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TKU 2019~2020 Academic Calendar (Lanyang Campus)

Fall Semester 2019	
2019/08/01	Semester begins
2019/09/02~09/03	Enrollment period for students of foreign nationality, Mainland China, and Overseas Chinese
2019/09/05	Medical Check-ups and campus safety lectures
2019/09/06	Opening Ceremony for freshmen in Tamshui Campus
2019/09/06	Deadline for enrollment and payment
2019/09/09	Classes begin
2019/09/13	Day-Off for Mid-Autumn Festival (no classes)
2019/09/16~09/24	Course Drop Add week
2019/09/18	Mid-Autumn Festival Celebration Activity at Lanyang Campus
2019/10/05	Adjusted for a long weekend(make-up workday)
2019/10/10	National Day of the Republic of China (no classes)
2019/10/11	Adjusted for a long weekend (make-up class scheduled decided by the teacher)
2019/10/29	High Table Dinner
2019/11/02	TKU Founding Anniversary Celebration Activity at Lanyang Campus
2019/11/11~11/17	Mid-Term Exam Week
2019/12/02~12/06	Mid-semester Drop
2019/12/30	Application Deadline for deferral of Study
2020/01/01	New Year's Day (no Class)
2020/01/06~01/10	Final Exam Week
2020/01/11~01/12	Dormitory Closed
2020/01/06~01/31	Final grades available for online checking
2020/01/13~01/22	Preliminary Courses Signing-up for Spring Semester
2020/01/31	End of Fall Semester, 2019
Spring Semester 2020	
2020/02/01	Semester begins
2020/01/23~02/07	Chinese New Year Holidays
2020/02/14	Deadline for enrollment and payment
2020/02/17	Classes begin
2020/02/28	Peace Memorial Day (no class)
2020/02/24~03/03	Courses Drop Add week
2020/03/05~03/11	Application Period for transfer of academic 2019
2020/03/20~04/01	Teaching Observation Period(no classes)
2020/04/02	Tomb Sweeping Day (no classes)
2020/04/03	Children's Day (no classes)
2020/04/20~04/26	Mid-Term Exam Week
2020/05/11~05/15	Mid-semester Drop Courses Week
2020/05/30	Graduation Ceremony at LanYang Campus
2020/06/06	Graduation Ceremony at TamShui Campus
2019/06/15~06/21	Final Exam Week
2019/06/15~07/15	Final grades available for online checking
2019/06/20~06/21	Dormitory Closed
2020/06/25	Dragon Boat Festival(No Class)
2019/07/31	End of Spring Semester, 2020

I. Lanyang Campus

1. Lanyang Day

「 Impression Management, IM 」 is a research topic which the scholars in the field of social science are devoted to study in recent year. It teaches people how to influence other's perceptions and feelings through clothing, behavior, speech, eye contact, posture, appearance even the makeup. The young with proper appearance will help them build up their confidence. Moreover, with the professional knowledge and ability will make them outstanding among the competitors. In order to train students on international perspective and etiquette, appropriate dress is one of the basic elements. Monday is specially set as the "Lanyang Day". On the "Lanyang day", students are required to wear "formal clothing" that is suited for work in an office or any other business enterprise or workplace.

1) When

Wearing formal clothing is required in every Monday, presentation in class and formal meeting or activities at Lanyang Campus.

2) Formal clothing

- (1) Male: Shirts, suit pants, shoes, and tie. Shirts must be tucked into the pants and tie should be knotted properly. It is not allowed to wear denim cloth clothing, slippers, sandals, or sneakers.
- (2) Female: Please wear shirts, blouse, skirts, pants and shoes. It is not allowed to wear sleeveless tops, shorts, denim cloth clothing, slippers, sandals, or sneakers.

2. Dorm Living Rules

All the freshmen and sophomore students at Lanyang Campus are required to live on campus. The students do not need to apply for the accommodations; they will be arranged before the first day of classes. Please check in and pay related fees by the deadline. For the junior and senior students, the accommodations are arranged through the advanced registration and draw lots to determine the order of accommodations. During students' stay in freshmen and sophomore, those who have receiving a reprimand or demerit (or higher) could not apply for the accommodations anymore.

1) Dorm Curfew Regulations

- (1) Students are required to complete a leave-of-absence application in written form when they need to go out of campus during weekdays (00:00 Monday ~ 10:00am Friday) and required to be back to school before 11:00 pm from Monday to Thursday.
- (2) On Monday, Wednesday, Thursday and Friday, the leave of absence should be approved by the military instructors. On Tuesday, the leave of absence is approved by the Student Residence Hall Association. Please show your student ID card or leave of absence to the security for identification whenever you come into or leave the campus.

2) Dorm Living Regulations

- (1) It is not allowed to keep any animals as pets in the dormitory.
- (2) It is not allowed to post advertisements, posters or distribute flyers.
- (3) Comply with the relevant resolutions of the Student Residence Hall Association

- (4) Save water and electricity and cherish the public property.
- (5) Respect your roommate and the co-residents.
- (6) Except for the exchange visit time, the opposite sex is not allowed to enter the dormitory.
- (7) Keep quiet and clean inside and outside the dorm.
- (8) Bicycles can't be placed in the dorm.
- (9) Do not disassemble the public area lighting equipment.
- (10) Please meet your guest in the Common Room.
- (11) Please clean and drop the garbage or disposal waste after you eat in Common Room.
- (12) It's not allowed for anyone to use your name to apply for the accommodation.
- (13) Any behavior which influences other's self-study, sleeping and safety is not allowed.
- (14) Please cherish public equipment and return it to its original place after use.
- (15) Please make your own mark on the clothes hanging in clothesline field for identification.
- (16) No switching rooms without the permission of the dormitory counselor.
- (17) Personal belongings should be kept properly; do not hold large sums of money in the dorm.
- (18) Any promotion does not allow in the dormitory.
- (19) Smoking, gambling, stealing, alcoholism, noise and any illegal activities are prohibited in the dorm. Please put your garbage away in the garbage area. Do not put it in the hallway, restroom or any other public area.
- (20) Please use the security card to enter the main gate from 06:00a.m.~23:00 p.m.. The main gate will be closed from 11:00 p.m. to 6:00 a.m, except in case of an emergency occurred. Anyone who need to go to study room, please go through the gate of B1.
- (21) To avoid hot water supply imbalance, please use the hot water in different period, and do not wash clothes in hot water.

3) Others

- (1) Lanyang Campus is a non-smoking campus. All the students, faculty and staff can't smoke in the campus. Anyone who violate will be punished according to the "Tobacco Hazards Prevention Act" and "TKU Regulation on Student Reward and Sanctions".
- (2) Except dormitory visiting/opening/closing time, parents and friends are not allowed to enter dormitory without application.
- (3) For any emergency, please call 03-9873088 ext.7119.

3. Transportation

From campus to Jiaoxi downtown, two choices for you: "Lanyang Campus Shuttle Bus" and "Taiwan Tourist Shuttle Services".

1) Lanyang Campus Shuttle Bus:

- (1) Please refer to the map listed below. There is one stop in Jiaoxi downtown marked with ★ (Interaction of Spring Road).
- (2) Please reserve the seat in advance at Lanyang Campus Website -> Lanyang i-Life-> Bus Booking: <http://www.lanyang.tku.edu.tw/modules/eguide/>, and have your ticket ready. The bus fare is NT\$20, and tickets can be purchased at CL312 (Military counselor _I-Hao Lin) with a minimum purchase of ten

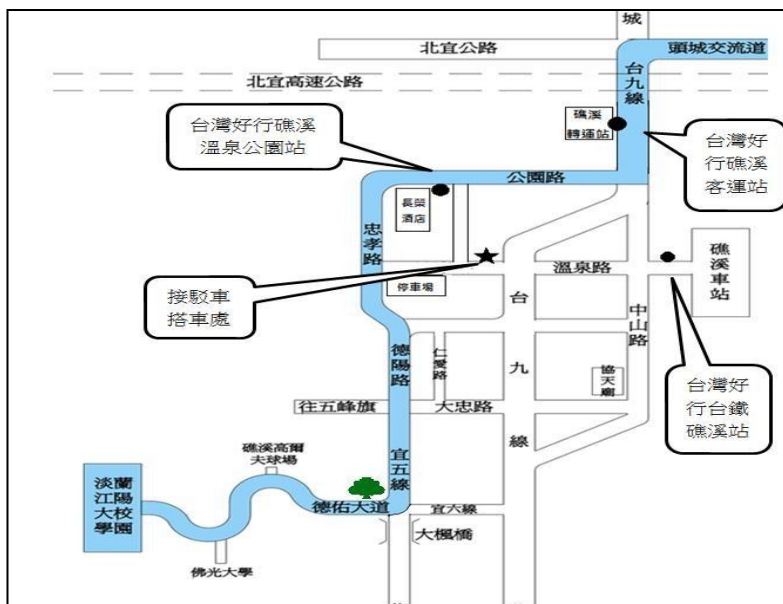
tickets.

2) Taiwan Tourist Shuttle Services (Route Green11_B) :

- (1) Please refer to the map listed below. There are 3 stops in Jiaoxi downtown marked with mark ● (Railway Station, Jiaoxi Bus Station and Jiaoxi Springs)
- (2) The bus fare is NT\$20.
- (3) The bus timetable:

Jaoxi Railway Station	Lanyang Campus	Note
07 : 30	08 : 10	Everyday
12 : 00	12 : 40	
16 : 50	17 : 35	
08 : 00	08 : 35	Weekend/Holidays
12 : 15	12 : 55	
17 : 10	17 : 50	
19 : 35	20 : 10	
11 : 50	12 : 25	Friday

3) Route Map:



4. Lanyang i-Life

There are lots useful links in “Lanyang i-Life” at Lanyang Campus website for students’ daily campus life. <http://www.lanyang.tku.edu.tw/modules/tinyd4/>

- (1) Bus Booking System: To book the Lanyang Campus shuttle bus.
- (2) The Reconditions System: To report and make a request for repairing (dorm facility malfunction, Internet connection problem).
- (3) TKU Activity Registration System
- (4) Academic Calendar
- (5) E-Portfolio
- (6) Library Printing Services
- (7) FB linkage of Lanyang Campus, clubs, students associations and etc.
- (8) Classroom Booking System
- (9) Others

5. Medical Care

1) General Medical Care

General medical care is scheduled between 5:00 pm and 6:00 pm every Monday and Thursday. If you are seeking medical treatment, please make your registration at CL312 before 4:00 pm so as to arrange the transportation and the accompanying personnel.

2) Emergency Medical Care

- (1) In the case of emergency, the student will be accompanied by a school personnel and taken to the emergency room by ambulance or taxi. The student's parents will be informed and the transportation fee resulted is at the student's expense.
- (2) In order not to cause any delay, Hsing Ho Hospital Jiaoxi will be first priority in the case of emergency. Further referrals will be arranged on the doctor's advice.

3) Injury / Disease Medical Care

- (1) In the case of a serious injury or disease, please inform the school medical staff to examine the situation immediately and call 119 to have an ambulance take the patient to the hospital.
 - (2) If the student still prefers to go to the hospital for medical treatment even though the situation is not serious after school medical staff's examination, please refer to "Emergency Medical Care".
- 4) Any medical care requirements outside the office hour, please contact the Central Control (FR004). Dial 7119 from the dormitory Common Room or dial 50119 from your dormitory room.

5) Library

Locations:

- (1) Library: Clement Chang Building Complex_CL329
- (2) Visual-Audio Room: Clement Chang Building Complex Complex _CL301
- (3) Book Storage Room_No.2: Clement Chang Building Complex _CL301
- (4) Study Room: Clement Chang Building _CL405

Open hours:

- (1) Library 、 Visual-Audio Room 、 Book Storage Room_No.2 :

Days	Open Hours
Monday	9:00~21:00
Tuesday	9:00~21:00
Wednesday	9:00~17:00
Thursday	9:00~21:00
Friday	9:00~12:00(Visual-Audio Room opened to 16:30)
Saturday	Closed
Sunday	18:00 ~21:00

The library will be closed on some holidays, and further notice will be issued accordingly.

- (2) Study Room is open 24 hours except the cleaning time (13:00 – 16:00 on Fridays)

Copy, Print, and Scan Service

- (1) Starting from 2015 January 1, students have to use their Student ID card (proximity card) to access the printers at Lanyang Campus. Please buy the prepaid card in library and stored the value to your prepaid card online.

(2) The fees (from 2015/1/1):

Location of printers	Fees (any sizes)	
	Black & white	Color
Library_CL329	NT\$1/page	NT\$10/page
Outside the Audio-Visual Room _CL301 (A)	NT\$1/page	no
Outside the Audio-Visual Room _CL301 (B)		
Lanyang Cafe_JF103		

(3) Please select “TOSHIBA Printer (located 163.13.21.18)” before you print, after that, you can scan your Student ID card on any one of the printers to print your files. Because of the system restriction, we will not provide the service of printing the files from USB. You have to use the computers in the Library (CL329) and Audio-Visual Room (CL301), or if you want to print from your laptop through the wireless network, you must download a printing driver (<http://www.lanyang.tku.edu.tw/modules/tinyd3/index.php?id=5>) for your particular location.

6) Tips for Life at Lanyang Campus

There are three food stands on the second floor of Clement Chang Building Complex, providing breakfast, meals, and snacks. Two diners are located on the first floor of the dormitory building, providing even more choices, including fruit and juice. There’s also a convenience store on the dormitory first floor, providing food, drinks and other services.

The first floor of the dormitory building



818 Snack Bar



Convenience Store

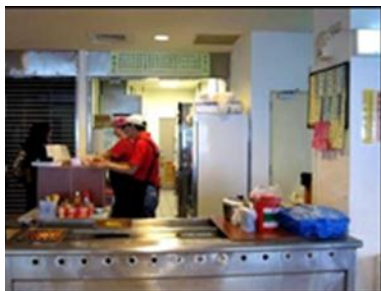


M&H café Kitchen



MOS Burger

The second floor of Clement Chang Building Complex



Phon-Ling Cafeteria



**High Spirit
Breakfast/Diner Shop**

(1) Laundry

The washing machines are provided in the basement of Wen-Yuan First Hall. The service is provided in 24 hours. The fee for washing is NTD\$20 (31 mins) and drying is NTD\$10 (20 mins).

(2) Happy Kitchen

It is located on the first floor of the dormitory building. It is open 24 hours (except the cleaning time from 8:00a.m. to 10a.m. and 0~12am on Saturday). Please go to Lanyang Campus Website -> Lanyang i-Life for group reservation and will get the approval by e-mail. Except group reservation period, it is open for any individual use. Please follow the Happy Kitchen Regulation and keep the environment clean.

(3) Recycling Area

The recycling area is in the B1 of Wen-Yuan and Chien-Hsuan First Hall. Please do the trash recycling to protect our environment.

(4) Lanyang Café

This area facilitates ATM, coffee/snack vending machine and copy machine. You could come here to have coffee or study together with your friends.

II. Studying at TKU

1. Class Times

At TKU, the duration of each class is 50 minutes, and each class counts for one credit point. Class times are denoted using a sequence of numbers. For example, Period One refers to classes held from 8:10 am to 9:00 am. The table below displays each number and its corresponding class times.

Period No.	Class Time	Period No.	Class Time
Period 1	08:10 – 09:00	Period 8	15:10 – 16:00
Period 2	09:10 – 10:00	Period 9	16:10 – 17:00
Period 3	10:10 – 11:00	Period 10	17:10 – 18:00
Period 4	11:10 – 12:00	Period 11	18:10 – 19:00
Period 5	12:10 – 13:00	Period 12	19:10 – 20:00
Period 6	13:10 – 14:00	Period 13	20:10 – 21:00
Period 7	14:10 – 15:00	Period 14	21:10 – 22:00

2. Student Email

As soon as you receive your student number, you can begin to access your student email account. Your student email address will look something like this: studentno@sxx.tku.edu.tw. The 'xx' is the second and third digit in your student number. So, if your student number is "498123456", your student email will be 498123456@s98.tku.edu.tw. The password is the last six digits of your passport or student number.

3. Course Enrollment & Course Selection

- 1) All the required courses will be selected by Academic Affairs; the selected courses can be added or dropped personally through Course Selection Systems.
 - (1) 1st add-drop-course period : 12:30am, Sep. 16 , 2019 ~11:30 am, Sep. 24, 2019.
 - (2) Midterm drop-course period : 12:30am, Dec. 2, 2019 ~08:30 pm, Dec. 6, 2019.
- 2) The maximum and minimum of credits for every semester:
 - (1) First to third year: 15-25 credits
 - (2) Fourth year: 9-25 credits
 - (3) The students with extended study should choose at least one course, the maximum credits are 25.
- 3) If the same course is taken twice, the credits of the course can't be included twice for graduation credits.
- 4) Please bring your student ID card for the roll call when you are in class. The academic roll call period is on Monday (period 1~2); Wednesday (Period 1~4) and Thursday (Period 1~4).
- 5) According to the T.K.U. Students Regulations, the Article 38 governing absenteeism with leave and absenteeism without leave from classes are as follows:
 - (1) One-hour absence without leave permission will be regarded as two hours of absence.
 - (2) Those students whose total hours of absence with leave permission from classes of the course amount to one-third of the semester class hours are banned from sitting at the examination held for the course; their grade in the course should be counted as zero.

- (3) A student will be banned from taking the examination when his or her absenteeism hours amount to 18 hours for a 3-credit course, or 12 hours for a 2-credit or a 0-credit course. Bachelor students from each department who fail half of the total credits taken in one semester and do so consecutively twice (any semester of failing half of total credits before discontinuing one's studies is considered as "consecutively") will be expelled. The following categories of students, however, will only be expelled upon failing two-thirds of the total credits taken in one semester consecutively twice (the semesters before and after a leave of absence are deemed consecutive):: overseas Chinese students, Mainland Chinese students, foreign students, Mongolian and Tibetan students who returned from overseas to their countries of origin to pursue higher level studies, students of aboriginal descent, students who are the children of expatriates, and students who meet related MOE criteria and are recommended to the TKU Office of Physical Education based on former athletic achievements.

4. Academic Leave

- 1) Please log in Student Affair Information System : <http://leave.sis.tku.edu.tw/>
- 2) One-day sick / personal leave will be approved online automatically.
- 3) For the other types of leave, please print out the leave slip and give to the department military counsellor.
- 4) All kinds of the leaves have its regulations; please check the website for the regulation. Please apply for leave online. For the sick leave, please apply for it within 3 days and hand in the paper leave slips to CL501. For the other types of leave, please apply it online in advance.

5. Chinese Class

There are 3 levels Chinese classes (Basic/ Intermediate/ Advanced) at Lanyang Campus. For anyone who is interested in taking these courses, please come to CL501 to sign for it.

III. Visa and Alien Resident Certificate

1. Changing Your Visa Status: Visitor Visa → Resident Visa (Remark: FS)

(If you were issued a Resident Visa in your home country, you can skip directly to 2)
Let's assume you entered Taiwan on a Visitor Visa. Applicants who enter the R.O.C. (Taiwan) on a Visitor Visa which qualifies the applicants for Resident Visa application for the purpose of undertaking studies must apply for a Resident Visa 7 work days before the duration of stay expires.

1) Required Documents and Fees:

- (1) Fill out the application form online: <https://visawebapp.boca.gov.tw>
(General visa A)
- (2) Passport, valid for at least 6 months (original and photocopy)
- (3) TKU Letter of Admission (original and photocopy)
- (4) Student ID card (original and photocopy, photocopy should be stamped by TKU Registration Section) or registration proof from TKU
- (5) Health certificate issued in the last three months: If you take the medical tests before coming to Taiwan, the certificate must be stamped and verified by a Taipei Representative Office in your home country; or, if in Taiwan, you must take the medical examination at a designated hospital
- (6) Two 2-inch color photos with white background taken in the last 6 months
- (7) Application fee: NT \$3,000 (NT \$5,600 for holders of American passports)
- (8) Processing time: 7-10 working days

2) Bureau of Consular Affairs (BOCA) Taipei Headquarters

Address: 3~5 Fl., 2-2 Chi-Nan Rd., Sec. 1, Taipei, Taiwan, ROC Tel: (02) 2343-2888
Traffic Information: Take MRT to NTU hospital station (Exit NO.2), then walk about 5 minutes

2. Resident Visa → Alien Resident Certificate (ARC)

Remember, you need to make this change at the National Immigration Agency within **15 days** of receiving your Resident Visa! If you enter Taiwan for the first time and haven't registered, you will be issued an ARC which is only valid for 6 months. After you register, you can extend the ARC again.

1) Required Documents and Fees:

- (1) ARC Application form
- (2) One 2-inch, half-length color photo with white background, the applicant must not be wearing a hat.
- (3) Passport and visa (original and photocopy)
- (4) Student ID card (original and photocopy, photocopy should be stamped by TKU Registration Section) or Proof of Enrollment certificate
- (5) Application fee: NT \$1,000 (one year)
- (6) Processing time: 10 working days

2) National Immigration Agency

The National Immigration Agency has service centers set up all around Taiwan. If you live in New Taipei City (this includes Tamsui residents), you must change your visa status from Resident Visa to ARC at the **New Taipei City Service Center**. If you live in

Taipei City, the change must be made at the **Taipei City Service Center**. If, however, you live at the TKU Lanyang Campus, Yilan, you must go to the **Yilan County Service Center**.

(1) New Taipei City Service Center

Address: No.135, Min-An St., Jung-He Dist., New Taipei City

Tel: (02) 8228-2090

Traffic Information: Take bus 307 from MRT BanChiao station to Ji-Sui Junior High school station

(2) Taipei City Service Center

Address: No.15, Guangzhou St., Zhongzheng Dist., Taipei City

Tel: (02) 2388 3929

Traffic Information: Take MRT to Xinnanmen station (Exit NO.2)

(3) Yilan County Service Center

Address: 4th Fl., No.16, Ln. 160, Sec. 3, Chunjing Rd., Luodong Township, Yilan County

Tel: (03) 9575448

3. Extending Your Alien Resident Certificate (ARC)

1) Required Documents and Fees:

- (1) Application form
- (2) Passport and ARC (original and photocopy)
- (3) Student ID card (original and photocopy, photocopy should be stamped by TKU Registration Section)
- (4) Application fee: NT \$1,000 (one year)
- (5) Processing time: 10 working days

2) Note

- (1) Before graduation, you can extend the ARC by bringing your student ID card copy (with registration stamp) or the Certificate of Enrollment to apply. If the school hasn't started the new semester registration, you don't have to provide the new semester registration proof, and the ARC can be extended for 1 year.
- (2) If you already graduated and would like to find a job in Taiwan, you can bring your diploma to extend your ARC for 6 months. Students who postpone graduation and need to extend the ARC have to bring related documents. And the ARC can be extended for 6 months to 1 year based on your study status.
- (3) Late applicants will be subject to heavy fines and may have to leave Taiwan to apply for a new visa.

IV. Scholarships

1. The Outstanding Foreign Student Scholarship and Financial Aid Scholarship

- 1) To encourage outstanding foreign students to study in the university and to help solve their living difficulties in Taiwan, thereby speeding up the university's internationalization process.

Scholarship recipients need to submit valid work permit photocopy (valid period of time should at least covers until January for the first semester, and June for the second semester) and are required to undertake 20 hours of volunteer services at Tamkang University. During their volunteer work, the Office of International and Cross-Strait Affairs (OICSA) will assume a supervising role and help recipients fulfill their community service requirements.

For the latest information, please go to the website of OICSA News Awards Program.
Location: International and Mainland Student Guidance Section (T1001)

- 2) How to apply the work permit?
Please see **VII Other Information**.

2. The Taiwan Scholarship

The Taiwan Scholarship is offered to International students by the Ministry of Education and the Ministry of Foreign Affairs.

※Information: www.oieie.tku.edu.tw →Financial Aid→International Students

3. Other Scholarships

If you want to know more scholarships information, please check Guidance Section of Student Affairs website.

※Information: <http://spirit.tku.edu.tw:8080/tku/main.jsp?sectionId=2>→scholarships

V. Insurance

1. Student Insurance

Student insurance costs NT\$185 per semester. This cost comes as part of the miscellaneous fees. Once covered under the plan, you may receive compensation if you are hospitalized, use outpatient services, or undergo an operation in the event of illness or accidental injury. Compensation must be claimed within two years of the accident or illness. To claim compensation, go to administrative office (CL501).

2. National Health Insurance (NHI)

The international student who, after entering Taiwan and gaining an ARC, has stayed in Taiwan for six consecutive months, or exited Taiwan once for less than 30 days, within the period of stay amounting to six months, after deducting the number of days that he or she has been away from Taiwan, may apply for NHI through the university or the local district office. NHI monthly premiums amounts to NT\$749.

Foreign students with relatives who qualify as an insured person under the NHI program can enroll in NHI as dependents. (e.g.: With parents living outside Taiwan but grandparents living in Taiwan, the student may enroll as a dependent of the grandparents.)

The National Health Insurance Program is mandatory; anyone who qualifies for the Program must enroll. Any qualified person who doesn't enroll is subject to a fine of NT\$3,000 to NT\$15,000. In addition, this person is required to pay the full premiums starting from the date he or she should have been enrolled. No benefits will be offered before the premiums are paid in full. If fined, a notice of penalty violation will be delivered in writing and the fine must be paid on time. If the fines imposed remain unpaid, after a given period of time the case will be referred to the courts for compulsory enforcement

※Applying for NHI through the university

1) Applying for Coverage

- (1) First time to applying NHI students, please hand in those documents to administrative office (CL501).
 - One 2-inch photos
 - Photocopies of both sides of your ARC
 - “APPLICATION FOR CERTIFICATE OF ENTRY AND EXIT DATES” (Applying from Immigration Agency).
- (2) If you want to transfer to Tamkang University, please hand in the transfer report from your original department to administrative office (CL501)
- (3) If you join NHI through the university, you will pay six months NHI fee to university every semester. It will be NT\$4,494 via your tuition fee.

2) Canceling Coverage

If you graduate, defer studies, discontinue studies, or are suspended from studying at TKU, please go to administrative office (CL501) to cancel your NHI coverage, and receive refund for payment of NHI premiums.

3) Transfer Coverage

If you graduate and work in Taiwan or transfer to other university, please do the NHI

transfer at administrative office (CL501).

4) What To Do if You Lose Your Card

If you lose your NHI card, you can apply for a new one at any post office branch or at the Bureau of National Health Insurance for a fee of NT\$200.

3. Medical Services

After successfully applying for coverage under NHI, you will receive a NHI card. This card can be used at the vast majority of hospitals and medical clinics around Taiwan to receive a significant discount on the price of medical fees.

VI. Other Information

1. Opening a post office/bank account

1) Post office

✂ Required Documents

- (1) Passport
- (2) ARC
- (3) Student ID card
- (4) Stamp (The service is available in downtown Jiaoxi.)

2) Other Banks

International students need to be over 20 years old.

✂ Required Documents

- (1) Passport
- (2) ARC
- (3) Other supporting documents (ex: NHI IC card, driver license, or student ID card.)
- (4) Stamp (The service is available in downtown Jiaoxi.)

2. Work Permit

Before you can work in Taiwan, you must first apply for a work permit. If you want to apply for it, please hand in the documents to International office (CL312-Lanyang campus). We will help you to apply for it.

1) Required Documents and Fees:

- (1) Application form
- (2) Photocopies of both sides of your Student ID Card and stamped by TKU Registration Section)
- (3) Photocopies of your passport and both sides of your ARC
- (4) Original receipt of payment from the post office at which the application fees (NT \$100) were transferred.

2) Note

- (1) Work permits are valid for six months, and must be renewed before they expire.
(2) After obtaining a work permit, you can work a maximum of 20 hours per week
- (2) during the regular semester, or as much as you like in the summer and winter holidays.
- (3) (3) Work permits issued in the first academic semester (Aug – Jan) are valid until March 30; those issued in the second semester (Feb – Jul) are valid until Sep. 30.

VII. Useful Websites

1. School

Unit	Website	Note
Tamkang University	http://www.tku.edu.tw	
Lanyang Campus	http://www.lanyang.tku.edu.tw	
Office of International and Cross-Strait Affairs(OICSA)	http://www.oieie.tku.edu.tw	International office
Information for studying in TKU	http://english.tku.edu.tw/StudyinTKU.asp	Academic Calendar
Office of Academic Affairs	http://www.acad.tku.edu.tw	
1) Registration Section	http://www.acad.tku.edu.tw/RS/	
2) Curriculum Section	http://www.acad.tku.edu.tw/CS/	
Web E-MAIL	http://webmail.tku.edu.tw/	
Curriculum online system	http://www.ais.tku.edu.tw/electos/	
Course Search	http://esquery.tku.edu.tw/acad/	
Personal system	https://portal.tku.edu.tw/	1) Exam table 2) Score
Academic Calendar	http://english.tku.edu.tw/StudyinTKU.asp	
TKU Regulations	http://www.ac.tku.edu.tw/web/url.php?class=205	Ex: Study Regulations、Appeal Regulations etc.
Student Appeal	http://spirit.tku.edu.tw:8080/tku/main.jsp?sectionId=2	Choose [學生申訴]

2. Visa

Unit	Website
Ministry of Foreign Affairs	http://www.mofa.gov.tw
Bureau of Consular Affairs	http://www.boca.gov.tw/
National Immigration Agency	http://www.immigration.gov.tw

3. Life

Unit	Website
Taipei Metro	http://www.trtc.com.tw
Bureau of National Health Insurance	http://www.nhi.gov.tw
Chunghwa post	http://www.post.gov.tw
Tourism Bureau	http://www.taiwan.net.tw
Central Weather Bureau	http://www.cwb.gov.tw
Jiaoxi Map	http://jiaosi.e-land.gov.tw/images/20111227032308.jpg

VIII. Emergency Contact

蘭陽校園

Lanyang Campus

(03)9873088 ext.7119

軍訓室

Office of Military Education and Training

(02)2622-2173(24hours)

(02)2621-5656 ext.2256

安全勤務中心

Campus Security Section

(02)2621-5656 ext.2110/2119

宜蘭派出所

Yilan Police Station

礁溪分局： 03-9882053

四城分局： 09-9284072

警察局

Police Station: 110

救護車

Ambulance: 119