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設施資源及聯絡方式

**電腦實習室**

淡江校園於商管大樓及工學大樓設有共7間電腦實習室，以學生證進出。（B201, B203, B204, B206, B213, E313, E314）其中更有一間實習室為24小時開放（E313）。

**衛生保健組**

提供本校教職員及學生免費的醫療服務，請攜帶學生證至位於海事博物館下方的保健室。  
地點：海事博物館地下室（M111）

電話：淡江校園 (02)2621-5656 分機2373, 2822

看診時間：星期一至星期五  
 8:30-11:30 13:30-16:00 19:00-21:00

**諮商輔導組**

地點：B408

(02)26215656\*2221、2491

以下症狀若有5項，時間又持續超過2週以上者，壓力或情緒可能衍生為心理或生理症狀，請儘快與諮商輔導組聯繫，他們會提供相關的協助。

1. 睡眠品質變差 五、 對生活失去興趣
2. 飲食習慣改變 六、 注意力無法集中
3. 人際關係變差 七、 活動力的改變
4. 有自殺的念頭 八、 情緒陷入低潮

**一對一晤談**：請直接至商管大樓B408室諮商輔導組進行預約。

**主題式團體活動**：諮商輔導組每學期開設團體或工作坊，同學可前來報名。

**網路心理諮詢**：若不方便至諮商輔導組晤談，可使用學生事務處網頁→諮商輔導組進入到「心理健康

操」，與我們聯繫，我們會請專業諮商老師定時回覆。

**精神衛生諮詢**：諮商輔導組安排駐校醫師到校諮詢，或轉介社區醫院。

|  |  |
| --- | --- |
| **軍訓室：**  (02) 2622-2173 (24hours)  (02) 2621-5656 ext.2256 |  |
| **安全勤務中心：**  (02) 2621-5656 ext.2110/2119 |  |
| **淡水派出所：**  (02) 2621-2069 |  |
| **警察局：**  110 |  |

**救護車、消防車：**

119

|  |  |  |  |
| --- | --- | --- | --- |
| 淡 水 校 園 02-26215656 | | | |
| 單位 | 服務Service | 分機Ext | 地點Place |
| 生活輔導組 | ⬩學生團體保險  ⬩學生請假 | 2214、2217、2817 | B402 |
| ⬩法律諮詢 | 2263 | B421 |
| 課外活動輔導組 | ⬩學生社團活動 | 2220、2224、2226 | SG315  SG201 |
| 諮商輔導組 | ⬩心理衛生諮詢、兩性關係、失眠、焦慮、壓力、憂鬱 | 2221、2270、2491 | B408 |
| 教務處-註冊組 | ⬩申請補發學生證、在學證明書 | 2368、2360、2210 | A212 |
| 國際處-交流組 | ⬩境外生入學前相關程序、與國外學校聯繫、成績單寄送 | 2002, 2003 | T1006 |
| 國際處-境輔組 | ⬩僑生、陸生、外籍生相關活動事宜 | 2218、2818 | T1001 |
| 資訊處 | ⬩電子郵件帳號、校園網路 | 2628、2806、2468 | T109 B212 |
| 總務處-出納組 | ⬩學雜費、平安保險費、住宿費 | 2259,8501 | B304 |
| 軍訓室 | ⬩物品遺失 | 2256 | B415 |
| 其他 | | | |
| 家樂福 | http://www.carrefour.com.tw/store/淡新店go by bus 紅37 |  |  |
| 馬偕醫院 | http://www.mmh.org.tw/ go by bus紅27 to 竹圍 | (02)2809-4661 |  |

事件處理

**性侵害及性騷擾處理**

如果發生性騷擾事件，學生可向信任的師長尋求協助，例如系上老師、教官及諮輔組。辦公室地點

位於行政大樓A110室，校內分機3056，承辦人為蔡孟倫先生。

http://gender.tku.edu.tw/about.asp

**智慧財產權**

一、 請勿下載不當軟體，網路中心可以追查你的IP，當心觸犯法律。

二、 複印書籍是違法的。

<http://www.tipo.gov.tw/np.asp?ctNode=6861>

**學生申訴管道**

一、學生申訴評議委員會組織及申訴辦法，秘書處法規彙編：

http://www.ac.tku.edu.tw/web/url.php?class=202

二、學生申訴申請表，學務處生輔組學生申訴：

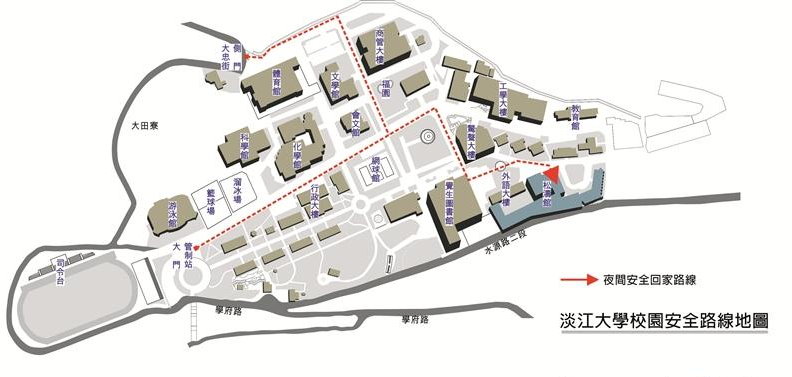
http://spirit.tku.edu.tw:8080/tku/main.jsp?sectionId=2

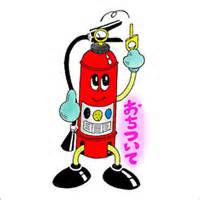
三、法律諮詢服務申請表格，學務處生輔組法律諮詢：

http://spirit.tku.edu.tw:8080/tku/main.jsp?sectionId=2



安全走廊Emergency help post



**滅火方法**

1. 一般火災可使用水、飲料或濕布覆蓋直接撲滅火勢。
2. 電器火災千萬不可以水滅火，應先關總開關或拔掉電源。

**滅火器使用方法Using a Fire Extinguisher**

一、拉插梢

二、拉皮管

三、壓把柄

四、熄滅後，用水澆熄餘燼並確定火已熄滅。

**逃生要領Evacuation Instructions**

火場中的濃煙是最致命的殺手，通道無煙時，原則上往下逃生；通道有煙時，宜退回關門留守待救，以濕毛巾塞門縫、空調進風口，並通報119或電親友求救。

**交通事故處理Traffic Accident**

1. 首先保持現場並打電話報警(110)處理。
2. 通知學校教官值星室TEL:(02)26222173 (02)26215656\*2256 (24hrs)
3. 配合警方製作"警方車禍筆錄"以為事責任歸屬之依據。
4. 請勿私下和解。
5. 申請保險。

**學生證遺失補發**

持護照及2吋照片2張，至行政大樓自動繳費機繳費(200元)取得收據，並填寫淡江大學國際學生證遺失申請表，交給註冊組，約10個工作天可領取。

**簽證及居留證**

宿舍輔導員：彭于禎小姐

TEL: 886-2-26215656ext.2318

E-Mail: 144525@mail.tku.edu.tw

在您的國家申請 在臺灣申請

申請1年交換

居留簽證 外(僑)居留證

**到達臺灣15天內**

申請簽證

停留簽證

申請半年交換

停留簽證延長

**到期前15天內**

* 簽證分為停留簽證及居留簽證（如果你為一年期交換生，請辦理居留簽證）
* 停留簽證延期

如果你是持停留簽證60天、90天入境，在到期前15天，請自行找輔導員辦理延期事宜，停留期限自入境翌日起算，遇假日則順延半天。若超過時效，則除繳納罰款外，須出境再入境，請同學自行注意!! 停留簽證僅允許單次的入境，如需離台，必須重新辦理入境簽證。

* 應備文件 :

1. 申請表
2. 護照、簽證，有效期限需在六個月以上（正本及影本各一份）
3. 學生證（正本及影本各一份，影本須蓋註冊章）
4. 淡江大學入學許可（正本及影本各一份）
5. 1張2吋半身脫帽白色背景彩色正面相片（頭頂下巴3.2CM-3.6CM）
6. 住宿證明書（諮詢輔導員）
7. 學校公函（諮詢輔導員-紙本公函）

* 停留簽證（V） → 居留簽證（R）

如果你是持停留簽證入境，且需在台就學超過180天者，來臺灣之前，請至離你居住地最近的中華民國（台灣）駐外使領館或代表辦事處，辦理居留簽證。請進入此網址查詢<http://www.mofa.gov.tw/Official/Home/Index>

* 應備文件及費用 :

1. 自行上網填寫申請表:https://visawebapp.boca.gov.tw (General visa A)，請洽詢輔導員
2. 護照、簽證，有效期限需在六個月以上（正本及影本各一份）
3. 淡江大學入學許可（正本及影本各一份）
4. 學生證或臨時學生證（正本及影本各一份，學生證影本須蓋註冊章）
5. 健康證明書（正本及影本各一份，需為三個月內之證明，如在國外檢查，請到其本國所屬的中華民國（台灣）駐外使領館或代表辦事處，辦理認證，或入台後至指定醫院辦理）
6. 2張2吋半身脫帽白色背景彩色正面相片（頭頂下巴3.2CM-3.6CM）
7. 住宿證明書（諮詢輔導員）
8. 學校公函（諮詢輔導員-上線申請）
9. 母校及淡江之在學證明書。(正本及影本各一份)
10. 申請費用: 新台幣3,000元；持美國護照者為新台幣5,600元 (不含寄回費用92元)
11. 核發時間需7-10天

P.S. 醫院體檢 (乙表) 相關內容 :

1. 8小時前勿進食
2. 檢驗項目X光及血液檢查
3. 8:30-11:00間為檢查時間
4. 準備3張2吋背景為白色的彩色照片
5. 攜帶護照，有效期限需在六個月以上
6. 費用約2,200元

* 居留簽證(R) → 外僑居留證（ARC）

如果用居留簽證入境臺灣，請務必在入境15日內(隔日起算第一日)，換發外(僑)居留證，請自行於到期前，找輔導員協助辦理，如逾期將需繳納罰款。(交換生交換學期結束後，不得申請居留證延期)

* 應備文件及費用 :

1. 申請表
2. 1張2吋半身脫帽白色背景彩色正面相片（頭頂下巴3.2CM-3.6CM）
3. 護照及入境簽證（正本、影本各一份）
4. 學生證及在學證明（正本及影本，學生證影本須加蓋註冊章）
5. 入學通知書
6. 住宿證明書/租賃契約書（諮詢輔導員）
7. 申請費用：一年期新台幣1,000元
8. 26元回郵信封費
9. 核發時間需7-10天

* 外僑居留證（ARC）更改住址

變更居留地址應自行於15天內辦理!! 資料同上，需帶舊居留證，但不需在學證明。

* 移失居留證（ARC）(自行至居留所在地之移民署各縣（市）服務站申請補發)

1. 自行至警局備案，取得報案紀錄
2. 申請表
3. 1張2吋半身脫帽白色背景彩色正面相片（頭頂下巴3.2CM-3.6CM）
4. 護照及入境簽證（正本、影本各一份）
5. 學生證（正本及影本各一份，學生證影本須加蓋註冊章）
6. 入學通知書（正本及影本各一份）
7. C:\Documents and Settings\User\Local Settings\Temporary Internet Files\Content.IE5\Z6CCTREY\MC900078790[1].wmf申請費用：新台幣500-1,000元
8. 住宿證明書（諮詢輔導員）

**Important!**

1. 在學證明

* 外國人逾期停留或居留者，其處罰標準如下 :

1. 逾期10日以下者，處新台幣2千元。
2. 逾期11日以上，30日以下者，處新台幣4千元。
3. 逾期31日以上，60日以下者，處新台幣6千元。
4. 逾期61日以上，90日以下者，處新台幣8千元。
5. 逾期91日以上者，處新台幣1萬元。(裁罰後應7天內出境）

* 內政部入出國及移民署

全台皆設有內政部入出國及移民署各縣市服務站，如果你住在新北市，必須至「移民署新北市服務站」辦理居留證。如果你是住在台北市，則請至「移民署台北市服務站」辦理居留證。

移民署新北市服務站:

地址：新北市中和區民安街135號（前國防管理學院）

電話： (02) 8228-2090

交通：搭捷運至板橋站轉乘公車者（307號公車至積穗國中站下車）

外交部領事事務局:

地址：台北市濟南路一段2-2號

電話： (02) 2343-2888

交通：請搭乘MRT（淡水線）至台大醫院站出口2出站，步行約10分鐘。

# 學生保險

**學生團體保險**

1. 申請金額：每學期新台幣180元。
2. 凡本校參加團保學生因疾病或遭遇意外傷害事故，以致身故、殘廢或需住院、手術及門診治療（不含疾病未住院門診），於發生**事故2年內**，持有健保醫院或診所開具之相關完整文件，可申請理賠。
3. 申請文件：

|  |  |
| --- | --- |
| 共同填寫表格 | 1.學生團體保險理賠申請書。  2.淡江大學事故傷害登錄表。  3.個資同意書。 |
| 一般檢附文件 | 1.醫生開立之診斷證明書正本。  2.收據正本或副本。(若為影本需加蓋院章)  3.護照、居留證影本。  4.若有骨折，請附X光片/碟。 |

1. 撥款時效：從申請至理賠撥款約需**4週**作業時間。
2. 詳細資訊請參考學生事務處生活輔導組網頁「學生團體保險」專區。

**境外生醫療保險:**

1. 申請金額：每月新台幣500元，每學期收取5個月費用2,500元(上學期:9-1月，下學期2-6月，寒暑假留在台灣者，另外加保)。
2. 凡本校參加團保學生因疾病或遭遇意外傷害事故，以致身故、殘廢或需住院、手術及門診治療（含疾病未住院門診），於發生**事故2年內**，持有健保醫院或診所開具之相關完整文件，可申請理賠。
3. 申請文件：

|  |  |
| --- | --- |
| 共同填寫表格 | 1.國泰保險理賠申請書。 |
| 一般檢附文件 | 1.醫生開立之診斷證明書正本。  2.收據正本或副本。(若為影本需加蓋院章)  3.護照、居留證影本。  4.若有骨折，請附X光片/碟。 |

1. 撥款時效：從申請至理賠撥款約需**4週**作業時間。(不含申請診斷證明書費用，並扣除印花稅)
2. 詳細資訊請參考國際暨兩岸事務處網頁「學生團體保險」專區。

**全民健康保險資訊（自行加保）**

**外國學生**

**居留未滿6個月**

**居留滿6個月**

投保自入境起至少六個月效期之醫療及傷害保險。

**自行至區公所**

**投保/依附親屬投保**

請檢附投保證明。

＊依據台灣獎學金辦法規定台獎生僅能依附親屬投保，不能至區公所投保。

台灣政府法令規定凡外籍學生來台就學者，擁有居留證後並在台居留滿六個月，指進入臺灣地區居留後，連續居住達六個月或曾出境一次未逾三十日，其實際居住期間扣除出境日數後，併計達六個月後，需在其居住地區公所辦理參加全民健保。NTD749/month

Ex.居留證核發日103/9/5，104/3/5以後可以辦健保

居留證核發日103/9/5，104/1/15-104/2/10(25天)回日本，3/5+25天=4/1後可辦

健保

居留證核發日103/9/5，104/1/15-104/2/20(35天)回韓國，只能辦國泰醫療保險

**若不依規定參加保險，處新台幣三千元以上一萬五千元以下的罰鍰，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。**

**每月將收到帳單，請切記一定要於期限前至便利商店繳費。**

**無法參加健保者，一律強制加保國泰保險，如果有健保，則不需保國泰保險。**

**(不可自行決定只投保國泰，不保健保)**

**參加健保後，可憑加保證明申請國泰保險退費，申請截止日為期中考日之前，於學**

**期末通知領取國泰保險退費。**

**如何辦理健保卡?**

所需資料為:外僑居留證、護照、2吋照片1張、大約250元。

自行至區公所投保

**退保：**離台前自行至區公所取消投保，並繳回退保證明影本，才可寄發成績單。

**就醫方式**

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

# 學習

|  |  |  |  |
| --- | --- | --- | --- |
| **節次** | **上課時間** | **節次** | **上課時間** |
| 第1節課 | 08:10 – 09:00 | 第8節課 | 15:10 – 16:00 |
| 第2節課 | 09:10 – 10:00 | 第9節課 | 16:10 – 17:00 |
| 第3節課 | 10:10 – 11:00 | 第10節課 | 17:10 – 18:00 |
| 第4節課 | 11:10 – 12:00 | 第11節課 | 18:10 – 19:00 |
| 第5節課 | 12:10 – 13:00 | 第12節課 | 19:10 – 20:00 |
| 第6節課 | 13:10 – 14:00 | 第13節課 | 20:10 – 21:00 |
| 第7節課 | 14:10 – 15:00 | 第14節課 | 21:10 – 22:00 |



**退選**

退選科目超過兩科或退選後總學分數低於15學分，無法線上退選，則需使用紙本報告書，經該科老師及學生本系簽名後，繳交至麗澤學舍。

\*退選之科目將紀錄於成績單上，請同學們謹慎使使用退選機制，謝謝!

**學生證**

\*遺失學生證請帶護照及200元至行政大樓各系窗口辦理補發。

\*學生證於離校程序後即不可再使用校內學生證及校外之悠遊卡功能，繼續使用將違反法律，屆時請自行負責。

**請假**

請依事假、病假、公假等請假規定，於各自規定時間內辦理請假，逾期不受理。一日內事假及病假可至商管大樓四樓B401辨公室外機器辦理，其他假別請洽學務處聯合服務台詢問。

法規依據：淡江大學網頁→秘書處→學務→淡江大學學生請假規則<http://www.ac.tku.edu.tw/web/url.php?class=206>



↑商管大樓四樓外

# 住宿規定

1. 遵守宿舍相關會議之決議與隨時注意佈告欄、學校信箱及訊息。
2. 小心使用電器產品，特別是公用微波爐與烤箱，避免發生火災。禁止在房間內煮食。嚴禁使用未經許可之高電壓電器。
3. 不得在宿舍內吸菸、賭博、偷竊、酗酒、喧嘩、滋事或不法之行為。
4. 學舍公物，應善予維護，如有損毀或遺失，應照價賠償。
5. 保持室內、外之整潔與安靜，私人物品不可留在公共空間（大廳、地下室、走廊、盥洗室）。
6. 室內不放置危險、違禁或易燃物品。
7. 個人財物應妥善保管，身邊勿放置鉅款，以免遭人覬覦。
8. 不可拒絕分配同住人員進住。
9. 經編定之寢室、床位，未經輔導員同意，不得擅自調換。
10. 嚴禁將床位讓予他人住宿，及不留宿外人。
11. 不得於宿舍內飼養寵物。
12. 大廳內之書報雜誌不可攜出。
13. 不私自變更或破壞公物，使用完畢請物歸原處。
14. 不可私自張貼廣告、海報或散發傳單。
15. 公用冰箱內不可放置生鮮物品。物品需標示姓名、房號，請勿吃他人的食物。
16. 不可於大廳或地下室睡覺，或躺在大廳之沙發上。
17. 經核准住宿之學生，如欲外宿者，須事前告知並經核准後，始能離開宿舍。離校後之安全，由個人自行負責。
18. 晚上12時至早上8時，勿使用洗衣、脫水及烘衣設備，以維護住宿安寧。
19. 請離開大廳及地下室的同學將冷氣及電燈關閉，以節省資源，敬請配合。
20. 寢室垃圾應遵照環保規定，分類裝妥送資源回收處丟棄，每日丟棄，不可放門口或丟棄至廁所。
21. 門禁：請大家出入一定要順手關上門，不可以將門鎖轉開來擋住。
22. 冰箱：每間房間一個星期清理冰箱一次，將過期及腐爛的物品丟棄。
23. 不得於學舍走廊或寢室窗口晾掛衣物，且高度不可超過陽台欄杆。
24. 不可有妨礙他人自修、睡眠及宿舍安全之行為。
25. 禁止住宿生任意利用網路下載任何違反智慧財產權之著作。
26. 應遵守學舍生活規定，接受輔導員之輔導，維護學舍之整潔、秩序與安全，違者退宿，不

得異議。

1. 違反上述規定者將予以登記，此紀錄將為審核續住及發給獎學金之依據，並一律送交國際暨兩岸事務處研議；情況嚴重者將違規情況報請 違規者之原派遣學校處理。

**※麗澤國際學舍住宿附加規定**

1. 禁止進入異性**樓層或房間**，並有過夜及鎖門之行為，並不可對室友造成不便。
2. 訪客須由住宿生親自帶領至宿舍服務台辦理入館登記手續，宿舍內會客地點僅限大廳，訪客時間為早上8時至晚上11時，逾時訪客須請其離館。
3. 食物殘渣等應自行收拾清理；不得留置大廳或地下室等公共場所。
4. 晚上12時過後，輕聲漫步，並請在大廳及3樓廚房的人降低音量。勿大聲聊天，如要進行大聲的活動，請移至地下室，大廳只會留幾盞燈，可以讀書及小聲交談。
5. 使用廚房後，請將碗盤洗乾淨，並處理食物殘渣，請多多配合。

**※松濤館五樓住宿附加規定**

1. 未經室友及輔導員允許，不可帶訪客進入房間，男性訪客不得上樓。
2. 食物殘渣等應自行收拾清理，不得留置大廳等公共場所。
3. 晚上12時過後，請降低音量，勿大聲聊天，謝謝大家的配合。
4. 平日每日晚上7:30-8:20皆有垃圾車至1樓大廳門口收取垃圾，紙類、寶特瓶、鐵鋁罐、塑膠容器等回收物請拿至松濤1樓集中處。

**Q1.朋友或家人是否能過夜?**

A1.學校有提供會文館讓學生的家人和朋友住宿，收費標準請參考會文館網頁

http://spacerental.tku.edu.tw/space\_detail.aspx?id=20，為了住宿生安全及不侵害其他學生權益，國際學舍不提供住宿，違反者通報母校後呈報，將影響住宿資格不退還住宿費。

**Q2.宿舍可以抽菸嗎?**

A2.校園內全面禁菸，包含宿舍內所有空間。

**Q3.宿舍可以飼養寵物嗎?**

A3.不行，因為有疾病及管理上的疑慮，因此就算是魚類也禁止飼養。

**Q4.宿舍有寢具租借嗎?**

A4.住宿麗澤及松濤五樓有棉被付費租借服務，但借完為止，學期中請自行保管及清潔。

**Q5.是否可寄放行李?**

A5.就讀一年的學生，寒暑假期間會開放行李房讓學生放置少量的行李，僅提供借放，不負保管責任。就讀半年者不提供借放。

**Q6.台灣學生可以幫我什麼?**

A6.台灣學生是宿舍自治會幹部，主要籌辦宿舍活動，提供生活協助及緊急協助。

**Q7.誰會幫忙打掃房間?**

A7.清潔阿姨只負責公共區域，個人房間及陽台請自行打掃澆水，冷氣及風扇只有暑假或寒假會派員清理。

**Q8.東西被偷了怎麼辦?**

A8.宿舍有24小時監控系統，請告知輔導員協助。

**Getting to Know TKU**

**Computer Laboratories**

TKU has a total of 15 computer laboratories. Most of these are located in the Business Management Building (B201, B203, B204, B206, B213) and Engineering Building (E313, E314) on the Tamsui Campus. One of these labs (E313) is open 24 hours.

Remember to bring your student ID card with you.

●**Health Service Clinic**

It is located on the basement of the Maritime Museum, the clinic offers internal medicine treatment, injury treatment and body check-up. Diagnosis and treatment is free of charge to all students (only for Student ID holders) and staff members.

Location: 1st floor Maritime Museum, M111 room

Ph: (02) 2621-5656, ext.2373, 2822

Office time: Monday to Friday 8:30-11:30 13:30-16:00 19:00-21:00



**Mental Health Counseling**

Tamsui Guidance Section (B408)

(02)26215656\*2221、2491

Having the following five symptoms duration over two weeks or more, emotional stress may be derivative to psychological or physical symptoms please get in touch with the Mental Health Counseling, they will provide assistance(befriend).

* 1. Sleeping Disorder
  2. Eating Habits Changes
  3. Changes in Motility
  4. Emotional Downturn
  5. Loss of Interest in Life
  6. Inability to Concentrate
  7. Interpersonal Relationships Deteriorated
  8. Suicidal thoughts

**Contact**

**24 Hours Emergency Line:**

(02)2622-2173、2621-5656 ext.2256

**Campus Security Section:**

(02)2621-2173、2621-5656 ext.2256

**Tamaui Police Office:**

02-2629-6579

**Police Office**:110

**Fire Department/Ambulance**:119

**Office Map**

|  |  |  |  |
| --- | --- | --- | --- |
| Tamsui Campus 02-26215656 | | | |
| Office | Service | Tel | Room |
| Guidance Section | ⬩Student Insurance  ⬩Academic Leave | 2214、2217、2817 | B402 |
| ⬩Legal Advice | 2263 | B421 |
| Extracurricular Activities | ⬩Student Clubs | 2220、2224、2226 | SG315  SG201 |
| Counseling Section | ⬩Mental Health counselling, Gender Relationship, Insomnia, Stress, Anxiety | 2221、2270、2491 | B408 |
| Office of Academic Affairs | ⬩Applying for certificates, and reapplying student ID card | 2368、2360、2210 | A212 |
| International and Cross-Strait Exchange Section | ⬩Assists students prior to their arrival, contact foreign school and send the transcripts | 2002, 2003 | T1006 |
| International and Mainland Students Guidance Section | ⬩In charge of oversea student activities | 2218、2818 | T1001 |
| Office of International Service | ⬩Email、WiFi、Internet | 2628、2806 | T109 |
| Office of General Affairs | ⬩Tuition fee, insurance fee, Dormitory fee | 2259,8501 | B304 |
| Office of Military Education and Training | ⬩Lost Property | 2256 | B402 |
| Others | | | |
| Mackay Memorial Hospital | www.mmh.org.tw | Bus 紅-27 to竹圍 |  |
| Carrefour | [www.carrefour.com.tw/store/](http://www.carrefour.com.tw/store/)淡新店 | Bus 紅-37 |  |

Events

●[**Sexual Assault or Sexual Harassment on Campus**](http://edu.law.moe.gov.tw/EngLawContent.aspx?Type=E&id=49&KeyWord=%e6%80%a7%e9%a8%b7%e6%93%be)

If the sexual harassment incident occurred, students may seek help from the teachers trusted, like professors of the department, military officers and the counselors of the Counseling Section.

The gender equity cases are charged and handled by Mr. Tsai, and the Gender Equity Education Committee is located at A110, extension 3056.

<http://gender.tku.edu.tw/about.asp>

**●Intellectual Property**

**1.**Do NOT download improper software. Ex.Edonkey, emule, Foxy, Bit Torrent…etc.The network center can trace your IP address if you download something huge like DVD or video.

**2.**It is illegal to make a copy of the text book.

●**Appeal**

**1.** Regulations on the Organization and Appeal Process for the Student Appeal Review Committee

<http://www.ac.tku.edu.tw/web/url.php?class=202>

**2.** Student Appeal Form

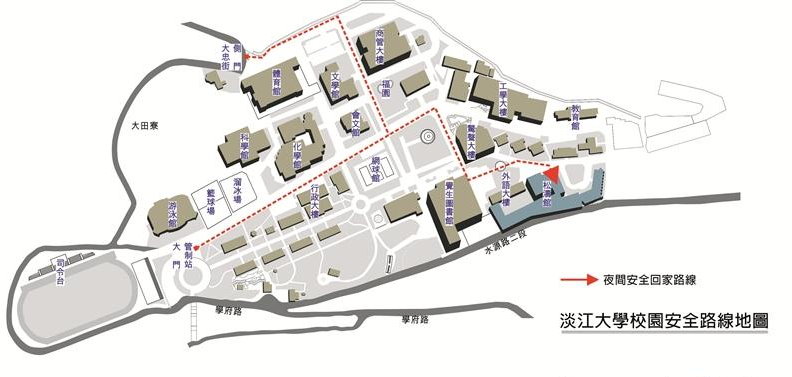
<http://spirit.tku.edu.tw:8080/tku/main.jsp?sectionId=2>

**3.** Law Consultation Service Application Form

http://spirit.tku.edu.tw:8080/tku/main.jsp?sectionId=2



安全走廊Emergency help post



**Emergency Procedures**

**●How to escape in a fire ?**

**1.** Warning

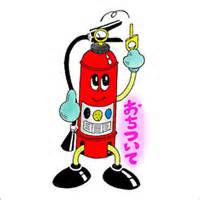
**2. Extinguishing the Fire**

**3. Report to the Police**

**4. Escape/Shelter in Place**

**●Fire Fighting Methods**

**1.** Use water or wet cloth to extinguish fire at home.

**2.** On fire electrical appliances cannot be extinguished with water, unplug the master switch or the power switch first.

**●Using a Fire Extinguisher**

**1.** Pull the safety pin from the handle.

**2.** Pull the extinguisher nozzle/hose.

**3.** Squeeze the handle.

**4.** When the fire is out, water the residual ash and make sure that the fire is already extinguished.

**●Evacuation Instructions**

Smoke is the crucial cause of death. Move upward if there is no smoke. If there is smoke, stay back and call the police. Wait for rescue and use a wet cloth to stuff the door gap and the Ac vent.

**●Traffic Accident**

**1.** Call 110 and to keep intact the scene of the accident.

**2.** TEL:(02)26222173 (02)26215656\*2256 (24hrs)

Call military instructor.

**3.** The police will make a report for the accident.

**4.** Do not settle in private.

**5.** Applying insurance.

**●Student ID card**

After completion of leaving school procedures, Student ID cards can’t be used as a Student ID in campus or as an Easy Card outside of campus. The continuation of usage is a violation of law, please be responsible when the time comes.

**\*Missing Student ID cards can be applied at the Administrative Building. Please use machine to apply. Then bring your passport and 1 2 inch photo to the counter. It’s cost NT$200. (7-10 working days)**

Visa and Alien Resident Certificate

Apply in your Country Apply in Taiwan

(Application for one-year exchange)

Resident Visa ARC

**Within 15 days after arrival**

Applying Visa

Visitor Visa

(Application for half a year exchange)

**Within 15 days of the expiry date**

Extended Visitor Visa

**＊There are two types of Visa, Visitor Visa and Resident Visa.**

An international exchange student scheduled to stay for one year, please locate the nearest Taipei Representative Office to apply for a **Resident Visa**.

1. **Visitor Visa extension:**

Visitor visa which is 60 days or 90 days long, please go find Chanel 15 days before the expiry date. If you try to extend your visa after the expiration date you will be fined and you must leave the country. NOTE!! Visitors Visa only allows single entry. If you leave the country, you must reapply for an entry visa.

1. **Required Documents:**
2. Application form
3. Passport, visa valid for at least 6 months (original and photocopy)
4. Student ID card (original and photocopy, photocopy stamped by TKU Registration Section)
5. TKU Letter of Admission (original and photocopy)
6. One 2-inch color photos with white background taken within the last 6 months (for Visa use)
7. Proof of living in dormitory (please contact Chanel)
8. Official letter of school (please contact Chanel)
9. **Changing Your Visa Status：Visitor Visa → Resident Visa**

If you are studying for more than 1 semester; apply for Resident Visa before you come to Taiwan. **Taipei Representative Office** closest to you using the following website: <http://www.mofa.gov.tw/Official/Home/Index>

1. **Required Documents and Fees:**(If you come to Taiwan to apply it)
2. Fill in the application form on the internet (General A ask Chanel for help)<http://www.visawebapp.boca.gov.tw>
3. Passport, visa valid for at least 6 months (original and photocopy)
4. TKU Letter of Admission (original and photocopy)
5. Student ID card (original and photocopy, photocopy stamped by TKU Registration Section)
6. Health certificate issued in last three months: If you take medical tests before coming to Taiwan, the certificate must be stamped and verified by a Taipei Representative Office in your home country; or, if you are in Taiwan, you must take the medical examination at a designated hospital
7. Two 2-inch color photos with white background taken in last 6 months (for Visa use)
8. Proof of living in dormitory (please contact Chanel)
9. TKU Letter of Admission (original and photocopy)
10. Alma Meter School and TKU Certificate of Enrolment (original and photocopy)
11. Application fee: NT $3,000 (NT $5,600 for holders of American passports additional mailing fee NT $92 )
12. Processing time: 7-10 working days
13. **Notices for health examination:**
    1. No food and drink 8 hours before the treatment.
    2. X-Ray and blood check
    3. 8:30- 11:00am is checking time.
    4. Two 2-inch color photos with white background taken in the last 6 months.
    5. Passport, valid for at least 6 months.
    6. Fee: $2,200
14. **Resident Visa → Alien Resident Certificate (ARC)**

Remember, you need to make this change at the National Immigration Agency within **15 days** (The next day after arrival is counted as 1 day) of receiving your Resident Visa! Please go to find Ms. Chanel 15 days before the expired day, otherwise you will be required to pay a fine. At the end of the semester, exchange students cannot extend their ARC.

1. **Required Documents and Fees:**
2. ARC Application form
3. One 2-inch, half-length color photo with white background, the applicant must not be wearing a hat.
4. Passport and visa (original and photocopy)
5. Student ID card and Certificate of Enrolment (original and photocopy, Student ID card photocopy stamped by TKU Registration Section)

\*If you come to Taiwan before school begin, please go to A-building to apply the Certificate of Enrolment (fee: $10) and Student ID paper after you paid the Insurance fee about NT $3,243 (B304)

1. TKU Letter of Admission (original and photocopy)
2. Proof of living in dormitory (please contact Chanel)
3. Application fee: NT $1,000 (one year)
4. $26 self-addressed stamped envelope
5. Processing time: 7-10 working days
6. **Updating data (change of information)**

Register the change with related documents at the immigration service center within 15 days and it must be done in person. (Bring your ARC and the documents above)

1. **Lost or damaged (must be done in person)**
2. Inform the police officer and get the report.
3. ARC Application form
4. One 2-inch color photos with white background (for Visa use)
5. Passport and visa (original and photocopy)
6. Student ID card (original and photocopy, photocopy stamped by TKU Registration Section)
7. TKU Letter of Admission (original and photocopy)
8. Application fee: NT$500-NT $1,000
9. Proof of living in dormitory (please contact Chanel)
10. Certificate of Enrolment
11. **Overstay or overdue (penalty)**
12. **Under 10 days, NT$2,000**
13. **Over 11days to 30 days ,NT$4,000**
14. **Over 31days to 60 days, NT$6,000**
15. **Over 61days to 90 days, NT$8,000**
16. **Over 91 days, NT$10,000**

**(After penalty re-entry within 7 days.)**

1. **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**. However, if you live at the TKU Lanyang Campus, Yilan, you must go to the **Yilan County Service Center**.

**Bureau of Consular Affairs (BOCA) Taipei Headquarters**

Address: 3~5 Fl., 2-2 Chi-Nan Rd., Sec. 1, Taipei, Taiwan, ROC

Phone Number: (02) 2343-2888

Student Insurance

**Student Group Accident Insurance**

**Application Fee**：

For every student payment is $180 NTD/semester for School Year 2018-2019.

**Claims：**

Students can file claims on incidents of illness, injuries caused by accidents, hospitalization, surgeries, clinic treatments, disabilities, and even death within two years of the occurrences. To file claims, students should present Medical documents, diagnosis & prescriptions, and other related information at the Guidance Section desk.

**Document:**

|  |  |
| --- | --- |
| **Claims Request Forms** | 1. [Claim](http://spirit.tku.edu.tw:8080/tku/file/section2/service/9/101-application.doc) Form – Student Group Insurance (Cathay, Incidents occur before 8/1/2014)  2. Report on injuries from accidents  3.TKU Report on injuries from accidents。 |
| **Related Documents** | 1. Medical certificate (original)  2. Receipts (original and photocopy) (original)  3. Passport and ARC copy  4. X-ray films or CDs: Evidence of fractures |

1. **Processing and Funding:**

The whole process, from application to the allocation of insurance claim, will take about 4 weeks.

1. **Details:**

<Student Guidance Section>→ <Application of Student Group Insurance>

**Medical Insurance**

**Application Fee:**

NT$500 per month. Payments are made every 5 months (Sept-Jan) (Feb-June), which totals to NT$2500.

\*For anyone who wishes to stay in Taiwan during summer and winter holidays, additional insurance is required.

**Claims:**

Students can file claims on incidents of illness, injuries caused by accidents, hospitalization, surgeries, clinic treatments, disabilities, and even death within two years of the occurrences. To file claims, students should present Medical documents, diagnosis & prescriptions, and other related information at the Guidance Section desk.

**Document：**

|  |  |
| --- | --- |
| **Claims Request Forms** | 1. Cathay Life Insurance Claim Form  2. Cathay Life Insurance consent to Provide Personal Data |
| **Related Documents** | 1. Medical certificate (original)  2. Receipts (original and photocopy) (original)  3. Passport and ARC copy  4. X-ray films or CDs: Evidence of fractures |

1. **Processing and Funding:**

The whole process, from application to the deposit of insurance claim, will take about 4 weeks.

1. **Details:**

Cathay Life Insurance Group Foreign Students health insurance Coverage

**Outpatient/Emergency treatment benefit：**

While this Policy is still effective, if the Insured suffers an illness or injury and receives (emergency) treatment at a hospital/clinic as an outpatient, the company will reimburse all medical expenses incurred. However, the payment of benefit shall not exceed the limit of 1,000 NTD (per visit).

**Daily hospital room benefit：**

While this Policy is still effective, if the Insured suffers an illness or injury and receives treatment at a hospital as an inpatient, the company will reimburse the following expenses incurred.

1. Balance billing on hospital rooms .

2. Food, except for nutrients provided through tube feeding.

3.Nursing care fee excluding special nurse fee.

However, the payment of benefit shall not exceed the limit of 1,000 NTD (per day).

**Hospital miscellaneous benefit：**

While this Policy is still effective, if the Insured suffers an illness or injury and receives treatment at a hospital as an inpatient, the company will reimburse the following expenses incurred.

1. Physician instructions medication.
2. Blood, except for blood transfusions deemed necessary by a doctor providing emergency care
3. Registration fee and cost of obtaining related certificates
4. Ambulance fee.
5. Operation fee.
6. Operation room, post-operative recovery room, emergency room and the application of its equipment.
7. Materials fee.
8. Laboratory tests, electrocardiogram, basal metabolic rate check.
9. Rehabilitation therapy.
10. Anesthetics, oxygen, and its application.
11. Therapeutic radiology.
12. Hemodialysis.
13. Injection and its liquid medicine.
14. Laboratory examination.
15. Treatment.

However, the payment of benefit shall not exceed the limit of 120,000 NTD (per hospitalization).

The provisions of the insured

Insurer qualifications：Limited to foreign students(including Mainland China students and Overseas Chinese students).

Insured age limit：From 15 years old to 50 years old.

Insured’s name shall be specified in the policy

Policy period/term：One year.

Premium mode：Yearly, Half yearly, Quarterly, Monthly

**Note：**

**1. The above information is for reference only. For details of the terms and conditions, please refer to the policy contract (Chinese version).**

**2. The terms and conditions of insurance policy (Chinese version) shall prevail if there is any inconsistency between the above information and the insurance policy.**

**National Health Insurance (NHI)**

**(Please join by yourself)**

**International Students**

**Stay less than six months in Taiwan**

**Stay in Taiwan for at least six months   
In Taiwan for at least 6 months**

You must hand in proof that you have a medical and injury insurance policy that is valid for at least 6 months from the date you entered Taiwan.

**Applying at the District Office/**

**Parents by yourself**

Hand in proof of coverage under NHI. According to related regulations. Taiwan Scholarship students may only enroll in NHI as a dependent, and may not enroll at the local district office.

International students who, after entering Taiwan and gaining an ARC, have stayed in Taiwan for six consecutive months, or exited Taiwan once for less than 30 days, with their actual 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 local district office. NT$749/Month

Example:

103/9/5 Residence Permit Issue Date, 104/3/5 then able to apply NHI.

103/9/5 Residence Permit Issue Date, 104/1/15-104/2/10(25days) back to your country, 3/5 + 25day = 4/1 then able to apply NHI.

103/9/5 Residence Permit Issue Date, 104/1/15-104/2/20(35days) back to your country, only able to apply Cathay Life Insurance.

**＊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.**

**\*If you can’t join the NHI, you must have Cathay Insurance or your own insurance&report.**

**If you have NHI card, you don’t need to apply Cathay Insurance. But you**

**can’t decide don’t want to join NHI by yourself.**

**\***Bill will mail to your address. Please remember to pay each month.

**\***You can apply for a refund from Cathay Insurance after giving proof of joining NHI. The deadline for application is before Mid-Term Exams and will be notified for collection of Cathay Insurance refund at End of Term Exams.

1. **How to apply the National Health Insurance Card?**

Required documents:

1. ARC
2. One 2-inch, half-length color photo with white background, the applicant must not be wearing a hat.
3. Passport
4. Fee: around NT$250
5. **What to Do If You Lose Your Card?**

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

1. **Canceling NHI**

Please cancel it in person before leaving Taiwan. **You can only obtain your academic transcripts after you handed in the proof of NHI cancellation.**

1. **Medical Services**

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

1. **Tamsui District Office:** No.375, Sec.2, Zhongshan N. Rd., Tamsui Dist., New Taipei City 25152, Taiwan(R.O.C.) Tel:(02)2622-1020

Red 27 to <永樂巷口> and take the bus Red 37 to <真善美社區>

<Young Le Lane Entrance> <Zhen Shan Mei>

Studying at TKU

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **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 |

**Dropping courses**

Dropping courses must apply by filling paper forms in the following to cases:

1. Dropping more than two course in the same semester.
2. Your credit will be less than 15 after you drop the course.

Please get the form of dropping course from the counter of Reitaku International House. After getting the teacher’s and department’s signatures, submit it to Chanel to complete the procedure.\*The course that you have dropped will still be recorded on your transcript. Please consider carefully before dropping any courses.

**●Student ID card**

After completion of leaving school procedures, Student ID cards can’t be used as a Student ID in campus or as an Easy Card outside of campus. The continuation of usage is a violation of law, please be responsible when the time comes.

**\*Missing Student ID cards can be applied at the Administrative Building. Please use machine to apply. Then bring your passport and 1 2 inch photo to the counter. It’s cost NT$200. (7-10 working days)**

**●Leave application**

https://leave.sis.tku.edu.tw/



International House

1. **Reitaku International House**
2. Dormitory facilities:
3. Public area:

2nd floor (lobby)-with newspapers and magazines.  
1st floor (basement)-with TV set and table tennis.

1. There are bathrooms, showers, drinking machines, laundries (with coin inserted laundry machine-NT$20 (35 minutes), coin inserted clothing dryer--NT$10(40 minutes) in every floor. The building is also equipped with microwave, refrigerators, and public computer.
2. Room equipment: 3 to 4 sets of bed, desk and closet in one room. In addition, there are power outlets in every room. Internet cable and hub can be borrowed from the manager. (Voltage in Taiwan: 110V)
3. Accommodation arrangement:

2nd-3rd floor for male.4th-5th floor for female . Please prevent to go to the opposite sex floor. If students have accommodation issues due to the difference in habits and customs, they may contact the dormitory’s manager within one week in order to make the necessary adjustments.

1. Curfew:

You can get the student card after submit the insurance receipt.

Before all of you get the student card..the front door of dormitory will closed from 11pm to 8am.

1. Regarding Air-Conditioner:

The air-conditioner in the room is used by adding value to stored-value card, one room uses a piece of stored-value card. Air conditioner in public areas will be closed by 11:00 p.m. For a more detail regulation please refer to air conditioner related regulations.

1. Trash classification and recycling resources:
2. Papers, plastic bottles, aluminum cans, glass bottles and batteries

must be placed in the recycling bins located in the lobby.

1. Newspaper will be recycled in the front desk for newspaper

cutting and collection.

**Policies and Rules of Residence in Reitaku International House& in Sung-Tao 5th floor**

* 1. Dorm residents/students must comply with the relevant resolutions of the meeting and pay attention to the dormitory bulletin board announcements, school mailbox and messages.
  2. Use electrical appliances carefully to avoid fire. Cooking is permitted only in the dorm-designated kitchen area. Cooking is NOT permitted insides the resident’s room. High voltage electrical appliances are also strictly prohibited. (Rice cookers, electric-magnetic hotplates/cookers, electric pots/kettles, heaters/radiators, TVs, etc.
  3. Smoking, gambling, stealing, excessive drinking, clamoring, troublemaking, or anything illegal is strictly prohibited in the dorm.
  4. School’s property should be handled properly. Damaged to any part of the building or furniture, as well as the loss of school’s items must be compensated.
  5. Dorm residents are expected to maintain tidiness and quietness inside and outside their rooms. Noise that significantly disturbs other residents is not allowed. Personal belongings should not be left out in public spaces such as lobby, basement, corridors, bathrooms, etc.
  6. Hazardous, illegal or flammable items are not allowed in the dorm/room.
  7. Dorm residents should look after their belongings. In order to avoid any covetous intentions from others do not keep large amounts of cash in the room.
  8. Student should not reject their assigned roommates.
  9. Dorm residents are not allowed to change their original assigned rooms with others without the consent of their counselor.
  10. It is strictly prohibited to lend beds to others, or let outsiders stay overnight.
  11. No pets allowed in the dorm.
  12. Books, newspapers and magazines should not be taken out of the hall.
  13. Vandalizing, damaging or destroying the dorm’s property is prohibited.
  14. Soliciting or conducting business in the hall/dorm complex is not permitted. This includes posting advertisements, posters or distributing leaflets/flyers without permission.
  15. Avoid storing smelly food in the refrigerators. Items should be marked with the owner's name and room number. Do NOT eat other people’s food.
  16. Students should not sleep in the lobby or basement, or lie on the sofa in the lobby.
  17. Students with approved accommodation, if wish to stay outside overnight, are required to inform in advance and get the approval before they can leave the dorm. And they should be responsible for their own safety.
  18. Do not use the washing and drying machines from 12 a.m. to 8 a.m., to avoid disturbing other students.
  19. If you are the last one to leave the hall or basement, please turn off the lights and the air-conditioner to save energy.
  20. Trash should comply with environmental regulations; make sure to properly recycle your trash. Do not put outside the room or throw into trash can of toilet.
  21. In order to enhance the security of the dorm, please make sure the door is locked. Do not use objects to block the door temporarily.
  22. Refrigerator: each room should take turns to clean the refrigerator weekly, discard expired or perishable items.
  23. Do not hang clothes in the hallway or in the windows of the dorm rooms.
  24. Behavior that disturbs the study or sleep of others, or compromises the safety of the dorm is prohibited.
  25. It is prohibited for any dorm residents to use the Internet to download materials in violation of intellectual property rights.
  26. Dorm residents should abide by the policies and rules regarding life in the House, accept counselors’ guidance and assistance, and maintain tidiness, order and safety of the House. Violators of any of the above responsibilities will lose their dorm residence ship without a chance of objecting.
  27. Violation of these provisions will be registered and considered when audit for next dorm acceptance or scholarships. We will also send an report to the International office and your home university.

**※Policies and Rules of Residence in Reitaku International House (Additional)**

1. Dorm residents are not allowed at the floors or in the rooms of the opposite sex and are not allowed to stay overnight. Please do not cause any inconvenience/disturbance to your roommate.
2. Dorm residents should lead personal visitors to the dorm registration desk for admission, only the lobby can be used as meeting places, do not bring visitors into the room. The visit time is until 8 a.m. till 11p.m., please ask the visitors to leave after that time.
3. Students should clean up their own food residues/waste and dispose them in the designated trash cans.
4. After 12p.m., please lower your volume in the lobby and 3rd floor kitchen. If you want to have loud activities, go to the basement. There will only be few lights left ON in the lobby for those who want to talk quietly or read books.
5. Please clean up the whole kitchen area after cooking. Thank you for your cooperation.

**※Policies and Rules of Residence in Sung-Tao 5th floor (Additional)**

1. Male visitors are not allowed in the rooms. Please tell roommate and dorm manager first, if have visitors.
2. Students should clean up their own food residues/waste and dispose them in the designated trash cans.
3. After 12a.m., please lower your volume during the quiet hours. Thank you for your cooperation.
4. Please pack your own trash to the front door of Sung-Tao hall during Mon. to Sat. 7:30 p.m. ~8:20 p.m. and do recycle.
5. Trash should comply with environmental regulations, make sure to recycle your trash properly.

**麗澤国際宿舎、松濤5階宿舎でのルール**

1. 宿舎の会議で決まった事を厳守して下さい。掲示板に、重要なお知らせや日常の連絡を掲示するので、毎日チェックして下さい。
2. 電気製品を使う時には気を付けて使用してください。特に、電子レンジとオーブントースターは、火災を防ぐために、特に気をつけて下さい。電子レンジとオーブントースター以外、室内での炊事は禁止しています。また、高電圧の負荷がかかる電気製品（電気鍋、トースター、電気ストーブ、電気ポット、暖房機、テレビ）など未許可のものの使用は、厳禁です**。**
3. 宿舎内では、喫煙、賭博、窃盗、過度な飲酒、喧嘩、もめ事、並びに不法行為を行ってはいけません。
4. 宿舎の公共物は大切に使用してください。故意又は過失により施設設備等

を紛失又は汚損したときは、その原状回復に必要な経費を弁償します。

1. 室内と外を清潔に、静かに保って、公共場（ロビー、地下室、回廊、洗面

所等）に私物を置いてはいけません。

1. 室内に、法令違反のものや燃えやすいものなどの危険物を放置しないでく

ださい。

1. 個人の貴重品はきちんと保管しておいてください。人に犯罪をさせない

ためにも、大金は身近に置かないでください。

1. 割り当てられた同室のルームメイトを拒絶することはできません
2. 部屋が決まった後、ベッドの位置は指導員が同意しない限り、独断で移動

させてはいけません。

1. 自身のベッドで入居者以外の者を泊めることは厳しく禁止されています。
2. 宿舎内でのペットの飼育は禁止されています。
3. ロビーにある新聞や雑誌などは持ち出してはいけません。
4. 公共のものを私物化したり、壊したりしてはいけません。使用後は必ず元の位置に戻してください。
5. 無許可のビラ、ポスターやパンフレット等の印刷物の投函や配布および

掲示はしないでください。

1. 共用の冷蔵庫には生鮮品は入れないでください。冷蔵庫を使う場合は，

自分の名前、部屋番号と入れた日付を書いて入れてください。

1. ロビーや地下室で寝てはいけません。また、ロビーのソファで横になることもしないでください。
2. 寮の外で部屋を借りる際は、必ず管理人に事前の連絡をした上で、借りるようにしてください。その場合、寮外での安全は自己責任となります。
3. 洗濯機、脱水機と乾燥機の使用は深夜１２時から朝８時までは避けて、まわりの迷惑にならないように騒音には注意をして利用してください。
4. エコのために、最後にロビーや地下室を出る人はエアコンや蛍光灯の電源を必ず切って、節電に協力して下さい。
5. 部屋のゴミの処理についてはリサイクルのルールを守り、可燃物・ペットボトル・不燃物などの分別をしっかり行って、所定の場所に出してください。
6. 出かける際は必ず寮のドアを最後まで閉めて、鍵が掛かった状態で出かけるようにしてください。
7. 冷蔵庫：部屋によって、定期的（１週間に１回）に、冷蔵庫の清掃を行って、賞味期限切れや腐ったものを処分して、冷蔵庫内を清潔に保つ
8. ことを心掛けてください。
9. 宿舎の廊下や部屋の窓辺に衣服を干してはいけません。
10. 他人の自習、睡眠と宿舎の安全を妨げる行為は禁止されています。
11. 大学のインターネットを使用される方は著作権に違法したファイルのダウンロードは絶対にしないでください。
12. 指導員の指導に従うこと、宿舎の清潔、秩序並びに安全を保つこと、これらの宿舎でのルールを守ってください。違反者は退居してもらいます。異議を述べることはできません。
13. これらのルールに違反した者は登記され、その記録は今後宿舎に継続して住むことが可能かどうか、また留学生の場合は、奨学金の発給の可否を審議します。

これらのルールに違反した者は学校を審議します。

**※麗澤国際宿舎で特に注意して欲しいこと**

1. 異性の部屋に入室することはできません。また、部屋に異性を泊めることと部屋のカギを閉めるという行為を禁止します。他の寮生に迷惑を掛けないよう十分注意して下さい。
2. 訪問者は入居者を連れて、サービスカウンターにある訪問者記録簿に、記載をしてください。入館はロビーに限定します。入居者の部屋への入室は禁止します。訪問者は朝８時から夜１１時までに退館してください。
3. 調理等で発生したゴミは必ず各自で処理して、ロビーや地下室など公共場所に放置しないようにしてください。
4. 深夜１２時以降、ロビーや三階のキッチンで大声を出したり、騒いだりしないでください。他人の迷惑となる音量での活動を行う場合、地下室に行くようにしてください。ロビーはライトを少しつけて、勉強や小声でおしゃべりすることができるのみです。ご協力お願いします。
5. キッチンを使った後は、お皿など使ったものは洗い、ゴミは各自で処理してください。

**※松濤5階宿舎で特に注意して欲しいこと**

1. 異性訪問者は禁止します。
2. 調理等で発生したゴミは必ず各自で処理して、ロビー公共場所に放置しないようにしてください。
3. 深夜１２時以降、騒いだりしないでください。ご協力お願いします。
4. 毎日夜の７：３０－８：２０に１階のロビーの門口でゴミ収集車は行って来ます。紙、ペットボトル、鉄、アルミ缶、プラスチック容器など資源物を松濤館の１階で所定の場所に出してください。
5. 部屋のゴミの処理についてはリサイクルのルールを守り、可燃物・ペットボトル・不燃物などの分別をしっかり行って、毎日所定の場所に出してください。

**Q & A**

**Q1. Can friends or family stay overnight?**

A1. NO, For the students safety and or the sake of other students’ privacy, the campus had provided another dormitory for friends or family member to stay over.

In charge: A102 (02-26215656 Ext.2498)

**Q2.Does dormitory allow smoking?**

A2. No smoking is allowed on campus, including dormitory

**Q3.Does dormitory allows keeping a pet?**

A3.NO! We are concerned about diseases and on you managing your pet, so even a fish is also prohibited.

**Q4. Does Reitaku have Bedding Rental service?**

A4. There is a blanket rental service for residents of Reitaku Dormitory and Sung-Tao 5th floor, while stocks last. Students are responsible for the cleanliness and the storage of the blanket.

**Q5. Do we have a place to store our luggage?**

A5. During the summer vacation, we provide storage to put a small amount of baggage in the dormitory for student who study for one school year, and the dormitory administration do not bear any responsibility on the safety of the baggage. This service is not provided to students who studied only for one semester (6 months).

**Q6. What do Taiwanese students can help me?**

A6. Taiwanese students in dormitory are part of the council leaders, mainly in preparation for resident activities, living assistance and emergency assistance.

**Q7.Who can clean the room?**

A7.The housekeeper will clean the public area but not include the room and balcony. Please clean it by yourself. But school will responsible for clean the air conditioner and fans during summer or winter break.

**Q8.What can I do if my stuff stolen by someone?**

A8.We have 24hours CCTV system. Please ask dormitory manager for help.