀請務必先申請工作許可。
- You are encouraged to have more interactions with your department nicely!
與系所保持良好的互動。
- *Non-smoking campus!*
校園禁煙。

Emergency Contact

緊急連絡方式

★ For any emergency, please call FJCU's 24-Hour emergency telephone number directly at **02-2905-2885 or 0905-298-885**

Please also tell ISC staff and your buddy!

遇有任何緊急問題，請撥打軍訓室暨校安中心 24 小時

緊急聯絡電話：**02-2905-2885 or 0905-298-885** 尋求協助。

或可於上班時間撥電話至國際學生中心。

★ ISC Office Hour 國際學生中心

◆ Office Hour: 8:10-12:00 / 13:00-16:30, Mon. ~ Fri.

辦公時間：星期一 ~ 五 8:10-12:00 / 13:00-16:30

◆ Contact Person 聯絡人:

Mr. Laurence Lin 林老師

Tel. 電話: (02)2905-2544

E mail: 089757@mail.fju.edu.tw