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Part 1

Student Affairs and Services

1 MTC Office & Facilities

1.1 Office 709

The services provided by Office 709 include admissions, application, registration, payment, class and visa information.

Front Desk Services

General Inquiries	Absences (p. 11)
Applications & Admissions	
Leave of Absence	
Lost and Found	

Staff	Services	Index
Yi-Wen Wang	Japanese Services	Housing (p.36)
	Housing Information	Work Permit (p. 28)
	Work Permits	Visa regulations (p.22)
	Visa Information	
Lily Chang	New Student Registration	
	Attendance Record	Study Records (p.14)
	Transcript	Student ID Re-issue (p. 15)
	Re-issue of Student ID Cards	
Mei-Yan Chang	Payment & Refund	Tuition Payment (p. 12)
	Tuition Transfer	Tuition Refund (p. 13)
	Insurance & Claims	Tuition Transfer (p. 12)
Anna Chang Chi-Yun Shih	Class Information & Scheduling	Class Change (p. 12)
Zi-Jun, Wang	TOCFL Information Culture Classes	Introduction to TOCFL and latest news TOCFL registration, payment and discount information TOCFL transcript and certificate issue
Shu-Chiung Chen	Recommendation Letter Reference Form Supplementary Language Classes	Recommendation Letter (P.15) Reference Form
Lily Chang	Student Mail Pick Up	MTC only collects current students' letters/packages. We will return former students' packages.

		MTC address: Mandarin Training Center, No. 129, Sec. 1, Heping East Rd., Taipei City 106 Student name should be written in English or Chinese along with your Student ID number Pick up a notice sheet in the Student Mailbox on the 9th floor, and bring the notice with you to pick up your mail at Office 709.
Yu-Rong Chen Angela Zhang	MTC Online	Please Refer to https://www.mtconline.tw For further information
Lisa Lin	Scholarship	Scholarship (P.17)
Janet Hsieh	MTC Volunteer	
Lisa Chuang	Student Club Activities NTNU Free Course Selections	Apply For Student Clubs (P.17) Apply For Free NTNU Courses (P.18)

1.2 Facilities

Location	Services	Index
R501-503 Multimedia Language Lab	Audio-visual Language Learning Digital Learning	Opening Hours: 8:30-17:00 (Mon. to Fri.) ※Closed on the day of Achievement Test
R504 Auditorium	Large Language Classes Speeches Performances	Opening Hours: please refer to large language class schedule at http://service.mtc.ntnu.edu.tw/soc/
R601 Computer Room	Computer Room	Opening Hours: 8:30-19:00 (Mon. to Fri.) Printing: \$2/page; color printing: \$10/page Scanning: \$2/page
R602 Library	Students may consult on-duty teachers here should they encounter any academic problems. Opening Hours: 8:30-19:00 (Mon. to Fri.) ※Closed if classes are held here	

1.3 Information & Announcement

1. Course information and activities will be broadcasted in multiple languages, posted on 6-7th floor, sent to students by email, posted on MTC's website or on our Facebook page (<http://www.facebook.com/mtc.ntnu>).
2. Information on school closures due to natural disasters will be posted on MTC's website and our Facebook page.
3. Students can refer to the MyMTC for course information and MTC activities. (<http://service.mtc.ntnu.edu.tw/student/>).
4. **Emergency contacts during the weekends and holidays:** 02-7749-1110 or 02-7749-1119.

1.4 Internet Information

Students can register for iTaiwan or TaipeiFree account, this server is available on campus and some tourist locations throughout Taiwan. Students can also use the ntnuguest server for free, no registration is needed.

Please refer to :

https://itaiwan.gov.tw/regist_01.php

to apply for free iTaiwan account.



To apply for free iTaiwan account.

<https://itaiwan.gov.tw/>



Please refer to :

https://auth.wifi.taipei/tw/regist_01

to apply for free TaipeiFree account.

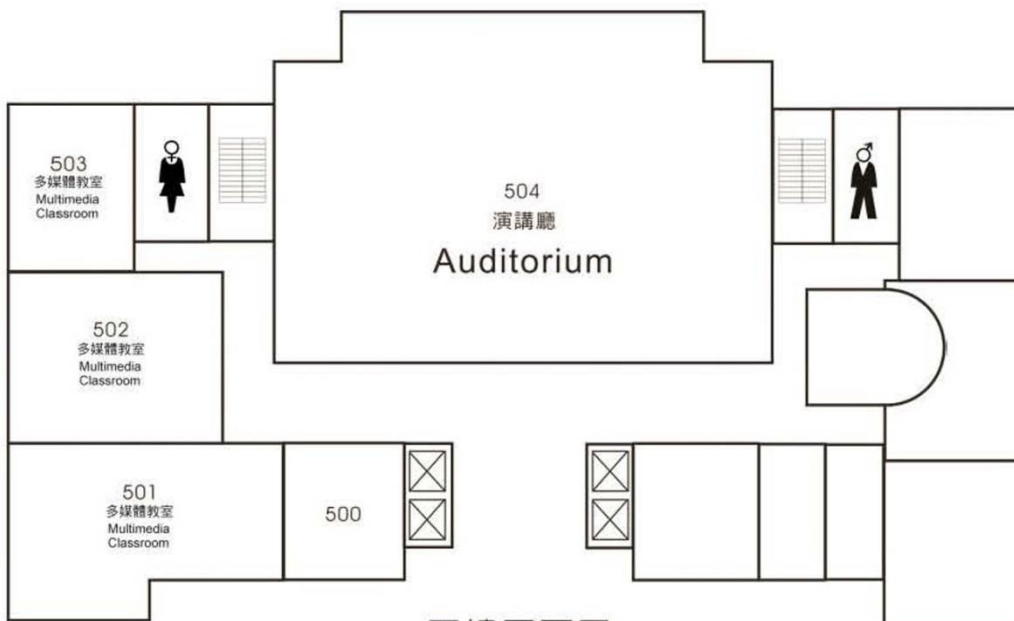


To apply for free TaipeiFree account.

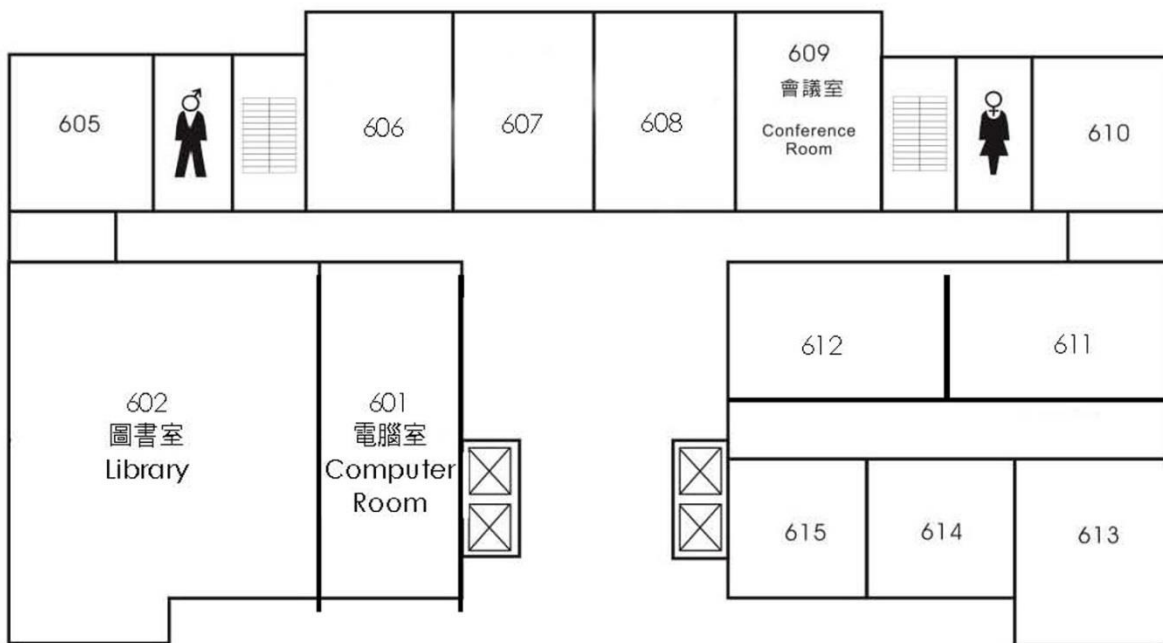
<https://wifi.taipei/foreigner>



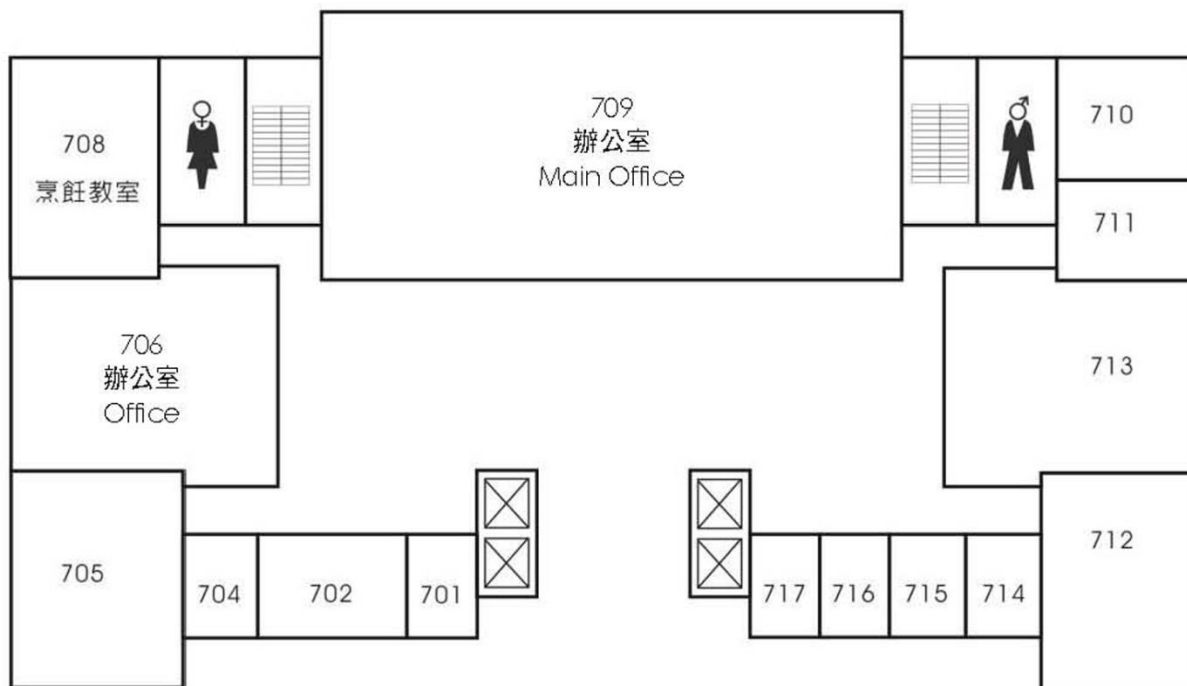
1.5 Floor Plan



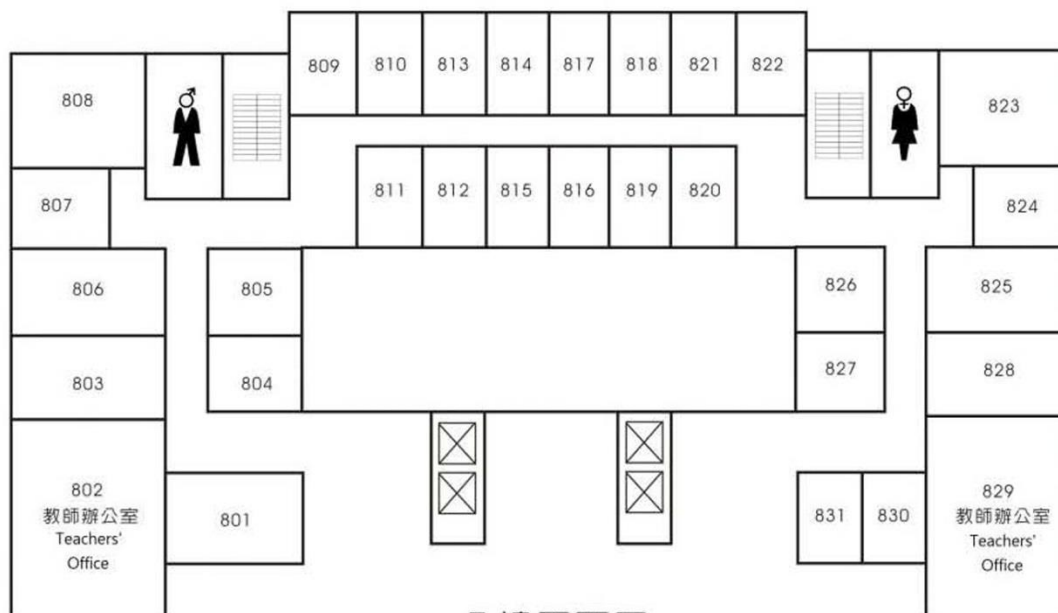
五樓平面圖
5F Floor Plan



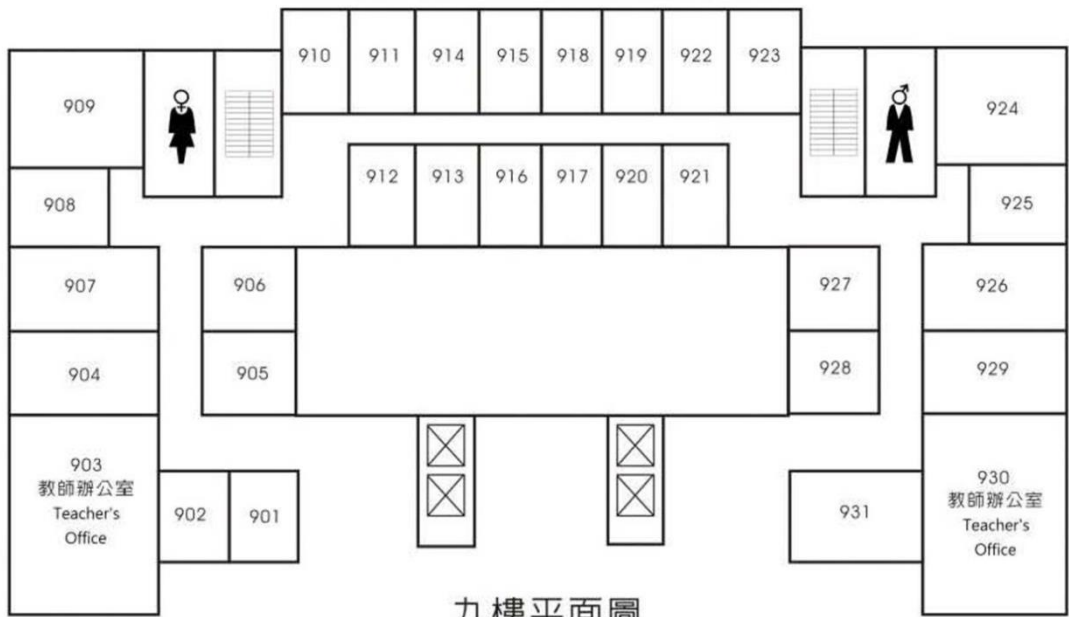
六樓平面圖
6F Floor Plan



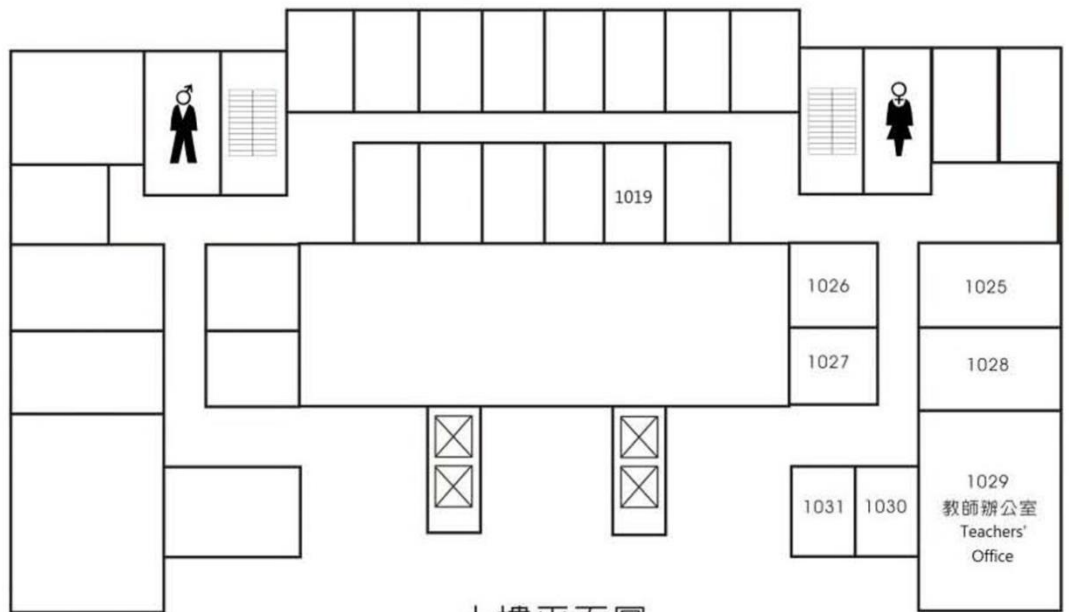
七樓平面圖
7F Floor Plan



八樓平面圖
8F Floor Plan



九樓平面圖
9F Floor Plan



十樓平面圖
10F Floor Plan

2 Student Affairs

2.1 Absence

1. Please complete a Leave of Absence Request Form, available in Office 709.
The process is as follows:

Fill out the Leave of
Absence Request Form

Ask your teacher to
sign the form

Drop the signed form at the
Front Desk of Office709

2. Important Notices

- (1) If students miss classes for more than 12 hours in one month, their applications for visa extension or ARCs may be rejected by immigration officers.

Attention: Even if your absence hours are less than 12 hours per month, National Immigration Agency may still reject your visa extension application due to other considerations. We suggest students to attend as many classes as possible.

- (2) In circumstances where students are unable to fill out the absence form or inform the teacher in advance (such as sudden illness), they should call to notify their teachers or MTC staff (Tel.: 02-7749-5130), and fill out the Leave of Absence Form to explain the reason of absence upon their return.

- (3) The hours of missed classes are still counted as absent hours even if students fill out the Leave of Absence Request Form. Students are responsible for making up any missed work. Also, being late for more than 20 minutes is considered absent for 1 hour.

3. Re-enrollment

- (1) For returning students who have not left MTC for more than one year, please go to the front desk of Office 709 to apply for re-enrollment on “New Student Registration Dates.” If you need to apply for a visa and are not in Taiwan, please send a request to mtc@mtc.ntnu.edu.tw for a “visa letter.”
- (2) For students who have left MTC for more than one year, please re-apply. Once your application is approved, a new admission letter will be sent to you.

2.2 Class Change

Class change period starts from the 2nd day of class and ends on the 6th day of class of each term. A student is allowed to change class ONCE each term. Please note that you may not be able to transfer back if there are no available seats in your original class. Also, if the new class you wish to transfer into is full, you will not be able to transfer to the class. Please refer to the bulletin board on each floor for the class change procedure.

2.3 Continuing Studying at MTC

1. Registration to continue studying at MTC will be denied if the students fail to pass the achievement test for two consecutive terms.
2. Students who disrupt class, cause harm to others, violate ROC laws, NTNU or MTC student regulations will be expelled. No refunds will be given when any of the above occurs, and applications for re-registration will be denied.

2.4 Tuition Payment

1. **Early Payment:** Current students who need to extend visas or renew Alien Resident Certificate (ARC) may pay tuition in advance (about two weeks after the class change period). The procedure is as follows:

a. Pay by credit card: Go to 709 with your card
b. Pay in cash at a convenience store or at a bank:
Print your tuition statement from MTC' s Tuition

After paying, please submit your receipt to Office 709

Payment System site : <http://payment.mtc.ntnu.edu.tw/tuition/>

2. **Registration & Tuition Payment for Continuing Students:** During the last month of each term (i.e., November, February, May, and August), notices for registration and tuition payment will be posted on the bulletin boards on the 7th floor, and announcements will be made over the PA system. Please come to 709 office before the registration date to choose your course and make the payment.
3. **Tuition Transfer:** If students need to request a leave of absence for 1-4 terms due to serious, unexpected matters, and wish to re-enroll in the future, they may submit an application for Tuition Transfer. Tuition transfer application should be submitted before the class change period of the ongoing term. Tuition and insurance fees are transferable (the transferred tuition and

insurance fees are valid for one year from the date of application.). **Tuition transfers cannot be made between the 3-month and 2-month (Summer Session) program. Once the tuition is transferred, only 50% of the tuition can be refunded.**

4. Tuition difference: If B class doesn't reach 13 students when the term starts, they will be automatically transferred to A class. After class change period, students who transferred from B class to A class or Regular to Intensive will have to pay or refund the difference. If students don't agree, please come to 709 office to apply for refund for the term. Otherwise, please follow the aforementioned regulations.

2.5 Tuition Refund

Students who must return to their countries due to unexpected matters and cannot continue their studies may apply for a refund according to Mandarin Training Center Refund Guidelines. The procedure is as follows:

Bring your receipt and MTC Student ID card in Office 709 and fill out a Tuition Refund Application Form. If the fee was paid by credit card, please bring the card.

The average processing time for refund is 15 working days. The amount of refund varies based on the refund request date.

★ Table for the Refunded Amounts

Request Dates		Refund
1	Application submitted before the term starts	90% of tuition + mandatory insurance
2	Application submitted before 1/3 of the term is completed	50% of tuition
3	Application submitted after 1/3 of the term is completed	No refunds
Attention :		
1. Students who have made an advanced payment for the next term for the purpose of visa application may request for full refunds if their visa applications are rejected. The refund request must be submitted with a proof of visa rejection before the new term starts or within the first week of the new term. Refund regulations will be according to the table above if no proof is shown.		
2. It is only possible to refund the insurance fee before class starts. Once class starts, we are only able to refund the tuition, not the insurance fee. Registration fee is part of the administration fee, therefore not refundable.		

3. Tuition fees for culture classes and one-on-one classes will not be refunded once class begins.

※ Please refer to <http://mtc.ntnu.edu.tw/> for more details about the refund.

2.6 Insurance

It is compulsory for MTC students to purchase the Group Accident Insurance according to the regulations of Ministry of Education. Students who provide a proof of other insurances qualify for MTC's Group Accident Insurance exemption. MTC's Group Accident Insurance costs approximately NT\$300 per term (three months), and covers the treatment of injuries caused by accidents (including hospital stays and clinical visits). To file an insurance claim, please go to Office 709.

2.7 Certificate and Study Record

①Certificates of Enrollment and ②Study Record are required for application for visa extension and ARCs. The two documents can be obtained from the machine on the 6th floor lobby (outside of Office 601).

	Description
Certificates & Study Records	① Certificate of Enrollment: NT\$25 (Chinese) 【Updated every term】 ② Study Record: NT\$20 (Chinese) 【Updated every month】 ③ Certificate of Enrollment: NT\$30 (English) 【Updated every term】 ④ Record of Study: NT\$50 (English) 【Updated every month】
Purposes	1. National Immigration Agency and Visa Section of MOFA require an ①Certificate of Enrollment and ②Study Record (in Chinese) for visa extensions and ARC applications. 2. Please apply for ④Record of Study (in English) as a certificate of your study at MTC 3. Students who have paid all tuition fees and registered full-time can apply for a ①Certificate of Enrollment. 4. ④Record of Study will be available to students one week after the end of each term.
Attention	1. In addition to obtaining your Certificate of Enrollment and Certificate of Attendance from the machine, students who apply for visa extension after the 5th day of the month must go to Office 709 to pick up an attendance sheet of the current month. Have your teacher sign the sheet and get it stamped at Office 709. 2. If you would like MTC to mail a sealed English version Record of

Description	
	<p>Study for you, please prepare a self-addressed, stamped envelope and fill out an application form, and submit these materials along with a fee of NTD 50 to Office 709.</p> <p>3. The ②Study Record (Chinese) will be available after the completion of the first month, once the grades are submitted by your teacher.</p>

2.8 Recommendation Letter and Reference Form

For students who wish to apply as a degree student in Taiwan:

Please visit the main office for a “Letter of Recommendation” form.

After your teacher completes the form, he/she will hand it to the main office for sealing. You may then pick up the envelope in the office.

For students who need a Reference Form for future jobs or continuing education outside of Taiwan:

Please visit the main office for a “Reference Form”. If students need an English recommendation letter (no fixed format, but can use A4 blank paper), please request it from your teacher. We suggest that you may ask your teacher to fill out the form before the end of the term. Requests for a reference form AFTER leaving Taiwan cannot be guaranteed.

*The teacher may have the right to deny writing your reference form. Please discuss with the teacher at the beginning of the term if you may need his/her assistance.

2.9 Re-issue of Student ID

For those who need to reissue the Student ID, Please go to Office 709 Table 5. The fee for reissuing Student IDs is NT\$200.

2.10 Textbook

New students may purchase their textbook on the first day of school on 7th floor. Afterwards, please go to 709 office or the Lucky Bookstore (add.: 2F, No.182-3, Sec. 1, Heping East Rd., Da’an Dist., Taipei City).



3 Supplementary Language Classes (Multi-Task Language Class)

Students enrolled in Regular Class must complete the required monthly hours of Supplementary Language Classes and record attended hours on their Time Card.

Students enrolled in the Class 1 and Classes 2 Supplementary Class must check-in and check-out with their Time Card (a logging machine will be available). Students enrolled in the class 3 and 4 Supplementary Class much check-in and check-out with the staff to record their attendance.

MTC offers four kinds of Supplementary Language Classes for students to attend:

Title	Content
Supplementary Language Classes I	Large language classes (R504), including Phonetics, Chinese Characters, Language Class Series with various subjects (such as movies, Chinese cuisine & dining, Learning Chinese for Daily Living, Chinese Newsreport, Taiwanese, conversation, poetry appreciation, Chinese idioms and proverbs, and Chinese singing, etc.) Please check the notices posted on bulletin boards for class times.
Supplementary Language Classes II	Listening practice or test (R501-503) and Reading Practice (MTC Library)
Supplementary Language Classes III	Activities held by the Center, including language contests or volunteer services.
Supplementary Language Classes IV	Participate in language research projects, serve as students for teaching practice sessions for MTC Teacher Training Program, or submit papers to MTC Biannual or other Chinese journals. Announcements for student recruitment are posted as needed.

Attention :

1. Required monthly hours are posted on the 5th Fl. and 7th Fl.
2. Reading (in MTC library) or listening practices (in R501-503) cannot exceed a total of 3 hours each day, however students are free to continue using our facilities, library, R501-503 for longer than 3 hours.
3. Students who take A Course in Contemporary Chinese Book I or II must attend 2 hours of listening practice each week. Students who do NOT take Book I or II must attend 2 hours of large language class at R504 each week.
4. Supplementary language classes only include classes offered by the MTC.

4 Class Observation

When necessary, classes may be open to visiting guests, graduate students or reporters for class observation. Students of the assigned class may not reject the observation arrangement.

5 Scholarship

Please visit the website of each scholarship for more information. Student may only apply for one scholarship once. Recipients are not allowed to have part-time jobs. Scholarships include:

	Name of Scholarship	Offered by	Stipend	Attention
1	Taiwan Scholarship	Ministry of Foreign Affairs	NT\$ 25,000 monthly	Application starts approximately from Feb. to Mar. each year. Students must submit their application to the Taiwan consulates in their country of citizenship. http://www.taiwanembassy.org
2	Huayu Enrichment Scholarship	Ministry of Education	NT\$ 25,000 monthly	
3	Sister City Scholarship	Taipei City Government	NT\$ 25,000 monthly	Applicants must be citizens of Taipei's sister cities. Check the announcement on the website of Dep. Of Education of Taipei City Gov. around Feb. to Apr. at: http://www.doe.gov.taipei/

6 Language Exchange

MTC students may join the language exchange program with NTNU students to improve their Chinese language skills and learn about Taiwan culture. **Every year, from the 1st to the 15th of March, June, September, and December, MTC students may register online at <http://mtc.ntnu.edu.tw/le/>.** Ten working days after the application deadline, we will check to make sure that all those registered meet the eligibility requirements. We will then randomly match qualified students with a suitable language partner and introduce them via email. Please send an email to studymtc@mtc.ntnu.edu.tw for more information.

7 Student Clubs

Students may register and form a student club to promote activities at MTC, as well as apply for sponsorship for their club formation. For those interested in forming a new club, please go to Office 709.

8 Free Courses at NTNU

MTC students are free to apply for 1 NTNU course during their term as one of their supplementary courses (elective course). Students who are able to complete the course may also register for Undergraduate Course Units, which they may use in the future if students decide to study in Taiwan as a degree student.

Please note** MTC terms run on a 3 month program, but NTNU's school system runs on a 4-5 month program. MTC and NTNU is unable to provide visa for those who need to extend their visa to stay.

For more information, please go to Office 709.

9 NTNU Facilities and Services

9.1 NTNU Library

NTNU library is across from MTC (Bo-ai Building). The procedure to apply for NTNU library card is as follows:

1. Location: Services Desk on the 1st floor
2. Application hours:

Mon. to Fri.	Sat. - Sun
8:30-11:30	9:30-11:30
13:30-16:30	13:30-18:00
18:30-21:00	

3. Application procedure:

Pick up an application form from the NTNU Library. Fill out the form in Office 709 with your Student ID card, and have the form stamped.

Return the stamped form to the NTNU Library and pay a fee of NT\$ 300 (per term/three months) and a deposit of NT\$2,000 (the deposit will be refunded when you return your library card).

4. Library card returning hours: 8:30-11:30, 13:30-16:30 (Mon. to Fri)
5. Closed on national holidays; opening hours during winter and summer vacation will be announced.

9.2 Lohas Clinic and NTNU Health Center

1. NTNU Health Center is located on the main campus across from Mandarin Training Center. It provides wound bandaging, emergency treatment, or medical equipment on loan service free of charge.
2. If you need to see a doctor, please bring your Student ID card (and your NHI card) to the Clinic nearest to NTNU, Lohas Clinic, next to the Post Office on Shida Road. (Add.: No. 12, Shida Rd., Da'an Dist., Taipei City) Discount is available to MTC students. For students without National Health Insurance, the fee of the diagnosis and medicine (for common cold treatment) is around NT\$800 or more. Please visit <http://www.lohasClinic.com.tw> for doctors' schedule and to make an appointment.

9.3 NTNU Gym (Weight Training Room)

NTNU Gym is located in the Athletic Building on the main campus. The fee (NT\$500/month or NT\$1,200/three months) is to be paid in cash at the gym. Opening hours during NTNU (Spring/Fall) Semesters are 12:00 to 14:00 and 18:00 to 23:00 (Mon. to Fri.). During summer and winter vacations, opening hours are 8:00 to 21:00 (Mon. to Fri.)

9.4 Swimming Pool

The swimming pool is located on NTNU main campus across from Mandarin Training Center. Please bring your Student ID (with registration stamp) card and apply at the swimming hall for a membership card.

1. Fees

Membership	One Month	NT\$ 1,300
	Two Months	NT\$ 2,300
	Three Months	NT\$ 3,300
Tickets	One Time	NT\$ 250
	Five Times	NT\$ 1,000
	Thirty Times	NT\$ 4,500

2. Opening Hours:

Area	Mon. to Fri.	Sat.	Sun.
Large & small pool, spa pool, samarium, steam room	5:40-7:40		
	12:00-14:00		
	18:00-22:00	5:40-8:40	5:40-8:40
Large pool: Lane 7-8	5:40-8:40	9:00-17:00	9:00-17:00
	9:00-12:00	18:00-22:00	
	14:00-17:00		
※Break Time: 8:40-9:00, 17:00-18:00			

9.5 NTNU Student Clubs

Visit NTNU's Office of Student Affairs' website for lists of student clubs (<http://activity.sa.ntnu.edu.tw/files/13-1002-447.php>). Students who are interested in joining a school club may visit the Division of Student Affairs at 709 Office.

9.6 No Smoking Policy

Smoking is banned in all indoor and outdoor areas on campus. Students will be charged more than NT\$2,000 or below NT\$10,000 fine if found violating the policy.

9.7 Campus Map (Main Campus I & II)





Part 2

Visa Regulations

1 Introduction to ROC Visa

Based on the duration of stay, there are two types of visas. A Visitor Visa is for short-term stay (maximum 180 days), and a Resident Visa is for long-term stay (over 180 days).

1.1 Visitor Visa

Students who apply for entry into Taiwan with MTC's admission letter are usually granted a 60- or 90-day single entry Visitor Visa for studying Chinese (visa code: FR). This type of Visitor Visa is extendable. Each extension must not exceed the originally permitted period on the visa. The cumulative length of stay must not exceed six months or 180 days. For students who plan to stay in Taiwan for over 180 days, they may choose to leave the country and apply for a Visitor Visa again in a ROC embassy or representative office overseas, or change their visa to a Resident Visa (see section 1.3 below for application procedure).

Students who hold an extendable Visitor Visa granting a period of stay of 60 days or more, provided that the visa does not include a "non-extendable" stamp, may apply for visa extension within 15 days before the expiration date at the local service center of National Immigration Agency. The required papers are as follows:

1. **Application Form** (Downloadable at <http://www.immigration.gov.tw>; English version→Application Forms→Multiple-Purpose Application Form for Foreigners)
2. Passport
3. Certificate of Enrollment (You may want to consider paying tuition fees in advance if you plan to continue your studies in the following term.)
4. Attendance Record
5. Current month Attendance Record

1.2 Under the following circumstances, your visa extension application will be rejected

1. You miss over 12 hours of class in a single month. Immigration officers may also reject visa extension applications submitted by students who did not miss more than 12 hours of class in a single month. Therefore, MTC advises students to maintain a good attendance record.
2. Your monthly grades fall below 60.

3. You overstay your visa. Please pay attention to the dates of entry and expiration on your visa. Dates are stamped on passports by customs upon arrival in Taiwan.
4. You entered Taiwan on the visa-exempt program.
5. Your visa is marked “non-extendable”.
6. Your stay in Taiwan exceeds the maximum 180-day stay granted by Visitor Visa.
7. The purpose of entry stated on your visa is not “Language Study” (code: FR).
8. Your passport will expire within six months.
9. You work illegally.
10. You are in violation of ROC laws.

1.3 Resident Visa

Holders of Visitor Visa for Mandarin study (code: FR) who have studied in the same language school for four months consecutively and whose total absence hours do not exceed one fourth of the total class hours may change their visa to Resident Visa. You must apply for the following documents and pay the visa fees at least 8 working days before the expiration of the visitor visa, and apply to the Ministry of Foreign Affairs for a change of residence visa. The applicant does not need to leave Taiwan. The processing of the Resident Visa application takes 7 working days.

Documents required for application are as follows:

1. Certificate of Enrollment
2. Attendance Record
3. Resident Visa Application Form (complete this form online in advance: <https://visawebapp.boca.gov.tw>)
4. Financial Statement: A document obtained from a local or foreign bank that includes a balance of at least NT\$80,000; a document issued by major credit card issuers indicating a credit limit of NT\$80,000; or an exchange memo specifying the amount of NT\$80,000.
5. Study Plan
6. Passport
7. Two 2-inch photos
8. Application fee (NT\$3,000~4,000)
9. Health check report (see a list of qualified hospitals below)

A List of Designated ARC Hospitals

Hospital Information	Notes
<p>Taipei City Hospital Heping Fuyou Branch No. 33, Sec. 2, Zhonghua Rd., Zhongzheng Dist., Taipei City 100, Taiwan (R.O.C.) (Family Medicine, Desk 9, 2F) Tel: 02-2388-9595#2245 http://www.tpech.gov.taipei/mp.asp?mp=109161 Fee: appx. NT\$2,000</p>	<p>Mon.-Fri.: 8-11 am; 1-4 pm Passport and two 2-inch photos Requires 7 working days</p>
<p>Taipei City Hospital Zhongxiao Branch No. 87, Tongde Rd., Nangang Dist., Taipei City 115, Taiwan (R.O.C.) Tel: 02-2786-1288#8150 http://www.tpech.gov.taipei/mp.asp?mp=109171 Fee: appx. NT\$2,000</p>	<p>Mon.-Fri.: 8-11 am; 1-4 pm Passport and two 2-inch photos Requires 7 working days</p>
<p>Taipei City Hospital Renai Branch No. 10, Sec. 4, Ren'ai Rd., Da'an Dist., Taipei City 106, Taiwan (R.O.C.) Tel: 02-2709-3600#5205 http://www.tpech.gov.taipei/mp.asp?mp=109151 Fee: appx. NT\$2,000</p>	<p>Mon.-Fri.: 8:30-11:00 am; 1-4 pm Passport and two 2-inch photos Requires 7 working days</p>
<p>Cathay General Hospital No. 280, Sec. 4, Ren'ai Rd., Da'an Dist., Taipei City Tel: 02-2708-2121#8720 ~21 https://www.cgh.org.tw/ Fee: appx. NT\$2,000</p>	<p>Mon.-Fri.: 8-11 am; 1-4 pm Passport and two 2-inch photos Requires 7 working days</p>
<p>Taipei City Hospital Yangming Branch No. 105, Yusheng St., Shilin Dist., Taipei City 111, Taiwan (R.O.C.) Tel: 02-2835-3456#6136 http://www.tpech.gov.taipei/mp.asp?mp=109181 Fee: appx. NT\$2,000</p>	<p>Mon.-Fri.: 8-11 am; 1-4 pm Passport and two 2-inch photos Requires 7 working days</p>
<p>Taipei Municipal Wan Fang Hospital NO. 111, Section 3, Hsing-Long Rd, Wenshan Dist., Taipei 116, Taiwan, (R.O.C.) Tel: 02-2930-7930 #7766 http://www.wanfang.gov.tw/index2.aspx Fee: appx. NT\$2,000</p>	<p>Mon.-Fri.: 8-11 am; 1-4 pm Passport and two 2-inch photos Requires 7 working days</p>

Hospital Information	Notes
<p>Tri-Service General Hospital Songshan Branch No. 131, Jiankang Rd., Songshan District, Taipei City 10581, Taiwan (R.O.C.) Tel: 02-2764-2151#671589 http://807.mnd.gov.tw/ Fee: appx. NT\$2,000</p>	<p>Mon.-Fri.: 8-11 am; 1-4 pm Passport and two 2-inch photos Requires 7 working days</p>
<p>Taipei City Hospital Zhongxing Branch No. 145, Zhengzhou Rd., Datong Dist., Taipei City 103, Taiwan (R.O.C.) (Family Medicine, 2F) Tel: 02-2552-3234#6246 http://www.tpech.gov.taipei/mp.asp?mp=109141 Fee: appx. NT\$2,000</p>	<p>Mon.-Fri.: 8-11 am; 1-4 pm Passport and two 2-inch photos Requires 7 working days</p>
<p>Mackay Memorial Hospital Taipei Branch No. 92, Sec. 2, Zhongshan N. Rd., Zhongshan Dist., Taipei City 104, Taiwan (R.O.C.) Tel: 02-2543-3535#2860 http://www.mmh.org.tw/ Fee: appx. NT\$2,000</p>	<p>Mon.-Fri.: 9-11 am; 2-6 pm Passport, one photocopy of passport, and three 2-inch photos Requires 5 working days</p>
<p>Shin Kong Memorial Wu Ho-Su Hospital B1F., No. 95, Wen Chang Road, Shilin District, Taipei City (Family Medicine) Tel: 02-2833-2211#2185 http://www.skh.org.tw/ Fee: appx. NT\$2,000</p>	<p>Mon.-Fri.: 9:00-11:30 am Passport, one photocopy of passport, and two 2-inch photos Requires 7-10 working days</p>
<p>Taiwan Adventist Hospital No. 424, Sec. 2, Bade Rd., Songshan District, Taipei City 10556, Taiwan (R.O.C.) Tel: 02-2771-8151#2667~68 http://www.tahsda.org.tw/ Fee: appx. NT\$2,000</p>	<p>Closed on Friday afternoon and Saturday Mon. & Thu. afternoon (by appointment) Passport and one 2-inch photo Requires 7 working days</p>

- Application procedure:

Step 1: Prepay next term's tuition and then print your Certificate of Enrollment and Record of Attendance in Chinese.

Step 2: No later than one month before the expiration date of your Visitor Visa, submit the required items listed above to the Visa Division of Ministry of Foreign Affairs (see Appendix for the address) to apply for Resident Visa.

Once you obtain your Resident Visa, visit the local service center of National Immigration Agency within 15 days to apply for your Alien Resident Certificate (ARC) and multiple re-entry permit. Please refer to section 1.4 for ARC application procedure.

1.4 Alien Resident Certificate (ARC)

Students who enter Taiwan on a Resident Visa shall apply for their ARC within 15 days following their arrival; students who have just changed their Visitor Visa to Resident Visa shall apply for their ARC within 15 days of receiving their Resident Visa. Submit your ARC application to the local service center of National Immigration Agency. To apply for ARC, students must register at MTC first, then bring their (1) student ID or Certificate of Enrollment; (2) two 2-inch photos; (3) operation fee (One-year validity: NT\$1,000 for non-overseas Chinese; NT\$500 for overseas Chinese); and (4) passport. You will be subject to a fine of NT\$1,000~5,000 if you do not apply for ARC within 15 days of receiving your Resident Visa.

To renew your ARC before it expires, bring the following documents to a local service center of National Immigration Agency:

1. Certificate of Enrollment (proof of payment for the following term at MTC)
2. Attendance Record
3. Current month Attendance Record
4. Passport
5. Two 2-inch photos (taken within six months)

★ What are some benefits of obtaining an ARC?

1. You don't have to leave Taiwan every 6 months.
2. You can apply for a Taiwanese driver's license.
3. You can apply for a **Work Permit for Foreign Students, Overseas Chinese**

Students and Ethnic Chinese Students, provided that you have already studied Chinese in Taiwan for one year.

4. You are eligible to participate in the National Health Insurance program (see p.33 for details).
5. You can apply for a landline telephone or sign up for a month-to-month mobile phone plan.

1.5 Work Permit

ARC holders who have studied Chinese in Taiwan continuously for at least one year are eligible to apply for a **Work Permit for Foreign Students, Overseas Chinese Students and Ethnic Chinese Students**. To apply, go to Office 709 to obtain MTC's approval, and then visit the Workforce Development Agency (WDA) to submit your application. Students with work permit may work a maximum of 20 hours per week, provided that they continue their language study every day. If you are applying for a full-time job, your employer must apply for a full-time work permit for you.

Foreigners who are caught working illegally will be fined and deported in accordance with Article 68 of the Employment Services Act.

1.6 Change of Visas

1. Visa-exempt Entry or Change of Purpose

If students enter Taiwan on a visa-exempt entry, they must leave the country to apply for Visitor Visas or Resident Visas abroad. Also, students who need to change the purpose for residing in Taiwan (visa code change) are required to go overseas to change visas. Students may submit applications to a Taiwan embassy or representative office in any country (**Indonesian, Vietnamese or Indian students must return and apply in their home countries.**) MTC recommends students to go to Hong Kong or Okinawa (Japan).

TAIPEI ECONOMIC AND CULTURAL OFFICE (HONG KONG) Tel.: (852) 2530-1187 Add.: 40th Floor, Tower One, Lippo Centre, No.89 Queensway, H.K. (Exit B of MTR Admiralty Station)	SINO-RYUKYUAN CULTURAL & ECONOMIC ASSOCIATION RYUKYU OFFICE Tel.: (81-98) 862-7008/ Fax: (81-98) 861-6536 Add.: 沖縄県那覇市久茂地3丁目15-9 アルテビル那覇六階/6F, Alte Building, 3-15-9, Kumoji, Naha City, Okinawa, 900-0015
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2. Change to Another Language Center

If students' purpose for residing in Taiwan remains the same, they may change the language institution stated on their visa at National Immigration Agency on the condition that the transfer is carried out without interruption of studies.

The following documents are required to change the language institution stated on your visa:

- (1) Admission Letter (issued by the new center you transfer to).
- (2) Financial Statement (if the statement you submit belongs to your parents or relatives, it must be accompanied by a Certificate of Kinship. Both the Certificate of Kinship and the Financial Statement must be notarized by Taiwan consulates.)
- (3) Certificates of Enrollment (issued by the center you transfer from and the new center you transfer to).
- (4) Attendance Record (issued by the center you transfer from).
- (5) Transcript
- (6) Your passport and a photocopy of your passport.
- (7) Two 2-inch photos (taken in front of a white background).

3. Change to a Resident Visa for Degree Studies

If you have a visitor visa or resident visa for language studies and want to change it to a resident visa for degree studies, you need to submit the following items to the Visa Division of Ministry of Foreign Affairs:

- (1) Admission Letter issued by the university.
- (2) Certificate of Enrollment and Attendance Record issued by the language center.
- (3) Student ID Card of the language center.
- (4) Application Form (complete the form online in advance at <http://visawebapp.boca.gov.tw>)
- (5) Two 2x2 inch photos (taken in front of a white background).
- (6) Your passport and a photocopy of your passport.
- (7) The original copy and a photocopy of your Health Check Result.
- (8) Financial Statement (if the statement you submit belongs to your parents or relatives, it must be accompanied by a Certificate of Kinship. Both the Certificate of Kinship and the Financial Statement must be notarized by Taiwan consulates.).
- (9) The original copy and a photocopy of a diploma of highest degree,

accompanied by the original copy and a photocopy of translation notarized by Taiwan consulates.

★ Attention

The information on visa, ARC, and work permit detailed above is solely for reference. If you have any questions, you may also call NIA hotline (0800-024-111) for information. Following these procedures does not guarantee issuance. Visa related decision lies entirely with Taiwan government authorities, not the MTC. The MTC is unable to act as a guarantor for students under such circumstances.

2 Other Regulations

2.1 Carrying Identification

All foreigners must carry and present their passports or ARCs to any police officer upon request. Students should always carry their student ID cards with them. The penalty for not carrying identification is NT\$1000.

2.2 Registered Residence

Not registering your new address after moving at National Immigration Agency's service centers will result in a NT\$2,000~10,000 fine.

2.3 Overstayed Visitor Visa or ARC

Overstays of 10 days or less will result in a NT\$2000 fine; overstays of 11-30 days will result in a NT\$4000 fine; overstays of 31-60 days will result in a NT\$6000 fine; overstays of 60-90 days will result in a NT\$8000 fine and overstays of 90 days or more will result in a NT\$10000 fine. Foreigners who overstay not exceeding 90 days will not be granted any visa-exempt entries for the following year and must apply for a visa; foreigners who overstay their visas for 90 days or more will be barred from entering Taiwan for one year.

2.4 Application for an Overseas Chinese Identity Certificate

For information on application for an Overseas Chinese Identity Certificate, please contact the Overseas Chinese Affairs Commission (Website: <http://www.ocac.gov.tw>; Tel.: 02-2397-0211). If you have registered as an Overseas Chinese and remained in Taiwan over four months without going abroad, you may risk losing Overseas Chinese status and males may be conscripted into military service.

Appendix 1 National Immigration Agency (NIA)

Business Hours: 08:00 ~ 17:00 (Mon.-Fri.)

Website: <http://www.immigration.gov.tw/>

(Chinese, Vietnamese, Indonesian, Thai, Filipino, and Cambodian services)

Information for Foreigners Hotline: 0800-024-111

Chinese/Taiwanese/English/Japanese Hotline: 24/7 Service

Vietnamese Hotline: 9:00-17:00 (Mon. to Fri.)

Thai/Indonesian/Cambodian Hotline: 13:00-17:00 (Mon. to Fri.)

1.1 NIA Taipei City Service Center

— Apply for visa extension here if you reside in Taipei City

Add.: No. 15, Guangjhou St., Taipei City

Tel.: 02-2389-9983, 02-2388-5185

Website: <http://servicestation.immigration.gov.tw/mp.asp?mp=S002>

Directions: Exit 2, MRT Xiaonamen Station



1.2 NIA New Taipei City Service Center

— Apply for visa extension here if you reside in New Taipei City

Addr.: No. 135, Min'an St., Zhonghe Dist., New Taipei City

Tel.: 02-8228-2090

Website: <http://servicestation.immigration.gov.tw/mp.asp?mp=S003>

Directions: Take the MRT to Banqiao Station, take the bus (Route 307, 57, 93, 796, 201 or 231) to bus stop Ji-Sui Junior High School, walk in the direction of Min'an St. for 250m, and then turn left after passing a basketball court. The service station is located up on the ramp next to the Forensic Medicine Institute, Ministry of Justice. Walking distance is around 15 minutes.



Appendix 2 Visa Division, Bureau of Consular Affairs

Business Hours: 08:30 - 17:00 (Mon.-Fri.)

Website: <http://www.boca.gov.tw/mp?mp=2> (English)

Tel.: 02-2343-2885 or 02-2343-2895 (English)

Add.: 3F, No. 2-2, Sec. 1, Jinan Rd., Taipei City
(next to Ministry of Education)

Direction: Exit 2, MRT NTU Hospital Station
or take Bus #15 to NTU Hospital Stop





Part 3

Foreigners Living in Taipei

1 Housing

MTC does not provide accommodations. Students are advised to search for “short-term accommodations” and make reservations online via “rental ad websites” before arriving in Taiwan. Landlord in Taiwan will usually ask for two months’ rent as security deposit, which will be fully or partially refunded based on the condition of the accommodation when you move out. Students may go to Office 709 for more information.

1.1 Short-term Accommodations (pay per day)

Below is a list of places in Taipei offering reasonably priced, short-term accommodation:

	Name	Address	Contact Info.
1	NTNU Extension Center (NTNU Hostel)	Extension Center, 129, Sec. 1, Heping E. Rd., Taipei City	Tel: 7734-5800; 7734-5801 Fax: 2910-3346 http://place.sce.ntnu.edu.tw/online_checkin/
2	International House of Taipei	102, Xinbo 1st St., Xindian Dist., New Taipei City	Tel:02-2910-3117 Fax: 02-2910-3346 http://emmm.tw/L3_content.php?L3_id=1962 E-mail: ih102@ms16.hinet.net
3	Taipei Teachers’ House	15, Nanhai Rd., Taipei City	Tel:02-2341-9161 Fax: 02-2321-9378 http://www.tth.url.tw/

1.2 Rental Ad Websites

The following websites provide rental ads in English or Chinese:

No.	Website	Link	Language
1	tealit.com	http://www.tealit.com	Chinese/English
2	craigslist	http://taipei.craigslist.com	English
3	Tsuei Ma Ma Foundation for Housing and Community Services	http://hsg.tmm.org.tw/tmm3/	Chinese
4	591.com	http://www.591.com.tw	Chinese

1.3 Things to Notice Before Signing the Lease

1. Be sure to ask the landlord to present his/her identification, property title, property tax bill or property registration transcription to confirm the landlord's identity and whether s/he is the building's owner or sublet tenant (before you sign the lease with a sublet tenant, you must ask s/he to present the lease s/he signed with the building owner to make sure the tenant is authorized by the owner to sublet the accommodation).
2. The following items should be stated in the lease: rent amount, payment date, lease length, whether the deposit is paid, the amount of deposit, in what ways rent should be paid, the rates for water and electricity bills.
3. What furniture and home appliances are provided by landlords? In what conditions are the items provided by landlords? If the items are in bad shape, you may consider taking pictures in case any dispute occurs in the future.
4. Ask landlords if there are any specific restrictions. For example, are cooking or pets allowed in the accommodation? If you live with the landlord, ask which part of the apartment is the shared area you can use and how it can be used.
5. Be sure to ask for a copy of the identification of the landlord and leave the landlord a copy of your identification as well.
6. If any article or wording of the lease is changed, the changed words or numbers should be signed or stamped with name chops by both parties to avoid any future disputes.
7. Both parties should keep a copy of the original of the signed lease.

1.4 You may consult the following institutes for legal issues:

1. Tsui Ma Ma Foundation <http://www.tmm.org.tw>
2. Legal Aid Foundation <http://www.laf.org.tw>

2 Health

2.1 National Health Insurance (NHI)

Foreigners with ARC for 6 months and remain in the country for 6 consecutive months (or who go abroad but not exceeding 30 days; the actual residency period of 6 months is reached after the days abroad have been deducted) may participate in the NHI program. Here is the information about NHI application:

1. Application documents: ARC, passport, and one photograph.
2. Where to apply: District Office where your "residential address" is located.

How to locate District Offices:

▲ Taipei City: Go to <http://ca.gov.taipei/> → click “District Offices in Taipei (臺北市各區公所)” on the left sidebar

▲ New Taipei City: Go to <http://www.ca.ntpc.gov.tw/> → click “District Offices (公所戶所)” in the upper right corner

3. Expense: Starting from the 6th month of residence visa, students will have to pay for the insurance fee from the government each month. (Students with a NHI card still need to pay for MTC’s accidental insurance fee and this is not refundable.)
4. Please visit National Health Insurance’s website for more information: <http://210.69.214.131/>

2.2 Hospitals and Medical Centers in Taipei City

Hospital	Tel.	Address & Website
NTUH	*02-2312-3456	No. 7, Zhongshan S. Rd., Zhongzheng Dist., Taipei City http://www.ntuh.gov.tw/en/
Postal Hospital	02-2395-6755	No. 14, Fuzhou St., Zhongzheng Dist., Taipei City http://www.postal.com.tw/
Tri-Service General Hospital (Tingzhou Branch)	*02-2365-9055	No. 40, Tingzhou Rd., Zhongzheng Dist., Taipei City http://www.tsgh.ndmctsggh.edu.tw/en/eindex.asp
Country Hospital	*02-2771-3161	No. 61, Sec. 4, Renai Rd., Da’an Dist., Taipei City http://www.country.org.tw/
Taipei Medical University Hospital	02-2737-2181	No. 252, Wuxing St., Xinyi Dist., Taipei City http://www.tmuh.org.tw/tmuh_en/index.php
Chang Gung Memorial Hospital (Taipei Branch)	*02-2713-5211	No. 199, Dunhua N. Rd., Songshan Dist., Taipei City https://www.cgmh.org.tw/eng2002/index.asp
Taipei Veterans General Hospital	*02-2871-2121	No. 201, Sec. 2, Shipai Rd., Beitou Dist., Taipei City http://www.vghtpe.gov.tw/Index.action

※Hospitals mentioned above are not Immigration Agency contracted hospitals. To apply for ARCs, please go to a qualified local medical institution for health examination listed on

page 19-20.

※For more information, please visit <http://taiwan.net.tw/m1.aspx?sNo=0001068>

※*English service available

3 General Information

3.1 Tourism Bureau, Taipei

Please visit <http://taiwan.net.tw/w1.aspx>, select a language (Chinese, English, Japanese, Korean, German, French, Spanish, Dutch, Malay, Bahasa Indonesia, Thai, or Vietnamese), and look for information about Taiwan, attractions, festivals, food, shopping, accommodations and transportation.

3.2 Free Internet Access

NTNU MTC provides free wifi availability through: (TANetRoaming) · iTaiwan and TaipeiFree. Please follow the link to apply for free wifi: <https://itaiwan.gov.tw/>. After applied , you may access ntnu wifi.

Note: You need cellphone number to apply for wifi.

Logo in account id: cellphone no.@iw eg. 0912345678@itw

3.3 Foreigners Living in Taiwan

Please visit iff.immigration.gov.tw, select a language (Chinese, English, Japanese, Vietnamese, Indonesian, Thai, or Cambodian), and look for information about visa/authentication, stay/residence, medical/health, tourism, work, education, housing, transportation, tax, investment, or social welfare. 【Inquiries regarding foreigners' daily living in Taiwan hotline (24-hour): 0800-024-111】

3.4 Emergency Telephone Number

Services	Number
Police	110
Fire and ambulance	119
Emergency (used when reception is poor)	112
Police Broadcasting Service (lost and found)	02-2388-0066

3.5 Taipei & New Taipei City Map



