

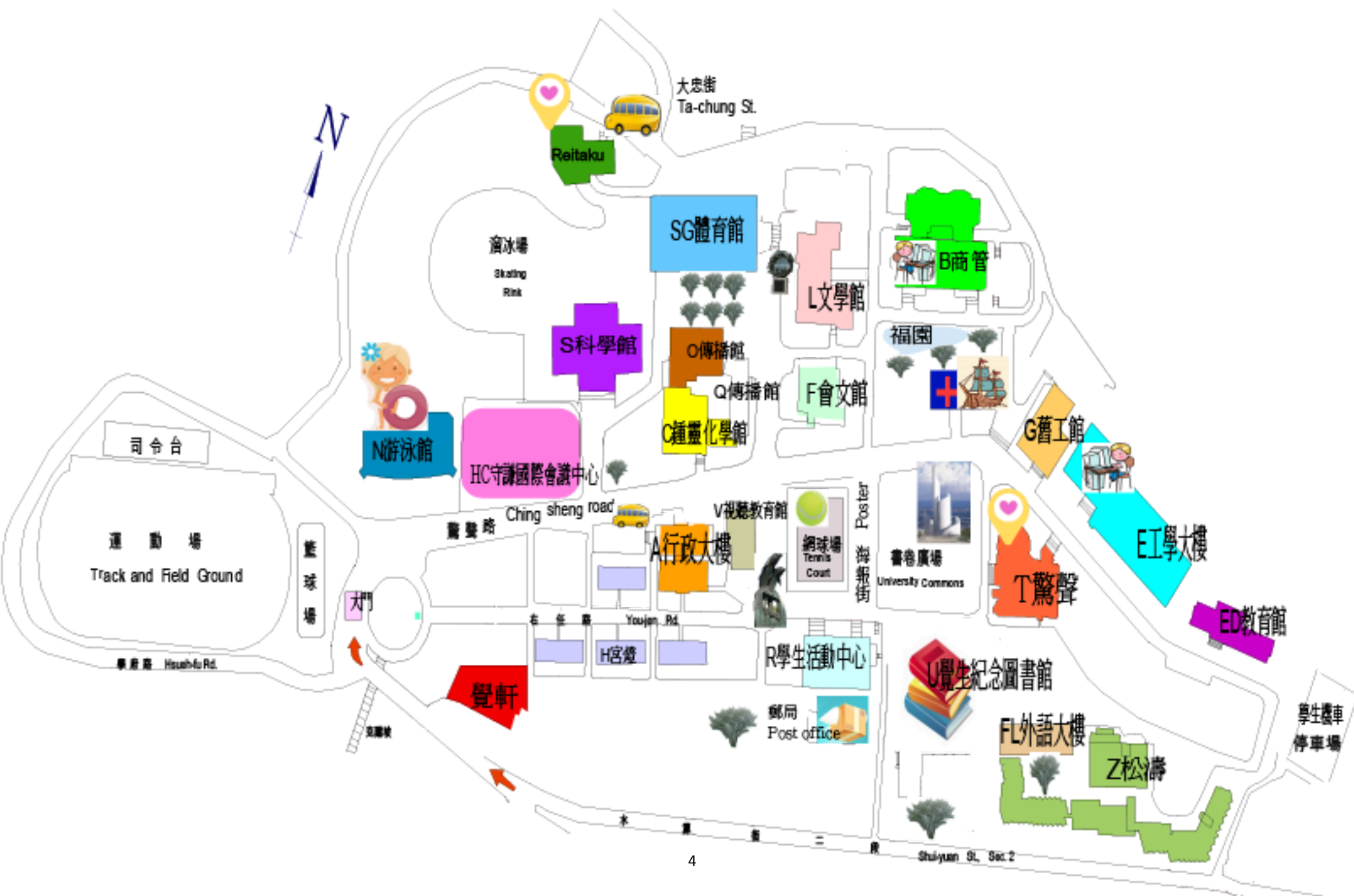
注意事項Notice

1	請不要簽1-2年的手機契約，建議買預付卡。 Do not sign for 1-2 years cell phone contract. We suggest buying a pre-paid sim card.
2	WIFI Account: Student ID Password: Last 6 numbers of birthday Ex.1992.03.19-920319 I class problem please ask B212.
3	*MS TEAMS Account: Your student ID number + @o365.tku.edu.tw (e.g. : 404112515@o365.tku.edu.tw) password: Tku+your birthdate in the form YYYYMMDD (e.g. : Tku20010427) *School E-mail: Your student ID number + @o365.tku.edu.tw (e.g. : 404112515@o365.tku.edu.tw) password: Tku+your birthdate in the form YYYYMMDD (e.g. : Tku20010427)
4	就讀一學期者不得從事校外實習或打工等活動 Who work in Taiwan needs working permit. One semester student can't apply working permit.
5	交換生享有「學生團體保險」及「境外生保險」。「學生團體保險」屬意外險，依臺灣法令規定凡在籍之在學學生皆須投保，保費為新臺幣180元。 Students have 2 kinds of insurance. Medical insurance and Student group accident insurance. The second one is mandatory. It's about NT\$180.
6	交換生申請到居留證6個月後，需自行前往辦理全民健保，此為法定須投保之保險，辦理時間可參詳內頁資訊。 Please go to apply NHI by yourself after getting ARC for 6 months. It's mandatory. All details please check this handbook "Insurance".

各學系及系辦公室位置
Departments and Office Number

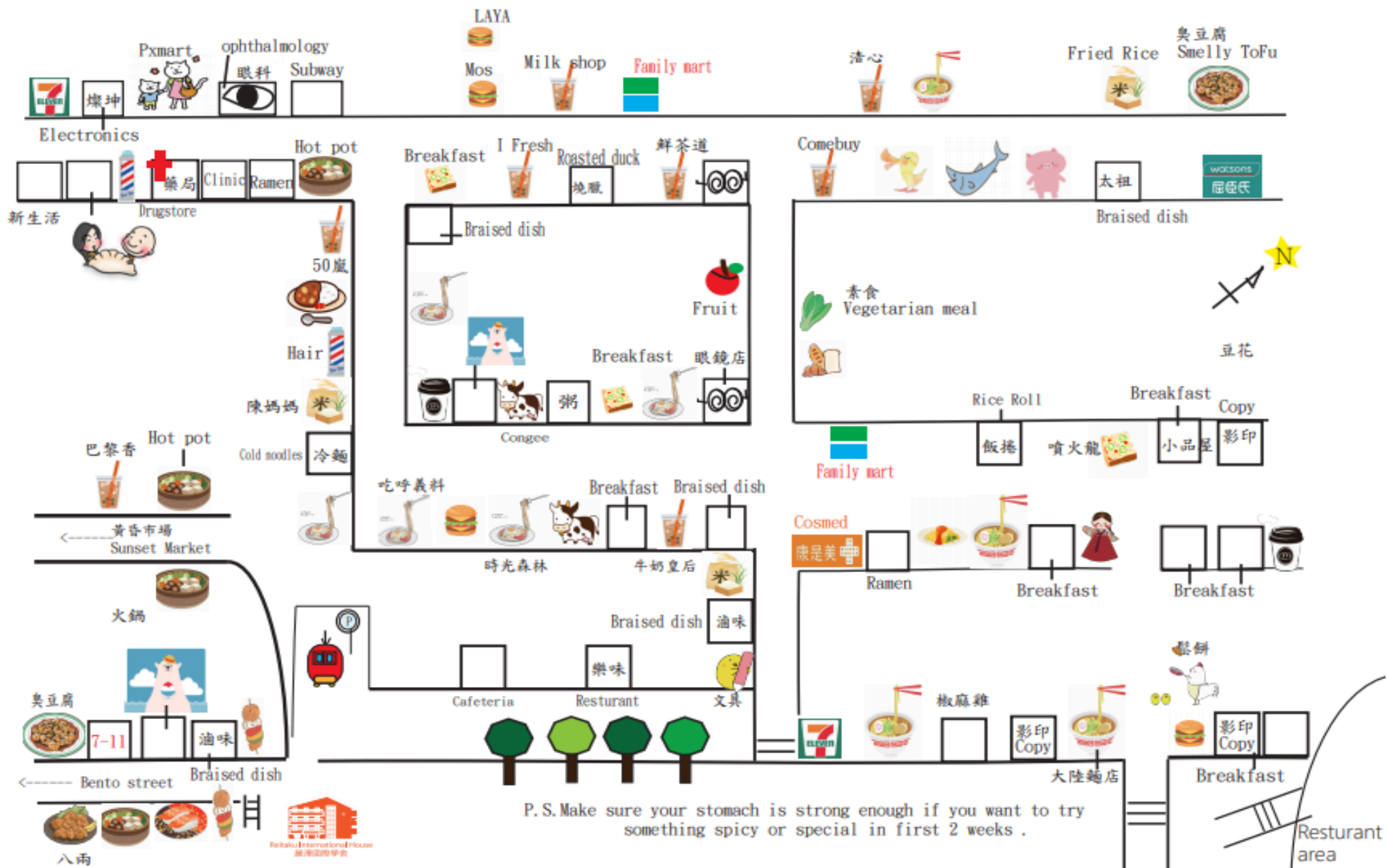
系所 Department	辦公室 Office	系所 Department	辦公室 Office
文學院 College of Liberal Arts		水資源及環境工程學系 Department of Water Resources and Environmental Engineering	E710
中國語文學系 Department of Chinese Literature	L514	機械與機電工程學系 Department of Mechanical and Electro-Mechanical Engineering	E790
歷史學系 Department of History	L523	化學工程與材料工程學系 Department of Chemical and Materials Engineering	E610
資訊與圖書館學系 Department of Information and Library Science	L501	電機工程學系 Department of Electrical and computer Engineering	E629
大眾傳播學系 Department of Mass Communication	Q406	資訊工程學系 Department of Computer Science and Information Engineering	E646
資訊傳播學系 Department of Information Communication	O304	航空太空工程學系 Department of Aerospace Engineering	E788
理學院 College of Science		商管學院 College of Business and Management	
數學學系 Department of Mathematics	S401	國際企業學系 Department of International Business	B101 3
物理學系 Department of Physics	S320	財務金融學系 Department of Banking and Finance	B100 1
化學學系 Department of Chemistry	C306	風險管理與保險學系 Department of Risk Management and Insurance	B100 9
尖端材料科學學士學位學程 Bachelor's Program in Advanced Material Sciences	C448	產業經濟學系 Department of Industrial Economics	B101 6
理學院應用科學博士班 Doctoral Program in Applied Sciences	S220	經濟學系 Department of Economics	B100 4
工學院 College of Engineering		企業管理學系 Department of Business Administration	B111 5
建築學系 Department of Architecture	K203	會計學系 Accounting	B111 3
土木工程學系 Department of Civil Engineering	E729	統計學系 Department of Statistics	B110 2

系所 Department	辦公室 Office	系所 Department	辦公室 Office
資訊管理學系 Department of Information Management	B111 1	國際事務學院 College of International Affairs	
運輸管理學系 Department of Transportation Management	B110 9	國際事務與戰略研究所 Graduate Institute of International Affairs and Strategic Studies	T120 2
公共行政學系 Department of Public Administration	B112 4	外交與國際關係學系全英語學士班 Department of Diplomacy and International Relations (English-Taught Program)	T810
管理科學學系 Department of Management Science	B907	國際觀光管理學系 Department of International Tourism Management (English-Taught Program)	T806
淡江大學暨澳洲昆士蘭理工大學財金雙碩士學位學程 TKU-QUT Dual Master Degree Program in Finance	B100 4	全球政治經濟學系 Department of Global Politics and Economics (English-Taught Program)	T110 5
外國語文學院 College of Foreign Languages and Literatures		教育學院 College of Education	
英文學系 Department of English	FL207	教育科技學系 Department of Educational Technology	ED20 3
西班牙語文學系 Department of Spanish	FL314	教育與未來設計學系 Department of Education and Futures Design	ED30 2
法國語文學系 Department of French	FL416	教育心理與諮商研究所 Graduate Institute of Educational Psychology and Counseling	ED10 3
德國語文學系 Department of German	FL507		
日本語文學系 Department of Japanese	FL317		
俄國語文學系 Department of Russian	FL209		





驚聲銅像廣場	Statue of Mr. Chang Ching-sheng	V	視聽教育館	Audio-visual Education Building	A	行政大樓	Administration Building
大門管制站	Main Entrance Guard House	M	海事博物館 黑天鵝展示廳	Maritime Museum Black Swan Exhibition Hall	U	覺生紀念圖書館	Chueh-sheng Memorial Library
N 紹謨紀念游泳館	Shao-mo Memorial Natatorium Complex	G	工學館(舊工館)	Engineering Building	I	覺生綜合大樓	Chueh-sheng Memorial Hall
S 騶先紀念科學館	Liu-hsien Memorial Science Hall	E	工學大樓	Main Engineering Building		覺生國際會議廳(10樓)	Chueh-sheng International Conference Hall (10th Fl.)
C 鍾靈化學館	Chung-ling Chemistry Hall	ED	教育學院	College of Education		教職員停車場	Faculty Parking Lot
R 學生活動中心	Student Activity Center	Z	松濤館	Sung-tao Hall	H	宮燈教室	Chinese Palace-style Classrooms
Q/O 傳播館	Communication Hall		文錙藝術中心	Carrie Chang Fine Arts Center		覺軒花園	Chueh-hsuan Chinese Garden
B 商管大樓	Business and Management Building	FL	外國語文大樓	College of Foreign Languages and Literatures	HC	守謙國際會議中心	Hsu Shou-Chlien International Conference Center
SG 紹謨紀念體育館	Shao-mo Memorial Gymnasium	T	驚聲紀念大樓	Ching-sheng Memorial Hall			
J 麗澤國際學舍	Reitaku International House		驚聲國際會議廳(3樓)	Ching-sheng International Conference Hall (3rd Fl.)	TH	校史館暨張建邦創辦人紀念館 瀛苑	Gallery of Tamkang History & The Founder Dr. Clement C. P. Chang's Memorial Hall Ying Yuan House
L 文學館	College of Liberal Arts						
F 會文館	Hwei-wen Hall		文錙音樂廳	Carrie Chang Music Hall			



境外生輔導組

International and Mainland Students Guidance Section

一、位置 Location:

驚聲大樓10樓(T1001辦公室) Ching-sheng Memorial Hall 10F (T1001)

公用聯絡信箱Mail:

電話:02-26215656 # 2218

二、林玉屏組長Nastia Lin

Section Chief of International and Mainland Students Guidance Section

學位生承辦人:

僑生 Overseas Chinese Students Advisers: 趙芳菁小姐 Grace、梁瑋倩小姐 Iris

外籍生 Foreign Students Advisers: 劉駿志先生 Gary、李靜宜小姐 Eva

大陸生 Mainland China Students Adviser: 駱慈愛小姐

交換生承辦人(校級):

大陸生 Mainland China Exchange Students Adviser: 王友嫻小姐 Cadence

外籍生 Foreign Exchange Students Adviser: 彭于禎小姐 Chanel (Ext.3552)

三、提供境外生相關資源, 如有需求, 請多加參考利用:

You can find relevant resources for foreign students at the following links.

國際暨兩岸事務處 Office of International and Cross-Strait Affairs 	國際處境外生導師機制 Academic advisor 	諮商職涯暨學習發展輔導中心Counselling, Career Development and Learning Center 
課業輔導預約系統 Academic Guidance Appointment 	生活輔導組獎助學金或法律 諮詢服務Student Guidance Section, Scholarship and Financial Aid and Legal Consultancy Service 	新生導覽影片 Foreign Student TKU Orientation Video 

There are student association and eight sorts of student clubs in TKU. The introductions as below:
淡江大學學生團體有學生會及8類學生社團, 簡介如下:

■ Student Association (學生會)

The members of the student association are elected by the all the students in the school. It is the first class on-campus organization. It has the president and the vice-president. The system of the association is the administrative center, student's Parliament, student appraisal meeting. These groups each have a job, each of them is in charge of the administrative, legislative, and justice affairs and relevant events.

係指由全校學生選舉產生, 為校內一級自治組織。學生會置會長、副會長, 分設行政中心、學生議會、學生評議會, 分別掌理行政、立法、司法相關事項。

■ Academic (學藝性)

An academic club is built up for the purpose of academic study, and to cultivate the members' abilities in appreciating the different cultures, in addition to doing the research of arts. The main activity is the club learning classes. Besides, there will be seminars and social events in order to interact with the students from the other clubs.

以研究學術、培養同學文化氣息及藝術研討為目的而成立的學藝性社團, 以社課為主要活動, 除此之外, 也會辦一些講座活動, 以及聯誼性質的活動與其他社團交流。

■ Sporty (體育性)

The sporting club is built up on the purpose of encouraging the proper sports. The main activity is the club learning classes. The members can learn different gymnastic skills through club learning classes. Also, the social activities can be held among schools. Members from different schools can interact through inter- and intra-schools sporting contests.

以鼓勵正當體育活動為目的而成立的體育性社團, 也以社課為主要活動, 社員可以利用社課, 學習到不同體育技能; 在聯誼活動中, 也常辦理跨校交流, 並辦理校內外各種體育比賽。

■ Entertaining (康樂性)

The entertaining club is built up on the purpose of encouraging the leisure healthy activities for students. The main activity is club learning classes; the minor activity is fellowship encouraging events. Sometimes, there will be wrap-up presentations.

以推廣休閒同樂、有益身心之活動為目的而成立的康樂性社團, 最大宗的活動為社課, 次要為聯誼, 另外也會辦一些成果發表會。

■ Serving (服務性)

The serving club is built up for the purpose of serving people and makes it a better society. The main activity is serving people. The members need to gain more knowledge and strengthen their inner abilities while serving the others. Therefore, club learning class is the second main activity. Students will be trained and directed to the correct track through the club learning classes.

以服務人群、造福社會為目的而成立之服務性社團, 以服務活動為主, 在服務的同時也要增強自己的內涵和知識, 因此社課為第二大類的活動, 在社課中培訓服務員們的心態和能力。

■ Friendship encouraging (聯誼性)

It's divided into two groups – alumni and non-alumni. The purpose of the friendship encouraging club is built up on encouraging the friendships, interacted learning, and helping with the friendship growing. The main activity is to unite the fellowship among members. Many alumni would go back to their hometowns or schools during winter and summer vacations to do the community services.

分為校友會和非校友會兩大性質，以促進友誼、交流學習、砥礪情操為目的而成立的聯誼性社團。以凝聚社內感情的聯誼活動為主，而許多校友會也都會在寒暑假，回到自己的家鄉或學校進行返鄉服務。

■ Religious (宗教性)

The religious club is built up on the purpose of studying the doctrine, encouraging the practices of characters, and caring for the society. The main activity is the club learning class. In the classes, students get together by different religions. They will discuss the religious dogmas or related issues, or they would search for the growth in spirits.

以研究宗教義理，砥礪品行修養，關懷社會為目的而成立的宗教性社團，大部分活動為社課，主要是以不同宗教的聚會為主，社課中會討論宗教的教旨或相關議題，或尋求自身心靈上的成長。

■ Musical (音樂性)

The music club is built up for the purpose of training students the musical skills, cultivating the abilities to appreciate the music, and redirecting the students' characters to the correct tracks. The main activity is the club learning class. The members could learn how to play the instruments, practicing the skills; in addition, there will be friendship interaction activity and wrap-up presentations.

以培養音樂技藝、提升音樂欣賞、陶冶性情為目的而成立的音樂性社團，大部分為社課，主要注重樂器的教學、技巧上的練習，除此之外，還有聯誼型活動，會和其他學校進行交流，也會辦成果發表會。

■ Departmental Association (學會)

The departmental association is built up on the purpose to promote students' abilities in research and to exchange the study results. It is also a departmental organization in connecting the bond between the undergraduate and graduate students. The main activity is the fellowship encouraging events. Next, most of the departments will also hold the ball games or singing contests and the weekly departmental presentations in order to present the specialties of each department and what the students have learned.

為提高學生學術研究風氣，便利學生交換研究心得，連繫系所院學生情感的學會性組織，以辦理組織內的聯誼活動為主；其次，大多數的系學會也辦理球類或歌唱比賽，以及各系週展，以展現各系的特色及所學。

Welcome to join the clubs you are interested in. For further information, please visit the website : <http://tkuclub.weebly.com/>

歡迎加入喜歡的社團，想知道詳細的社團介紹，請至學生社團網頁：<http://tkuclub.weebly.com/>

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。

(1) B201、B203、B213 開放時間：週一至週五：8:20～21:00

(機器維護時間、週六、週日、國定假日不開放，期中/期末考開放B201、B203)

(二) E313 週一08:20～週六21:00 期間全日開放

(機器維護時間、週日、期中、期末考週暫停開放，假日前關閉時間21:00。)

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



諮商職涯暨學習發展輔導中心

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。

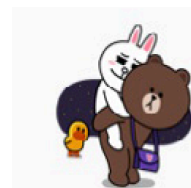
- | | |
|----------|-----------|
| 1、睡眠品質變差 | 五、對生活失去興趣 |
| 2、飲食習慣改變 | 六、注意力無法集中 |
| 3、人際關係變差 | 七、活動力的改變 |
| 4、有自殺的念頭 | 八、情緒陷入低潮 |

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。



境外生輔導駐點諮詢(可用英文諮詢)

地點：T1011

時間：每週二1:30至3:30

緊急連絡電話

單位	連絡電話
軍訓室	(02) 2622-2173 (24hours) (02) 2621-5656 ext.2256
校園安全勤務中心	(02) 2621-5656 ext.2110/2119
淡水派出所	(02) 2621-2069
警察局/救護車、消防車	110/119
計程車(宏仁)	(02) 2805-7777

校園相關單位及辦公地點

淡 水 校 園 02-26215656			
單位	服務	分機	地點
生活輔導組	◇學生團體保險 ◇學生請假 ◇法律諮詢	2214、2217 、2817	B402
課外活動輔導組	◇學生社團活動	2220、2224 、2226	SG315
諮商職涯暨學習 發展輔導中心	◇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	◇WiFi、校園網路、O365	2628	T102
資訊處	◇電子郵件帳號、帳號登入問題	2468	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	B401
其他			
家樂福(淡新店)	https://www.carrefour.com.tw/store.html	go by bus 紅37	
馬偕醫院	http://www.mmh.org.tw/ (02)2809-4661	go by bus 紅27 to 竹圍	

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A108室，校內分機3056。

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

E-mail: help885@mail.tku.edu.tw

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

- 1、拉插梢
- 2、拉皮管
- 3、壓把柄
- 4、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)2622-2173、(02)2621-5656*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。

淡水醫院與診所資訊 Local Hospitals and Medical Centers

名稱	地址	電話
淡水馬偕醫院	新北市淡水區民生路45號	02-2809-4661
榮芳骨科診所	新北市淡水區中山北路一段149巷22號	02-8631-8060
彩虹眼科診所	新北市淡水區中山北路一段89號	02-2629-0638
悠植牙醫診所	新北市淡水區北新路2號1樓	02-2626-9010
陳灼彭身心醫診所	新北市淡水區北新路192號之1	02-2629-8996
瑞安診所	新北市淡水區北新路182巷61號	02-2620-3669
大忠耳鼻喉科診所	新北市淡水區大忠街113巷31號	02-2620-5188
華生家醫科皮膚科診所	新北市淡水區北新路169巷4號1樓	02-2625-0342
大忠聯合藥局	新北市淡水區大忠街113巷31號1樓	02-2620-0021
淡水聯合藥局	新北市淡水區英專路94號2樓	02-8631-7699

簽證及居留證

* 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30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, 影本須至註冊組蓋註冊章)
- 4、淡江大學入學許可(正本, 確認後取回)
- 5、住宿證明書(正本及影本各一份)
- 6、學校公函(諮詢輔導員-紙本公函)

- 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, 請自行於到期前線上辦理, 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)

<https://coa.immigration.gov.tw/coa-frontend/student/entry/foreign-student>

- 應備文件及費用:

- 1、線上申請表
- 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, 學生證影本須至註冊組加蓋註冊章; 在學證明請於B304繳交保險費180元後2-3天至行政大樓使用機器申請)
- 5、入學許可書
- 6、住宿證明書/租賃契約書
- 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

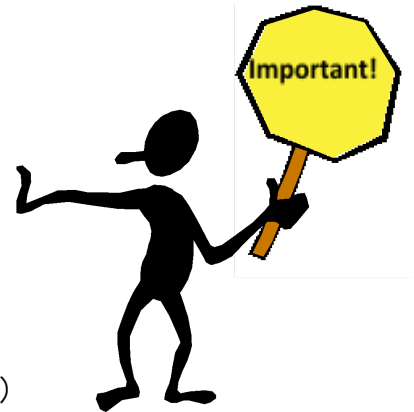
變更居留地址應自行於30天內辦理!! 資料同上, 需帶舊居留證, 但不需在學證明。

- 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, 學生證影本須至註冊組加蓋註冊章)
- 6、 入學通知書(正本及影本各一份)
- 7、 申請費用: 新台幣500-1,000元
- 8、 住宿證明書(諮詢輔導員)
- 9、 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。如果你是住在臺北市, 則請至「移民署臺北市服務站」辦理業務。

移民署新北市服務站:

地址: 新北市中和區民安街135號

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)

移民署臺北市服務站:

地址: 臺北市中正區廣州街15號

電話: (02) 2388-5185

交通: 搭乘松山新店線至捷運小南門, 由2號出口徒步5分鐘

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。

- 4、撥款時效:從申請至理賠撥款約需4週作業時間。
- 5、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。

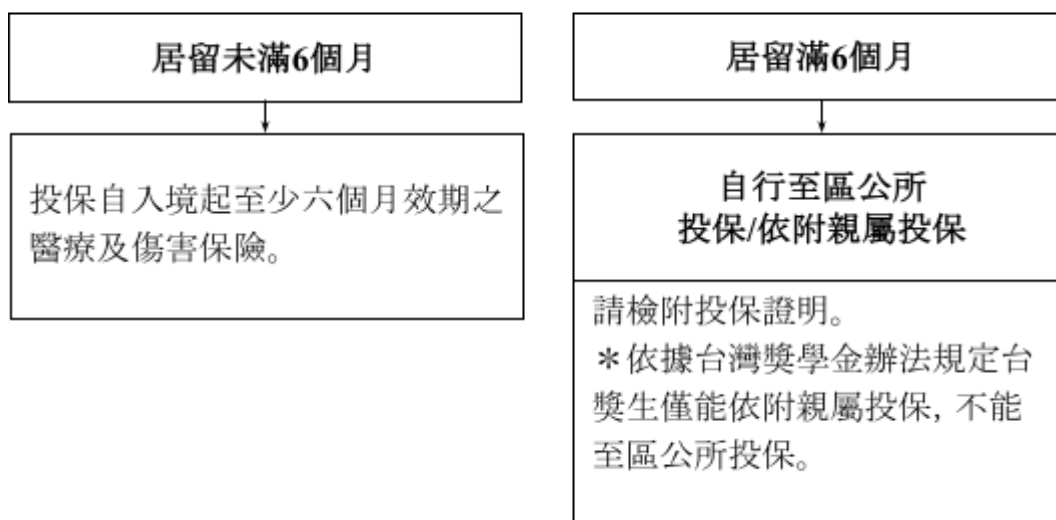
境外生醫療保險

- 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。

- 4、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)
- 5、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。
理賠金額每日上限1,000元。

全民健康保險資訊(自行加保)



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。NT\$826 /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, $3/5+25\text{天}=4/1$ 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。

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。

學習相關

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12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T1001。

*退選之科目將紀錄於成績單上，請同學們謹慎使用退選機制，謝謝！

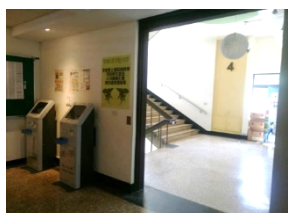
學生證

- * 遺失學生證請持護照及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。
- * 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線上請假

<https://leave.sis.tku.edu.tw/>，逾期不受理。一日內事假及病假可至商管大樓四樓機器辦理，其他假別請洽學務處聯合服務台詢問。



↑商管大樓四樓外

Getting to Know TKU

Computer Laboratories

TKU has a total of 7 Free computer laboratories. Remember to bring your student ID card with you.

(一) B201、B203、B213 → Mon. to Fri.: 8:20~21:00

(Closed during machine maintenance time, Saturdays, Sundays and national holidays, B201 and B203 open on mid-term and final exam weeks.)

(二) E313 is open all day from Monday 08:20 to Saturday 21:00.

(Sundays, mid-term and final exam weeks are closed, and the closing time before holidays is 21:00)

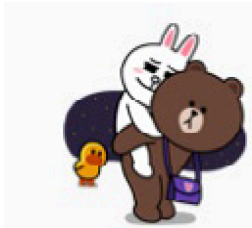
Health Service Clinic

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 are 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

Counselling, Career Development and Learning Center (B408)

(02)26215656*2221、2491

Having more than five symptoms below and last more than two weeks, emotional stress may be derivative to psychological or physical symptoms please get in touch with the Mental Health Counseling, they will provide variety of mental health services.

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

Mental Health Counseling(In English)

Place:T1011

Time:Each Tue. 1:30 p.m. to 3:30 p.m.

Emergency Contact

Unit	Contact Number
24 Hours Emergency Line	(02) 2622-2173 (24 hours) (02) 2621-5656 ext.2256
Campus Security Section	(02) 2621-5656 ext.2110/2119
Tamaui Police Office	(02)2629-6579
Police/OfficeFire Department/Ambulance	110/119
Taxi (Hong-Ren)	(02)2805-7777

Office Location and Contact Number

Tamsui Campus 02-26215656			
Office	Service	Tel	Room
Office of Student Affairs - Guidance Section	◇Student Insurance ◇Academic Leave ◇Legal Advice	2214、2217、2817	B402
Extracurricular Activities Guidance Section	◇Student Clubs	2220、2224、2226	SG315
Counseling, Career Development and Learning Center	◇Mental Health counselling, Gender Relationship, Insomnia, Stress, Anxiety	2221、2270、2491	B408
Office of Academic Affairs - Registration Section	◇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 Information Service	◇ Wi-Fi、Internet、O365	2628	T102
	◇Email account、Login problem	2468	B212
Office of General Affairs - Cashier's Section	◇Tuition fee, insurance fee, Dormitory fee	2259、8501	B304
Office of Military Education and Training	◇Lost Property	2256	B401
Others Info			
Mackay Memorial Hospital	http://www.mmh.org.tw	Bus 紅-27 to竹圍	
Carrefour	www.carrefour.com.tw/store/ 淡新店	Bus 紅-37	

Events

●Sexual Assault or Sexual Harassment on Campus

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 Education Committee is located at A108, extension 3056.

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

E-mail: help885@mail.tku.edu.tw

●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>

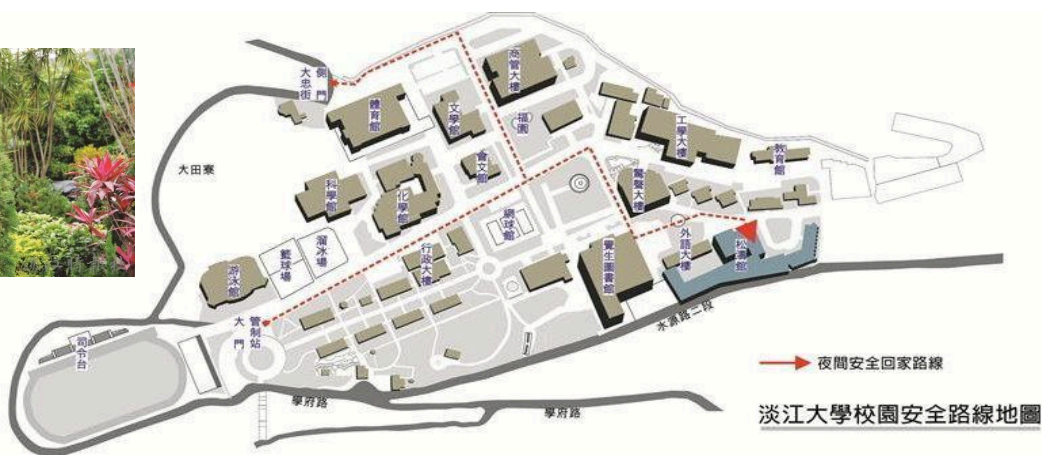
2. Student Appeal Form

<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)2622-2173 (02)2621-5656*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)**

●Local Hospitals and Medical Centers

Name	Address	Tel.
Mackay Memorial Hospital	No. 45 Minsheng Rd., Tamsui District, New Taipei City	02-2809-4661
Rong Fang Orthopedic Clinic	No.22, Lane 149, Sec. 1, Zhongshan N. Rd., Tamsui Dist., New Taipei City	02-8631-8060
Rainbow Eye Clinic	No.89, Sec. 1, Zhongshan N. Rd., Tamsui Dist., New Taipei City	02-2629-0638
Yo Zhi Dental Clinic	1F., No.2, Beixin Rd., Tamsui Dist., New Taipei City	02-2626-9010
Dr. Chan's Psychiatry Clinic	No.192, Beixin Rd., Tamsui Dist., New Taipei City	02-2629-8996
Rui An Ear Nose and Throat Clinic	No.61, Lane 182, Beixin Rd., Tamsui Dist., New Taipei City	02-2620-3669
Da Zhong Ear and Throat Clinic	No.31, Lane 113, Dazhong St., Tamsui Dist., New Taipei City	02-2620-5188
Watson Family Medical Dermatology Clinic	1F., No.4, Lane 169, Beixin Rd., Tamsui Dist., New Taipei City	02-2625-0342
Da Zhong United Pharmacy	1F., No.31, Lane 113, Dazhong St., Tamsui Dist., New Taipei City	02-2620-0021
Tamsui United Pharmacy	2F., No.94, Yingzhuan Rd., Tamsui Dist., New Taipei City	02-8631-7699

Visa and Alien Resident Certificate

*** 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**.

A. Visitor Visa extension:

Visitor visa which is 60 days or 90 days long, please go find Chanel 30days 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!! Visitor Visa only allows single entry. If you leave the country, you must reapply for an entry visa.

B. Required Documents:

1. Application form
2. Passport, visa valid for at least 6 months (original and photocopy)
3. Student ID card. Copy the Student ID on both sides and Stamped by TKU Registration Section (Building A).
4. TKU Letter of Admission (original, please get it back after the procedure)
5. Proof of living in dormitory
6. Official letter of school (please contact Chanel)

C. 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.

<https://coa.immigration.gov.tw/coa-frontend/student/entry/foreign-student>

D. Required Documents and Fees:

1. ARC Application <https://coa.immigration.gov.tw/coa-frontend/student/entry>
2. One 2-inch, half-length color photo with white background, the applicant must not be wearing a hat.
3. Passport and visa (original and photocopy)
4. Student ID card and Certificate of Enrollment. Copy the Student ID on both sides and Stamped by TKU Registration Section (TKU Tamsui Campus building A).
*Please go to A-building to apply the Certificate of Enrollment (fee: NT \$10) and get Student ID stamp on student ID card copy. But please pay the Insurance fee about NT\$180 (B304) 2-3 days before the application.
5. TKU Letter of Admission (original and photocopy)
6. Proof of living in dormitory
7. Application fee: NT \$1,000 (one year)
8. \$26 self-addressed stamped envelope
9. Processing time: 7-10 working days

E. 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)

F. Lost or damaged (must be done in person)

1. Inform the police officer and get the report.
2. ARC Application form
3. One 2-inch color photos with white background (for Visa use)
4. Passport and visa (original and photocopy)
5. Student ID card (original and photocopy, photocopy stamped by TKU Registration Section)
6. TKU Letter of Admission (original and photocopy)
7. Application fee: NT\$500-NT \$1,000
8. Proof of living in dormitory (please contact Chanel)
9. Certificate of Enrollment

G. Overstay or overdue (penalty)



1. Under 10 days, NT\$2,000
 2. Over 11days to 30 days, NT\$4,000
 3. Over 31days to 60 days, NT\$6,000
 4. Over 61days to 90 days, NT\$8,000
 5. Over 91 days, NT\$10,000
- (After penalty re-entry within 7 days.)

H. 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**.

New Taipei City Service Center

Address: 1F., No.135, Min'an St., Zhonghe Dist., New Taipei City 235, Taiwan (R.O.C.)

Tel: (02) 8228-2090

Taipei City Service Center

Address: No.15, Guangzhou St., Zhongzheng Dist., Taipei City 100, Taiwan (R.O.C.)

Tel: (02) 2388-5185

Insurance

A. Student Group Accident Insurance

Application Fee:

For every student payment is NT\$180 /semester for School Year 2021-2022.

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 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.

2. Details:

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

< [Student Guidance Section](#) > → < Application of Student Group Insurance >

B. 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.

2. 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 NT\$1,000 (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 NT\$1,000 (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 NT\$120,000 (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.

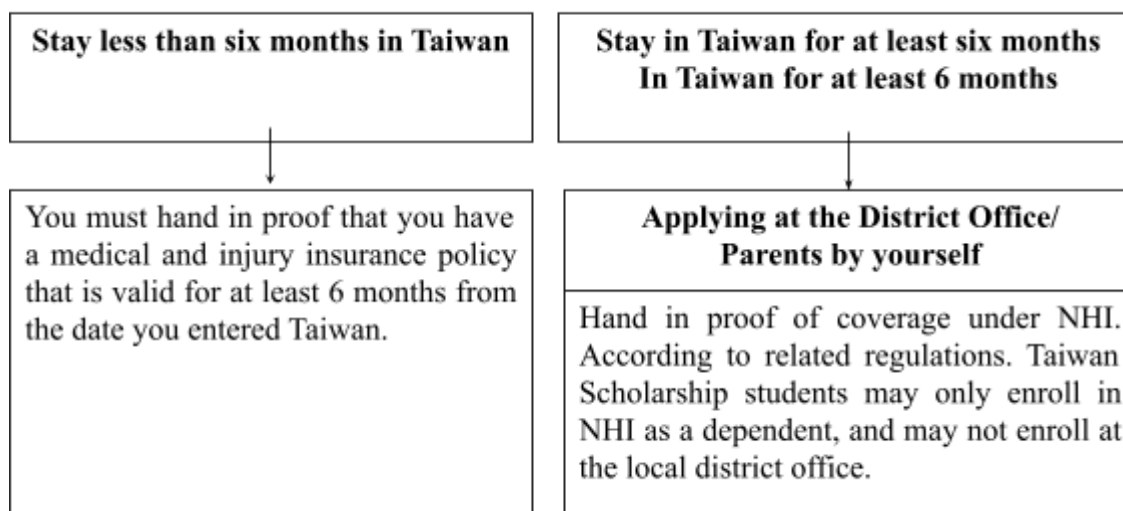
Premium mode : Yearly, Half yearly, Quarterly, Monthly

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 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\$826/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\$200

2. What to Do If You Lose Your Card?

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

3. Canceling NHI

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

4. Medical Services

After successful 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.

5. 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 courses in the same semester.
2. Your credit will be less than 12 after you drop the course.

Please get the form online <http://www.oieie.tku.edu.tw/en/NewStudent/Foreign1>.

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

All kinds of the leaves have their regulations; please check the website for the regulation.

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

For the one-day leave, please apply it at the machine on the B building 4th floor. For leaves which are more than 1 day, please go to B418 to confirm it.

