



國立暨南國際大學語文教學中心
Language Teaching Center, National Chi Nan University



國立暨南國際大學

語文教學中心華語文教學組

學生手冊

Chinese Language Teaching Division, Language Teaching Center,

National Chi Nan University

International Student Handbook





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一、學校簡介 School Introduction

國立暨南國際大學位於風景優美的南投縣埔里鎮，是教育部為促進僑教而設立的國立大學。語文教學中心華語文教學組提供專業華語教學，課程依照學員程度分級，並設有文化體驗活動，協助學生深入了解臺灣社會與文化。

National Chi Nan University (NCNU), located in scenic Puli Township of Nantou County, was established by the Ministry of Education to promote overseas Chinese education. The Chinese Language Teaching Division under the Center for Language offers professional Mandarin programs. Courses are organized by proficiency levels and supplemented with cultural activities to help students gain insight into Taiwanese society and culture.

二、交通方式 Transportation

前往本校可搭乘台中高鐵至台中站，再轉乘南投客運前往埔里，約 1.5 至 2 小時可達暨南大學。亦可從台中火車站搭乘公車前往。

To reach NCNU, take the High-Speed Rail (HSR) to Taichung Station, then transfer to a Nantou Bus bound for Puli. The total travel time is about 1.5 to 2 hours. Buses are also available from Taichung Railway Station.

三、聯絡方式 Contact Information

地址 Address：54561 南投縣埔里鎮大學路 1 號圖書館 2 樓

2nd Floor, Library Building, No. 1, University Road, Puli Township, Nantou County 54561,
Taiwan(R.O.C.)

電話 TEL：+886-49-2910960 ext. 2655

Email：intl@ncnu.edu.tw

網站 Website: <https://ltrc.ncnu.edu.tw/home.jsp>



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國立暨南國際大學
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校園導覽

Campus Map

←往魚池、日月潭 To Sun Moon Lake

往草屯、台中、國道六號 To Taichung →

中潭公路(台21線)

- 1 Administration Building 行政大樓
- 2 Graduate Student Dormitory 研究生宿舍
- 3 Undergraduate Student Dormitory 學生宿舍
- 4 Sports and Health Center 體育健康中心
- 5 Student Activity Center 學生活動中心
- 6 Security Office 桃米警衛室
- 7 Staff Single Dormitory 學人會館
- 8 Staff Family Dormitory 學人宿舍
- 9 Library & Computer Center Building 圖資大樓
- 10 College of Management 管理學院
- 11 College of Science and Technology 科技學院
- 12 College of Humanities 人文學院

- 13 Multi-Purpose Classroom Building 綜合教學大樓
- 14 College of Education 教育學院
- 15 NCNU Campus Inn 暨大行旅
- 16 Campus Security Office 校門口警衛室
- 17 FamilyMart & Canteen 便利商店及餐廳區
- 18 Softball Field 壘球場
- 19 Outdoor Adventure Education Center 戶外探索教育中心
- 20 Athletic Field 田徑場
- 21 Cherry Blossom Forest 櫻花區
- 22 Pink Shower Trees 花旗木林



EV ROPO Sharing



Charging Station 共享電動機車及充電



四、簽證與居留 Visa & ARC

- 學員需自行注意簽證到期日 Please be aware of your visa expiration date

(一) 申請須知 Application Guidelines

情況 Situation	辦理項目 Action	所需文件 Required Documents
持 60/90 天可延簽簽證入境 Entered Taiwan with a 60/90-day extendable Visitor Visa	第一次延簽 First Extension	1.在學證明 Enrollment Certificate 2.出席紀錄 Attendance Record 3.不須影本，但辦理時須攜帶正本 Present passport at NIA
已辦理一次延簽後，再次申請延簽 Apply for a second visa extension after initial extension approval	第二次延簽 Second Extension	1.在學證明 Enrollment Certificate 2.出席紀錄 Attendance Record 3.不須影本，但辦理時須攜帶正本 Present passport at NIA
簽證到期離台後重新入境 Re-enter Taiwan after visa expiration	重新申請簽證 Re-apply for a visa abroad	1.入學許可 Admission Letter 2.在學證明 Enrollment Certificate 3.出席紀錄 Attendance Record 4.護照正本 Passport (original) 5.簽證申請表 Visa Application Form 6.財力證明 Financial Proof 7.2 吋照片 Passport-size Photo (可能視情況附上行程單、保險或其他 Itinerary, insurance, or other documents may be required.)
已連續就讀滿 4 個月且預繳下學期學費 Completed 4 months of study and paid next semester's tuition	申請居留證 ARC Application	1.申請表 Application Form 2.2 吋彩色照片 2 張 Two 2-inch color photos 3.護照正本及影本 Passport (original + copy) 4.健康檢查報告 Health Certificate 5.在學證明 Enrollment Certificate 6.入學許可 Admission Letter 7.出席紀錄 Attendance Record 8.成績單 Transcript 9.研習計畫書 Study Plan 10.財力證明 Proof of Financial Support 11.其他相關文件 Other required documents







(二) 重要網站 Important Links

1. 外交部領事事務局 Bureau of Consular Affairs (BOCA): <https://www.boca.gov.tw>
2. 移民署 National Immigration Agency: <https://www.immigration.gov.tw>

(三) 辦理地點 Suggested Service Locations

單位 Office	地址 Address	電話/TEL
內政部入出國及移民署—臺中市第一服務站 National Immigration Agency Taichung City First Service Center Office	臺中市南屯區文心南三路 22 號 1 樓 1F, No.22, Wenxin S.3rd Rd., Nantun Dist., Taichung City	04- 2472-5103
內政部入出國及移民署—臺中市第二服務站 Taichung City Second Service Center Office	臺中市南屯區黎明路 2 段 503 號 1 樓 No.280, Jhongshan Rd, Fong yuan City, Taichung County	04- 2526-1052 、 2526-9777 、 2526- 3974 、 2526-7615 、 2526-1957
外交部中部辦事處 Bureau of Consular Affairs, Ministry of Foreign Affairs	臺中市南屯區黎明路 2 段 503 號 1 樓 No.503, Sec.2, Liming Rd., Namtun Dist., Taichung City	04- 2251-0799

(四) 注意事項 Points to Note

類別 Category	注意事項 Notes
 工讀 Part-time Work	須就讀滿 6 個月以上，向勞動部申請工作證（不可私自打工） You must have studied in Taiwan for at least 6 months before applying for a work permit from the Ministry of Labor. Unauthorized employment is not allowed.
 簽證類別 Visa Type	簽證註記需為「FR（華語學習）」，不可為觀光簽或免簽 Your visa must be marked "FR" (for Mandarin language study). Tourist or visa-exempt entries are not acceptable.
 非法打工 Illegal Employment	將取消簽證並通報移民署與教育部，嚴重者遣返 Illegal employment will result in visa cancellation and may be reported to the National Immigration Agency and the Ministry of Education. In serious cases, deportation may follow.
 續期 ARC Renewal	ARC 需於屆期前 30 日內辦理延長；若轉校需重新申請 The ARC must be renewed within 30 days before its expiration. If you transfer to another school, a new ARC application is required.



五、修課須知 Class Regulations

- 每節課為 50 分鐘，課間休息 10 分鐘。

Each class lasts 50 minutes with a 10-minute break.

- 國定假日依行政院人事行政總處行事曆放假。

No class on national holidays announced by the government.

- 遇颱風或地震等災害停課，將不補課亦不退費。

Classes cancelled due to typhoons or other natural disasters are not refunded or rescheduled.

- 就讀滿六個月可申請工讀許可，未經許可工作者將通報主管機關。

Students may apply for a work permit after 6 months. Working without one may lead to visa cancellation.

- 學籍異動（如退學、休學）將通報教育部與移民署等。

Changes in student status will be reported to relevant authorities.

六、出缺席與請假 Attendance & Leave

- 缺課（含請假）時數不得超過總課時 25%。

Total absences, including leaves, must not exceed 25% of total hours.

- 請假時數亦列入缺課統計。

Leave hours are counted as absence.

- 獎學金生單月缺課達 12 小時，停發一個月獎學金。

Scholarship is suspended for a month if 12+ hours missed in one month.

- 教師與中心僅提供請假單影本，不另提供證明。

Only photocopy of leave form is issued as proof.

七、成績與結業 Grades & Certificate

1. 成績評量方式 Grading Policy:

- (1) 出席與課堂參與 Attendance & Participation : 20%
- (2) 平時測驗 Quizzes : 20%
- (3) 期末考試 Final Exam : 20%
- (4) 期末發表 Final Presentation : 20%
- (5) 作業表現 Homework : 20%

2. 結業條件：總平均達 70 分且出席符合規定。

Certificate is issued if average score reaches 70 and attendance meets requirement.

八、退費與退學 Refund & Discontinuance

1. 退費標準 Refund Policy :

- (1) 開課前 Before class starts : 退 90% refund
- (2) 開課後 1/3 內 Within 1/3 of semester : 退 50% refund



(3) 超過 1/3 After 1/3：不退費 No refund

2. 退學條件 Discontinuance Conditions:

- (1) 暴力行為或蓄意破壞 Violent or destructive behavior
- (2) 違反法律或學校規定 Violation of law or school policies

九、續讀申請 Second term Registration

欲續讀之學員無須重複報名手續，只需在新學期開始前至辦公室報名並繳清學費即可；舊生報名與繳費於每期期末進行，相關日期另行公告。

※期末總平均分數未達 70 分，或缺席時數超過規定者，中心得取消其學員資格，且不接受下一期的入學申請。

Students who wish to continue studying at LTC do not need to repeat the full application process. Please notify the office and pay the tuition for the next term before the end of the current term to maintain your enrollment.

※If the student meets any of the following conditions—having a final average grade below 70, or exceeding the allowed absence hours—the student will be disqualified from enrollment and their application for the next term will be rejected.

十、行政協助 Administrative Support

1. 統一證號 (UI No.) 申請流程 Application Process for Uniform ID Number (UI No.)

尚未取得「居留證 (ARC) 」的外籍學生 (如短期語言課程學員) ，若需開戶、申辦電信門號等，須先申請統一證號作為在臺身分辨識。

Foreign students who do not yet hold an Alien Resident Certificate (ARC)—such as those enrolled in short-term language programs—must apply for a Uniform ID Number (UI No.) to carry out tasks like opening a bank account or applying for a mobile phone number.

(1) 申請流程 Application Steps

①下載或索取申請表 Download or obtain the application form

可至內政部移民署網站下載「中華民國統一證號基資表」，或於各地移民署服務站現場索取並填寫。

You may download the “Record of ID No. in the Republic of China” from the National Immigration Agency (NIA) website, or obtain it and fill it out in person at any NIA service center.

②準備應備文件並親送辦理 Prepare and submit documents in person

準備以下文件親自送交至移民署各地服務站辦理：

Bring the following items to the NIA service center:



- 護照正本與影本 Original and copy of your passport
- 在學證明 (由語文教學中心開立) Certificate of enrollment (issued by the Language Teaching Center)
- 填妥之申請表 Completed application form

③取得統一證號文件 Receive your UI No.

移民署核准後，將核發一份印有統一證號之「基資表」，請妥善保管。

Once approved, the NIA will issue a document containing your Uniform ID Number. Please keep it in a safe place for future use.

④憑統一證號辦理開戶等業務 Use the UI No. for services such as opening a bank account

可憑統一證號、護照及其他必要資料 (如學生證、印章、手機號碼等) 前往銀行或郵局開戶。

Bring your UI No. document, passport, and other required documents (such as student ID, stamp/seal, and mobile number) to a bank or post office to open an account.


2. 銀行開戶 Opening a bank account

持有居留證 (ARC) 的學生，請攜帶居留證，並備妥第二份具照片或身分證明力之文件 (如健保卡、護照、駕照或學生證)，親自前往銀行辦理開戶。未滿 20 歲之學生，須同時提供在臺法定監護人之授權文件。


Students who hold an Alien Resident Certificate (ARC) should bring their ARC along with another valid identification document—such as a National Health Insurance card, passport, driver's license, or student ID—to the bank in person for account processing.

Minors must also present authorization documents from their legal guardian residing in Taiwan.

十一、住宿資訊 Accommodation

-  本中心不保證提供校內宿舍，住宿名額依校方規定與身分條件安排。宿舍名額有限。如無法安排校內住宿，學生可能需要在住宿服務組協助下尋找校外住宿。

Accommodation is arranged by the university based on student status and dormitory availability. Dormitory spaces are limited. If unavailable, students may need to seek off-campus housing with support from the section of student dormitory service.

-  如入住宿舍請遵守規範，如喧嘩、破壞公物將喪失住宿權利。

Dormitory residents must follow rules. Noise or damage may lead to loss of housing rights.